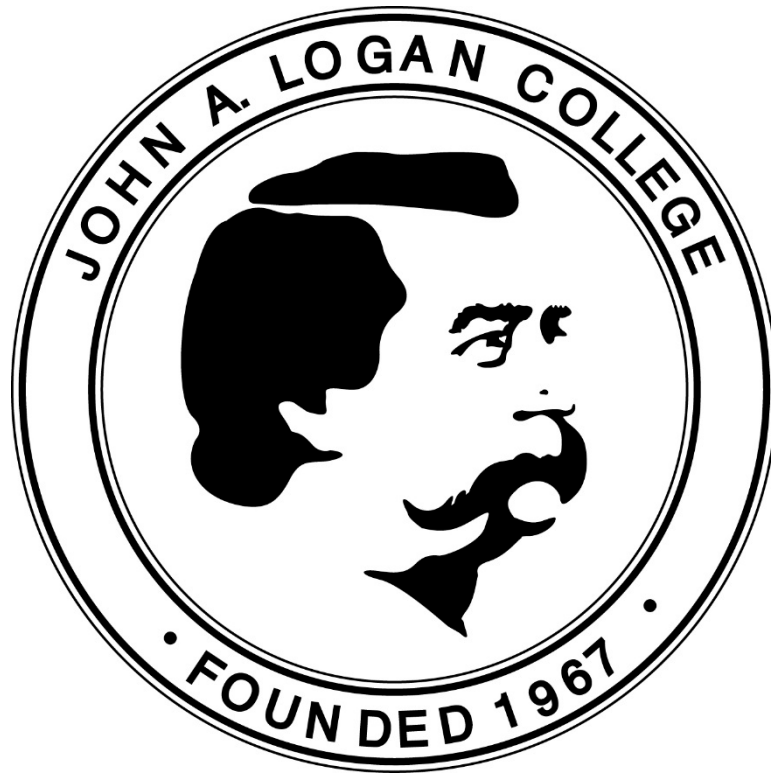


# BOARD OF TRUSTEES POLICY MANUAL



**JOHN A. LOGAN COLLEGE**  
**Cartersville, Illinois**

College Mission Statement:

*To enrich lives through learning and community engagement.*

# John A. Logan College

## Board of Trustees Policy Manual

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The Illinois Board of Higher Education (IBHE) is responsible for planning and coordinating the state's system of higher education.

The Board's statutory responsibilities include:

- **Master Planning** - Analyze the aims, needs, and requirements of Illinois higher education. Modify policies that guide the state's system of public and private colleges and universities.
- **Budget** - Recommend to the Governor and the General Assembly budgetary needs for higher education institutions and agencies.
- **Program Approval** - Approve or deny proposals by public university governing boards and the Illinois Community College Board for new units of instruction, research, or public service. Review existing instruction, research, or public service programs to determine their continued educational and economic justification.
- **Institution Approval** - Authorize independent and out-of-state institutions to operate and offer degree programs in Illinois. Conduct on-going reviews to assure that these institutions maintain the conditions under which they were authorized to operate and grant degrees, and revoke operating authority as determined necessary.
- **Grants Administration** - Administer state and federal grant programs.
- **Information Systems** - Maintain information system about Illinois higher education.

The Illinois Board of Higher Education consists of 16 members as follows: 10 public members are appointed by the Governor and confirmed by the Senate, one of which must be a faculty member at an Illinois public university; one member of a public university governing board appointed by the Governor; one member of a private college or university board of trustees appointed by the Governor; the chairman of the Illinois Community College Board; the chairman of the Illinois Student Assistance Commission; and two student members selected by the Student Advisory Committee of the Board of Higher Education, one must be a non-traditional undergraduate student who is at least 24 years old. The Governor shall designate the Chairman of the Board to serve until a successor is designated.

ADOPTED: AUGUST 6, 1974  
AMENDED: **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER 12, 2015  
LEGAL REF.: 110 ILCS 205/2  
CROSS REF.: ADMINISTRATIVE PROCEDURES **101**, 102



***Illinois Community College Board  
Statement of Purpose***

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**1120**

The Illinois Community College Board, as the state coordinating board for community colleges, administers the Public Community College Act in a manner that maximizes the ability of the community colleges to serve their communities. Its mission is to promote cooperation within the system and accommodate those State of Illinois initiatives that are appropriate for community colleges; to be accountable to the students, employers, lawmakers, and taxpayers of Illinois; and to provide high-quality, accessible, cost-effective educational opportunities for the individuals and communities they serve.

The Illinois Community College Board consists of eleven members appointed by the Governor and confirmed by the Senate for six-year terms. One student member is selected by the ICCB Student Advisory Committee for a one-year term. The Board Chair is selected by the Governor.

Four organizations representing various community college constituents in the state have been designated as official advisory groups to the Illinois Community College Board: the Illinois Council of Community College Presidents, the Illinois Community College Trustees Association, the Illinois Community College Faculty Association, and the ICCB Student Advisory Committee.

ADOPTED: APRIL 1, 1980  
AMENDED: **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER 12, 2015  
LEGAL REF.: 110 ILCS 805/2  
CROSS REF.: ADMINISTRATIVE PROCEDURES **101**, 103

Election of the members of the John A. Logan College Board of Trustees shall be nonpartisan and shall be held at the time and in the manner provided in the general election law. Members shall be elected to serve six-year terms.

Vacancies on the Board

Whenever a vacancy occurs on the board, the remaining members shall fill the vacancy, and the person so appointed shall serve until a successor is elected at the next regular election in accordance with the election code. If the remaining members fail to act within 60 days after the vacancy occurs, the chairman of the State Board shall fill that vacancy, and the person so appointed shall serve until a successor is elected at the next regular election in accordance with the election code. If the vacancy occurs with less than 4 months remaining before the next scheduled consolidated election, and the term of office of the board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding consolidated election. If the term of office of the board member vacating the position is scheduled to expire at the upcoming consolidated election, the appointed member shall serve only until a successor is elected and qualified at that election.

ADOPTED: AUGUST 6, 1974  
AMENDED: MARCH 11, 1985, **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER, 2007; OCTOBER 12, 2015  
LEGAL REF.: 110 ILCS 805/3-7; **10 ILCS 5/1-1 ET SEQ; 10 ILCS 5/22-17 AND 5/22-18**  
CROSS REF.:

The officers of the John A. Logan College Board of Trustees shall be the chairman, vice-chairman, and secretary. **The Board shall appoint a treasurer to serve at the pleasure of the board. The treasurer may not be a member of the community college board.**

The President of John A. Logan College shall serve as the executive officer of the Board.

Officers shall be elected in accordance with law and Board Policy 2121.

Terms of officers will be two years as provided under the terms of Illinois Statutes (110 ILCS 805/3-8), beginning with the organizational meeting following the election in odd-numbered years.

It is recommended that no trustee shall serve as chair of the Board for more than two successive terms.

ADOPTED: AUGUST 6, 1974  
AMENDED: FEBRUARY 11, 1991; **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER 2007; OCTOBER 12, 2015  
LEGAL REF.: 110 ILCS 805/3-8  
CROSS REF.: BOARD POLICY 2121, **2320**

Following each consolidated election, the new Board of Trustees shall hold its organizational meeting, conduct the election of officers, and fix a time and place for regular meetings on or before the 28<sup>th</sup> day after the election in accordance with the Community College Act (110 ILCS 805/3-8). Following are procedures to be followed for election of board officers:

1. The Chairman of the Board shall appoint a Nominating Committee at least thirty (30) days prior to the organizational meeting.
2. The Nominating Committee shall consist of two members **of the Board of Trustees appointed by the Board Chair**. Any trustee who wishes to be a candidate for any office should submit a letter to the chair of the Nominating Committee at least 10 days before the organizational meeting. During this same time, any trustee may submit a written nomination of any other trustee to the Nominating Committee. From the list of the nominations submitted to the committee, the Nominating Committee shall select a nominee and report the decision of the committee to the full Board at the organizational meeting. If no nominations or applications are received by the committee for any particular office, the Nominating Committee may make its own nomination with the consent of the nominated trustee.
3. At the organizational meeting of the Board (normally the April or May meeting held immediately following the election), the full Board of Trustees shall vote on the nominations of the Nominating Committee and any other nominations from the floor of any trustee who applied for a position as an officer to the committee or were nominated by another trustee but not chosen by the Nominating Committee.
4. All members of the Nominating Committee would be eligible for nomination as officers.
5. If the full Board of Trustees at the organizational meeting does not approve of the selection of the Nominating Committee or any of the nominations of other trustees who applied to the committee or were nominated but not selected, then any trustee may be nominated by any other trustee for election to any position. Only in this instance would a trustee who had not applied or been nominated to the committee be eligible for election as an officer, except that new members of the Board have the opportunity to nominate from the floor at their own organizational meeting.
6. The Nominating Committee would also function in like fashion to fill any vacancies for officers of the Board. The chairperson would appoint the committee upon notice of the vacancy, and nominations would be accepted for a period of 10 days following that meeting. The committee would report to the Board at the next meeting, and the election would be held at the following meeting.

ADOPTED: FEBRUARY 11, 1991  
AMENDED: FEBRUARY 27, 2007; JANUARY 22, 2008, **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER 2007; OCTOBER 12, 2015  
LEGAL REF.: 110 ILCS 805/3-8  
CROSS REF.: BOARD POLICY 2120, 2130, 2320

Standing committees of the Board will be appointed by the Board Chair and shall not include more than two trustees.

Ad hoc committees will be appointed by the Board Chair and will be comprised of named individuals or positions but shall not include more than two trustees.

Board committees make recommendations directly to the Board, and shall be discharged upon completion of their assignment or at the end of the term of the Chair, whichever comes first. **Before making a recommendation or report to the Board, the Chair shall first confer with the President on the matter to be recommended.**

ADOPTED: JANUARY 4, 1968  
AMENDED: JULY 12, 1978; FEBRUARY 27, 2007; JANUARY 22, 2008; NOVEMBER 24, 2015;  
**NOVEMBER 28, 2017**  
REVIEWED: OCTOBER 2007; OCTOBER 12, 2015; **OCTOBER 11, 2017**  
LEGAL REF.:  
CROSS REF.: BOARD POLICY 2320

The John A. Logan College Board of Trustees may designate the status of Trustee Emeritus to a former trustee with service of eighteen (18) years or at its discretion. The benefits of Trustee Emeritus status include:

1. If a trustee emeritus desires, payment of lifetime membership for the Illinois Community College Trustees Association (ICCTA) *or* the Association of Community College Trustees (ACCT).
2. Receipt of College business cards indicating his/her status upon request.
3. The Trustee Emeritus will be invited to College functions and will be kept on the College mailing lists.
4. The Trustee Emeritus will receive a photograph taken with the President of the College at the time of the designation of status.

ADOPTED: JANUARY 24, 2012  
AMENDED: **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER 12, 2015  
LEGAL REF.:  
CROSS REF.: BOARD POLICY 7370

The Board of Trustees and college staff will assist each newly elected member with understanding the Board's functions, policies, and procedures prior to taking office.

The orientation process will include:

1. **Presenting** the new member an orientation packet **with information on the community college system; the role of a Board member; and an overview of the structure and operations of the Board of Trustees and the College.**
2. Giving the new member an opportunity to meet with the College President and other administrators to discuss their functions and duties.
3. **Presenting** the new member a copy of the College's Board Policy Manual **and Administrative Procedures Manual.**
4. **Advising the new member of opportunities for participation in orientation and educational activities sponsored by the Illinois Community College Trustees Association (ICCTA).**

ADOPTED: AUGUST 6, 1974  
AMENDED: **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER 2007; OCTOBER 12, 2015  
LEGAL REF.:  
CROSS REF.:

Board members shall serve without compensation. However, Board members will be reimbursed for reasonable expenses incurred in connection with their service as Board members.

ADOPTED: JANUARY 4, 1968  
AMENDED:  
REVIEWED: OCTOBER 2007; **OCTOBER 12, 2015**  
LEGAL REF.: 110 ILCS 805/3-7  
CROSS REF.:



Board members are encouraged to attend conferences to enable them to better perform their duties as Board members.

ADOPTED: AUGUST 6, 1974  
AMENDED: **JANUARY 22, 2008**  
REVIEWED: **OCTOBER 2007; OCTOBER 12, 2015**  
LEGAL REF.:  
CROSS REF.:

The duties of the Board of Trustees include but are not limited to the following:

1. To maintain records to substantiate all claims for state apportionment and retain such records for three years.
2. To cause a fiscal and management audit to be made at the end of each fiscal year by a certified public accountant appointed by the Board and submitted to the Board for appropriate action.
3. To publish annually a financial statement of the college.
4. To provide for the revenue necessary to maintain the college.
5. To designate the treasurer to receive the taxes of the district.
6. To adopt and enforce all necessary policies for the governance of the college. The Board will establish such policies for the conduct and administration of the College as are prescribed by law and such other policies that may seem advisable and have them prepared in such form that all concerned will be aware of them.
7. To authorize application to the ICCB for the approval of new units of instruction, research, or public service.
8. To select a president who will be the chief executive officer of the College and be directly responsible to the Board for its total administration.
9. To appoint and fix the salaries of a president, other administrative personnel, and all teachers.
10. To pay no orders except for teachers' salaries unless there are sufficient funds in the hands of the treasurer, except as otherwise provided by law.
11. To award contracts for the purchase of supplies, materials, or work **in accordance with Board Policy 7154 – Purchasing.**
12. To adopt regulations for admissions of students which do not conflict with statutory requirements.
13. To indemnify and protect Board members and employees of the Board against civil rights damage claims and suits, constitutional rights damage claims and suits, death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such Board member, employee or student teacher is engaged in the exercise of performance of any powers or duties of the Board, or is acting within the scope of employment or under direction of the community college Board. Such indemnity may be through the purchase of insurance in a company licensed to write such coverage in this state.
14. Other duties as required by law.

ADOPTED: AUGUST 5, 1968

AMENDED: APRIL 1, 1980; SEPTEMBER 1, 1981; JULY 28, 1998; JANUARY 22, 2008; **JUNE 28, 2011**

REVIEWED: OCTOBER 2007; MAY 11, 2011; **OCTOBER 12, 2015**

LEGAL REF.: 110 ILCS 805/3-21 THROUGH 3-29.2

CROSS REF.: BOARD POLICY 7154

### **Duties of the Chair**

1. Preside at all meetings of the Board.
2. Arrange with the President the content and order of business at Board meetings.
3. Establish **standing and** ad hoc committees and members thereto, make special appointments as necessary, and call for performance reports on a timely basis.
4. Disband committees upon performance of their tasks.
5. Consult with and advise the President on major problems.
6. Act as the legal representative of the Board and perform such duties as are imposed by law or Board action.
7. Establish and maintain relationships with the press, governmental units, and the public, acting as official spokesman for the Board.
8. Serve as a catalyst in initiating evaluation of top administrative performance on a regular basis.
9. Ensure that the Board has adequate information and time to deliberate on appropriate Board topics.

The chair shall have full rights of discussion and voting.

### **Duties of the Vice-Chair**

In the absence of the chair, the vice-chair shall perform the duties and responsibilities of the chair.

### **Duties of the Secretary**

The secretary shall be a member of the Board and shall be **elected** at the organizational meeting of the Board.

The secretary of the Board of Trustees shall:

1. Be responsible for Board correspondence.
2. Perform the duties usually pertaining to this office.
3. **Attend board agenda review meetings with the President if the chair or vice-chair are unable to attend.**
4. **In the absence of the chair and vice-chair, the secretary shall perform the duties and responsibilities of a chair.**

If the secretary is absent from any regular or special meeting or refuses to perform these duties, a member of the Board shall be appointed secretary pro tempore.

**Duties of the Chair Pro Tempore**

In the event that the chair and vice-chair, **and secretary** are absent from the Board meeting or unable to perform their duties, the Board shall elect a chair pro tempore. The Board may authorize the chair pro tempore to continue performing these duties as long as the chair and vice-chair, **and secretary** are unable to perform their duties.

**Duties of the Recording Secretary**

The recording secretary shall perform all clerical duties of a secretary for the Board of Trustees.

**Duties of the Treasurer**

The treasurer of the Board of Trustees shall:

1. Be the only lawful custodian of college funds and shall keep all bonds, mortgages, notes, monies, and effects belonging to the college.
2. Receive taxes of the district and notify the collectors in writing accordingly, and reconcile district cash with bank records, reporting monthly to the Board.
3. **To coordinate the opening, tabulation, and evaluation of all bids in advance of regular and special Board meetings.**
4. Execute a bond as required by law.
5. Deliver to his successor in office all monies, books, papers, securities, and property which are in his control.

ADOPTED: AUGUST 6, 1974

AMENDED: JANUARY 22, 2008 (INCORPORATED FORMER BOARD POLICIES 2330, 2340, 2350, 2351, AND 2360);  
**NOVEMBER 24, 2015**

REVIEWED: OCTOBER 2007; OCTOBER 12, 2015

LEGAL REF.: 110 ILCS 805/3-10 THROUGH 110 ILCS 805/3-24

CROSS REF.: BOARD POLICY 2121, 2130

The John A. Logan College Board of Trustees shall appoint legal counsel, who will serve at the pleasure of the Board.

ADOPTED: AUGUST 6, 1974  
AMENDED: **JANUARY 22, 2008**  
REVIEWED: OCTOBER 2007; **OCTOBER 12, 2015**  
LEGAL REF.:  
CROSS REF.:

The John A. Logan College Board of Trustees shall have one member who is a student enrolled at the College. The student member shall be selected by campus-wide student referendum for a one-year term beginning on April 15 of each year.

All candidates must reside within the John A. Logan College District; must be a John A. Logan College student enrolled for at least nine (9) hours; and may not be a full-time employee of John A. Logan College District 530.

The student member shall participate in all Board functions, including serving on Board committees, offering motions, attending executive sessions, and performing all other acts of a non-student member. The student member is allowed an advisory vote on all matters, but such a vote is not official. The student member shall not be used to determine a quorum. The student member is encouraged to attend the annual Illinois Community College Board Student Leadership Institute and one of two regular meetings of the Student Advisory Committee each semester.

The student member will be entitled to a tuition waiver (tuition only -- maximum of 15 hours per semester) during his/her term of office.

To fill an unexpired term of a student Board member in the event of a vacancy, the student senate may recommend to the Board a qualified student to fill the remainder of the term.

A student board member may run for a second term of office. A student may serve only two years as the student board member.

ADOPTED: AUGUST 6, 1974

AMENDED: APRIL 1, 1980; JUNE 8, 1982; FEBRUARY 27, 1996; JANUARY 22, 2008; **MARCH 23, 2010**

REVIEWED: **OCTOBER 12, 2015**

LEGAL REF.: 110 ILCS 805/3-7.24

CROSS REF.: ADMINISTRATIVE PROCEDURE 812

**A. NOTICE OF MEETINGS**

Public notice of all meetings, whether open or closed to the public, shall be given as follows:

1. At the beginning of each fiscal or calendar year, the Board will give public notice of the schedule of its regular meetings stating the dates, times, and places of such meetings.
2. At least forty-eight (48) hours before the regular meeting, an agenda shall be posted at the College President's Office, outside the Board meeting room, and on the College website. The requirement of a regular meeting agenda will not preclude the consideration of items not specifically set forth in the agenda.
3. Public notice of any special meeting, except a meeting held in the event of a bona fide emergency, or in the event of any rescheduled regular meeting, or in the event of any reconvened meeting, shall be given at least forty-eight (48) hours before such meeting. The notice shall include the agenda for the special, rescheduled, or reconvened meeting.
4. The requirement of a public notice of a reconvened meeting does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within twenty-four (24) hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting, and there is no change in the agenda.
5. Notice of an emergency meeting shall be given as soon as practicable, but in any event, prior to the holding of such meeting, to any news medium which has filed an annual request for notice of meetings.
6. If a change is made in regular meeting days, notice of the change will be given at least ten (10) days in advance in the same ways as specified for announcing the original schedule.

**B. QUORUM**

A majority of the voting membership of the Board shall constitute a quorum.

If a quorum is present, a majority of the votes of the members voting on a measure shall determine the outcome, except where otherwise provided by law.

The student member is not to be counted in determining a quorum.

**C. RECORDING**

Any person may record the proceedings at public meetings of John A. Logan College Board of Trustees by tape, film, or other means. However, because of the necessity and desirability of conducting orderly meetings, the following rules are prescribed to govern the right of individuals to make such recordings:

1. Request to record public meetings at John A. Logan College must be received at least 24 hours in advance of the scheduled meeting.
2. Technical arrangements for such recordings must be arranged and in place at least one hour before the scheduled time of the meeting.
3. Only the normal lighting in the Board meeting room will be allowed.
4. Noisy equipment will not be allowed in the Board meeting room.
5. The number of persons required to operate such recording equipment will be restricted to three persons.

**C. PARLIAMENTARY PROCEDURE**

Unless otherwise provided, the Board will conduct all its meetings according to the latest edition of Robert's Rules of Order, Newly Revised, and use the procedure for governing board meetings where there are less than twelve (12) members present.

1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
2. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
3. Informal discussion of a subject is permitted while no motion is pending.
4. The chairman can speak in discussion without rising or leaving the chair, can make motions, and usually votes on all questions.

**D. ORDER OF BUSINESS**

The order of business at all regular meetings shall be:

- I. Call to Order
- II. Roll Call
- III. Approval of Previous Minutes
- IV. Financial Report
- V. Accounts Payable
- VI. Recognition of Guests
- VII. Opportunity for Public Comments/Questions
- VIII. Board of Trustees Reports
- IX. Group/Association Reports
- X. Officers' Reports
- XI. Consent Agenda
- XII. Old Business



- XIII. New Business
- XIV. Announcements
- XV. Adjournment

The order of business may be changed, or items of business may be deleted by the chairman. These modifications may be overruled by a majority vote of the Board members--including the chairman--present.

**F. CONSENT AGENDA**

The agenda for all regular meetings of the College Board may contain one or more groupings of items referred to as "Consent Agenda." These will be matters that the College Board discussed at a prior meeting and has indicated its willingness to approve and items similar in nature to those previously approved by the College Board and which, in the judgment of the president, appear to be routine and non-controversial.

All items on the Consent Agenda will be voted on in one motion but will be recorded individually by the Board's secretary in the Board minutes.

The chair of the Board will give any other Board member and members of the public during the Public Audience for Comments/Questions an opportunity to request the removal of any item from the Consent Agenda. Any item that is requested to be removed shall be removed from the Consent Agenda, and, once removed from the Consent Agenda, the item will be treated as a separate matter under either "Old Business" or "New Business" as appropriate.

**G. APPEARANCE OF THE PUBLIC BEFORE THE BOARD**

The Board of Trustees will provide a reasonable opportunity for any person, or group, to speak to or ask relevant questions of the Board at any of its regular or special meetings (110 ILCS, 805/3-8). This policy shall be subject to reasonable constraints and shall not be used to thwart or disrupt the Board's governing functions and responsibilities to the College.

1. Individuals giving the presentations will normally be recognized at the agenda item "Public Audience for Comments/Questions." **The Board of Trustees reserves the right to change the order in which comments are received.**
2. Unless otherwise waived by the chair or a majority vote of the Board, presentation by any one individual will be limited to five minutes. If more than one individual is to speak on the same topic, presentations will be called in consecutive order.
3. The chair, or the Board by majority vote, may terminate presentations that:
  - a. Are not relevant to the purpose of John A. Logan College, or
  - b. Are repeats of matters already presented to the Board, or
  - c. Are clearly disruptive to the appropriate functioning of the Board.
4. The Board, at its sole option, *may*:

- a. Comment on any presentations or respond to any questions.
- b. Ask questions of the presenter.
- c. Ask the administration to respond to any presentations or questions raised.

**H. MINUTES**

The Board shall keep written minutes of all of its meetings, whether open or closed and a verbatim record of all closed meetings in the form of an audio or video recording. Such minutes and/or recordings shall be written, maintained, and/or destroyed in accordance with the Illinois Open Meetings Act.

**I. CLOSED SESSIONS**

The Board may hold a meeting closed to the public or close a portion of the meeting to the public upon a majority vote of a quorum only for the specific exceptions contained in Section 2 of the Illinois Open Meetings Act. The vote of each member on the question of holding a meeting closed to the public and a citation of these specific exceptions which authorizes a closed session shall be stated at the time of the vote and shall be recorded and entered into the minutes of the meeting. No final action may be taken at a closed meeting.

ADOPTED: AUGUST 6, 1974  
AMENDED: DECEMBER 7, 1981; JANUARY 22, 2008 (INCORPORATED FORMER BOARD POLICIES 2412, 2413, 2414, 2415, 2416, 2417, 2418, AND 2426); **MARCH 22, 2016**  
REVIEWED: OCTOBER 12, 2015; JANUARY 29, 2016  
LEGAL REF.: 5 ILCS 120/2 THROUGH 120/2A; **110 ILCS 805/3-8**  
CROSS REF.:

The Board meeting agenda with accompanying material for consideration and other pertinent information will be sent to each Board member **four (4) working days** prior to each meeting.

Any business matter or correspondence **should** be received by the President of the College or chairman of the Board by noon, **seven (7) working** days before the meeting in order to be included on the agenda. However, the chairman may present a matter of urgent business received after the deadline, but no later than 48 hours prior to the meeting, for inclusion on the agenda.

ADOPTED: AUGUST 6, 1974  
AMENDED: APRIL 1, 1980; JANUARY 22, 2008; **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER 12, 2015  
LEGAL REF.:  
CROSS REF:

The formulation and adoption of written policy shall be the basic method by which the Board will exercise its leadership in the operation of the College.

The formal adoption of a policy shall be recorded in the minutes of the Board and in the Board Policy Manual. Only those written statements adopted and recorded shall be regarded as official Board policy. Policies may be adopted and/or revised by a majority vote of the Board, provided such changes are proposed at least one (1) regular Board meeting before the vote is taken.

The Board recognizes the principle that individuals affected by policy decisions should have a part in the policy development process. To accomplish this, roles are assigned to various constituent groups to assist in policy development. These roles are:

1. **Board of Trustees**: Provides guidance and flexibility to the administrative staff in the development of policy proposals. The Board is the single policy-creating and approving body of the College.
2. **Board Policy Committee**: Recommends policy proposals to the Board of Trustees. Meets regularly to review policies and recommends needed updates to existing policies, deletion of obsolete policies, or required new policies; recommendations are based upon monitoring of new legislation, administrative regulations, negotiated contracts, actions of the Board, and agreed-upon best practices.
3. **President**: Recommends policy to the Board and to the Board Policy Committee.
4. **Administrative Staff (including the President)**: Develops policy recommendations and provides an opportunity for input from appropriate constituent groups on contract and negotiable items, salary schedules, fringe benefits, working conditions, faculty load and assignments, faculty duties and responsibilities, academic freedom, grievance, and faculty reduction policy.
5. **Shared Governance**: Provides input to and advises the President and College administration regarding issues and concerns.
6. **Students**: Participate in policy development through the Student Senate, standing College committees, and student representation on the Board of Trustees.
7. **Community Members**: Through various committees and advisory groups, the College will provide an opportunity for community residents, businesses, state-supported and non-profit organizations to have input into College policy.

The foregoing notwithstanding, the administration may make changes to policy language without prior written notice or reading under the following circumstances:

- a. in the event the title of a position at the College is changed, references in policies to that position can be changed to use the new title, so long as such change does not have any substantive effect on the policy;
- b. in the event of a change of policy number systems or cross reference numbers, the numbers may be changed so long as no substantive change is made in the policy or its potential applicability;
- c. in the event of a change of statutory citation, the statutory citation may be changed, provided no substantive change in law or policy is reflected by the change in the citation.

ADOPTED: AUGUST 6, 1974

AMENDED: JANUARY 22, 2008 (INCORPORATED FORMER BOARD POLICIES 2610, 2720, 2721, 2722, AND 2723);  
NOVEMBER 24, 2015; **NOVEMBER 28, 2023**

REVIEWED: OCTOBER 12, 2015; **SEPTEMBER 19, 2023**

LEGAL REF.:

CROSS REF.: ADMINISTRATIVE PROCEDURES 301, 304, 812

***Principles and Procedures for Effective Cooperation  
Between the College Board and President***

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**2810**

The establishment of policies for the governing of a community college district by the Board and the administration of these policies by the President calls for a high order of devotion, statesmanship, and integrity. It is of utmost importance for the good of the students in the College that the Board and the president work in an atmosphere of mutual trust and good will.

Principles basic to cooperation:

1. The Board will vest in the President the necessary authority and provide him with appropriate personnel to carry out the role of chief executive officer of the College and its total administration, including accepting employee resignations on behalf of the Board of Trustees.
2. The Board will endeavor to give counsel and advice to the President regarding the administration of the school as it deems necessary or expedient, remembering always that Board members as individuals have no authority and only policies approved by the Board have force. The Board will adopt policy after receiving recommendations from the president.
3. The Board will require of the President such periodic reports as the Board deems necessary to keep it properly advised of the administration of the College. The President must be frank, honest, concise, and complete in these reports to the Board. Important College matters requiring Board action should be presented by the President to the Board as required and not in a semi-private way to individual members.
4. The Board will expect from the President recommendations for the welfare of the College. His role will be that of providing educational leadership for the community college program of his community.
5. The Board will require of the President attendance at all Board meetings except at times when his own employment may be under consideration or by mutual consent for a reason authorized by the Board.
6. The Board will employ, promote, transfer, or suspend personnel after consultation and upon recommendation by the President and will issue all orders affecting all employees through the President.
7. The Board will endeavor to develop ways and means of serving the community and of keeping parents, patrons, and taxpayers informed of the College program with the advice and cooperation of the president as their executive officer and professional advisor.
8. The Board will endeavor thoroughly and constructively to orient new Board members into the work of the Board and the educational program of the College with the assistance of the president.
9. In the College community, the Board should expect the President to assume his place with all of the responsibility which the concept of citizenship conveys. He should use his position of leadership to present the cause of community college education honestly and forthrightly and to further community goals compatible with and complimentary to those of the College.

***Principles and Procedures for Effective Cooperation  
Between the College Board and President***

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**2810**

10. The Board reserves unto itself all of its legal responsibilities for the operation of a good College including the right to reject any and all recommendations and the right to revise its policies, rules, and regulations from time to time to meet changing conditions.
11. Under the laws of the state of Illinois, the Board is the final authority on any controversial issue which cannot be resolved through the regularly constituted administrative channels. The Board is aware of and does recognize the right of judicial review.
12. The Board and the President shall have the educational welfare of the students of the College as basic criteria for evaluating any issue.
13. The Board, together with the President, has a moral obligation to provide such leadership and render such services as will give dignity to the teaching profession and learning process and will engender trust and confidence on the part of all citizens in American public higher education. It is their responsibility and obligation to work together for an increasingly effective program of education for all our people and insofar as is required of each to submerge personal ambition, prejudice, and desires to that end.

ADOPTED: AUGUST 6, 1974  
AMENDED: JANUARY 22, 2008; **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER 12, 2015  
LEGAL REF.:  
CROSS REF.: **BOARD POLICY 4110**

To enrich lives through learning and community engagement.

ADOPTED: SEPTEMBER 3, 1968  
AMENDED: APRIL 6, 1971; FEBRUARY 3, 1981; JANUARY 28, 1997; OCTOBER 24, 2000; JUNE 29, 2004;  
OCTOBER 25, 2004; **JULY 26, 2022**  
REVIEWED: SEPTEMBER, 2013; **JUNE 28, 2022**  
LEGAL REF.:  
CROSS REF.:



**PHILOSOPHY**

John A. Logan College believes in the inherent worth and dignity of the individual. Derived from that belief is the concept that education is important to the cultural, intellectual, and social enlightenment of the individual; that high-quality educational opportunities are the right of the citizens to whom the College belongs; and that education is vital to the area's economic growth. Because our citizens have worth, dignity, and potential regardless of their age, economic status, or social station, the College assumes the obligation to serve its citizens through an open-admission concept with lifelong learning opportunities.

Within the limits of the College's ability to attain and maintain a solid financial base, it is ready and eager to provide low-cost traditional and non-traditional education opportunities whenever, wherever, and however they are needed by the citizens to improve the quality of their lives.

ADOPTED: NOVEMBER 28, 2006  
AMENDED:  
REVIEWED: SEPTEMBER 2013; **NOVEMBER 10, 2015**  
LEGAL REF.:  
CROSS REF.:

The John A. Logan College community affirms the following core values are central to its institutional mission:

**Student-Centered**

**We are committed to providing quality learning opportunities and assisting students at each step in their educational journey.**

**Integrity**

We are committed to creating trust and confidence in our college community that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards.

**Respect**

While recognizing and valuing the dignity and uniqueness of every person, we are committed to creating a **positive** community where everyone is appreciated and considered for their contributions and performance.

**Community**

**We are committed to cultivating partnerships within the community for the mutual benefit of the College and the southern Illinois region.**

**Optimism**

**We are committed to looking at things with a positive eye and an open mind, trying to see the good in things first. Everything we do is with an effort to foster a positive environment even in the toughest challenges.**

ADOPTED: NOVEMBER 28, 2006  
AMENDED: SEPTEMBER 24, 2013; **JULY 26, 2022**  
REVIEWED: NOVEMBER 10, 2015; **JUNE 28, 2022**  
LEGAL REF.:  
CROSS REF.:

Through innovation and equitable learning opportunities, John A. Logan College will be a College of excellence that inspires growth, cultivates learning, and promotes cultural understanding.

ADOPTED: NOVEMBER 28, 2006  
AMENDED: OCTOBER 23, 2007; **JULY 26, 2022**  
REVIEWED: SEPTEMBER 2013; NOVEMBER 10, 2015; **JUNE 28, 2022**  
LEGAL REF.:  
CROSS REF.:

John A. Logan College recognizes that an ethnically, racially and culturally diverse composition of students and faculty enhances the education of all students, and we, as educators, have a responsibility to provide a variety of learning opportunities which will prepare our students for success in a global environment.

We submit that inclusive excellence extends direct and indirect benefits to our college community through a free exchange of ideas and perspectives and a deeper empathy and respect for those of different racial, ethnic, and cultural groups. Our faculty, staff, administration, and students are encouraged to support learning by expanding the opportunity and quality of diverse encounters and experiences.

Diverse learning environments positively affect students' critical thinking skills, civic commitment, and preparation for work in a global environment. In order to enrich the lives of those in our community, John A. Logan College is committed to the advancement of equity and firmly grounded in allegiance to our core values of student-centered, integrity, respect, community, and optimism.

ADOPTED: JUNE 24, 2014  
AMENDED: **JULY 26, 2022** (CORE VALUES UPDATED PER APPROVED STRATEGIC PLAN)  
REVIEWED: NOVEMBER 10, 2015  
LEGAL REF.:  
CROSS REF.: BOARD POLICIES 3110; 3112

Within the scope of his/her duties and responsibilities, the John A. Logan College faculty member, as a citizen and a member of a learned profession, has both the right and obligation to adequately investigate and present to his/her students the available information pertaining to a given question. It is the responsibility of the faculty member to identify his/her own personal viewpoint on controversial issues should they arise in the course of relevant discussion.

Students, having learned the differences and similarities between facts and opinions, are free to arrive at their own conclusions.

Outside the college realm, faculty members speak and write as citizens and should be free from institutional censorship or discipline. The faculty member recognizes, however, that the public may judge his/her profession and institution by his/her remarks, both oral and written. Therefore, at all times, the faculty member should be accurate, show respect for the opinion of others, and make every effort to indicate that he/she communicates as an individual citizen, not as an institutional spokesman.

The Board of Trustees recognizes its responsibility to encourage the search for and analysis of knowledge and to protect the academic freedom of its faculty and students to pursue such search and analysis.

ADOPTED:       JANUARY 4, 1972  
AMENDED:  
REVIEWED:     NOVEMBER 10, 2015  
LEGAL REF.:  
CROSS REF.:

Additions and changes to the instructional program at John A. Logan College may be suggested by any person associated with the College, including individual citizens or advisory groups in the district.

Proposals should be submitted through the appropriate channels for approval: Curriculum and Instruction Committee, College Council, the appropriate Assistant Provost, Provost, President, and the Board of Trustees, if appropriate. Final approval by the Illinois Community College Board or the Illinois Board of Higher Education may be required pursuant to state law.

New programs must have approval by the President and Board of Trustees before the curriculum is designed and finalized.

ADOPTED: JANUARY 10, 1974  
AMENDED: APRIL 1, 1980; MARCH 13, 1989; JANUARY 26, 2016  
REVIEWED: NOVEMBER 10, 2015  
LEGAL REF.: 110 ILCS 805/2-12  
CROSS REF.: ADMINISTRATIVE PROCEDURE 302

**General Advisory Committee**

The General Advisory Committee for Career Education is composed of representatives of business, industry, and labor in a variety of occupational areas in the College district. The members are appointed by the President upon recommendation of the Assistant Provost for Academic Affairs. The length of membership is three (3) years, with one-third of the membership being replaced each year. The committee will meet at least two (2) times per year.

The duties and responsibilities of this committee are:

1. To review and evaluate existing programs.
2. To consider and recommend new programs to the appropriate administrators.
3. To assist in the development of the one-year and five-year annual plan for vocational education.
4. To perform liaison activities between John A. Logan College and citizens of their communities in gathering and disseminating information concerning college programs.

**Program Advisory Committee**

A Program Advisory Committee is composed of representatives of management and labor in a specific occupational area from the college district. The members are appointed by the President upon the recommendation of the Assistant Provost and serve a three-year term.

The duties and responsibilities of this committee are:

1. To meet as necessary to aid in development of programs.
2. To review and respond to a yearly status report from the program coordinator.
3. To review and evaluate the program they represent a minimum of one (1) time every three (3) years.
4. To perform liaison activities between John A. Logan College and citizens of their communities in gathering and disseminating information concerning the college program they represent.

ADOPTED: APRIL 1, 1980  
AMENDED: JUNE 8, 1982; NOVEMBER 26, 2013  
REVIEWED: OCTOBER 9, 2013  
LEGAL REF.:  
CROSS REF.: ADMINISTRATIVE PROCEDURE 304

The semester system shall be in effect for John A. Logan College.

ADOPTED: MAY 7, 1968  
AMENDED: JUNE 5, 1973  
REVIEWED: **NOVEMBER 10, 2015**  
LEGAL REF.:  
CROSS REF.:



In the event John A. Logan College experiences an emergency which necessitates closure of campus and extended cancellation of classes that goes beyond the number of allocated emergency days built into the Instructional Calendar, the College will respond in one or more of the following ways:

1. Adding additional days to the Instructional Calendar if the closure goes beyond the allotted emergency days.
2. Directing faculty to use the LMS for missed work during days closed.
3. Condensing the final exam week to allow all classes to meet during that week on a regular schedule.
4. Canceling final exams altogether in the event of an extended campus closure.
5. Scheduling weekend meetings for programs with a required number of contact hours or clinicals.
6. Working with local entities, if necessary, to find alternate locations to convene classes during a prolonged College shut down.
7. Notifying College faculty, staff, and students of Instructional Calendar changes within one week of resumption of normal operation.

ADOPTED: NOVEMBER 28, 2017

AMENDED:

REVIEWED: OCTOBER 11, 2017

LEGAL REF.:

CROSS REF.:

The legal name of the institution is John A. Logan College, Community College District Number 530, Counties of Jackson, Williamson, Franklin, Perry, and Randolph, and State of Illinois.

The only acceptable variations of the legal name in formal written and oral communication are “John A. Logan College” or “JALC.” Other variations of the name may be misleading, confusing, and/or detrimental to the image of the College.

The College colors are blue and gray. The College nickname is “Volunteers.” The College mascot is the Army mule.

Any questions or concerns regarding this policy shall be submitted to the Assistant Vice-President for Marketing, Communications, and Public Relations. If necessary, final decisions may be made by the College officers and/or the Board of Trustees.

ADOPTED: AUGUST 5, 1968  
AMENDED: DECEMBER 3, 1980; NOVEMBER 7, 1986; JANUARY 26, 2016  
REVIEWED: NOVEMBER 10, 2015  
LEGAL REF.:  
CROSS REF.:

The official seal of John A. Logan College is:



The official seal is considered the most formal symbol of the institution and may be used only for documents and publications that represent the official business of John A. Logan College. It may be displayed on diplomas and certificates and printed pieces of the highest official rank. Discretion as to the use of the official seal rests with the Board of Trustees.

ADOPTED: JUNE 3, 1969  
AMENDED: JANUARY 26, 2016  
REVIEWED: NOVEMBER 10, 2015  
LEGAL REF.:  
CROSS REF.:

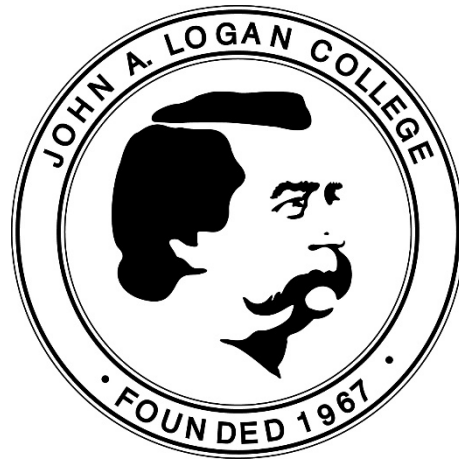
The official logo of John A. Logan College is:



The College logo is a vital part of John A. Logan College's brand and image. To maintain consistency in printed materials and to preserve the logo's integrity, it should not be altered or modified. The College logo is protected by copyright, and all uses on t-shirts, posters, or other promotional items must be approved by the Assistant Vice-President of Marketing, Communications, and Public Relations. Other decisions regarding acceptable use of the logo rest with the Assistant Vice-President of Marketing, Communications, and Public Relations and ultimately with the College President and/or Board of Trustees.

ADOPTED: JUNE 3, 1969  
AMENDED: JANUARY 26, 2016  
REVIEWED: NOVEMBER 10, 2015  
LEGAL REF.:  
CROSS REF.:

The official flag of John A. Logan College will be the college seal in blue on a gray background with the quotation "To Education Must We Look," from a speech by General John A. Logan, inscribed in blue beneath the seal.



**To Education Must We Look**

ADOPTED: NOVEMBER 17, 1986  
AMENDED:  
REVIEWED: **NOVEMBER 10, 2015**  
LEGAL REF.:  
CROSS REF.:

"Alma Mater" written by Karen Sala is adopted as the John A. Logan College Alma Mater.

# John A. Logan College

Written & Composed by

## Alma Mater

*Karen Sala*

Adopted: February 1, 1972

In the midst of Li - ttle Egy - pt place that we en - joy  
Thru the years of tho we may leave you go our sep - arate ways

is the home of Lo - gan Coll - ege in south - ern Ill - nois  
we'll re - call our tears and laugh - ter and our coll - ege cays

A  
A  
R  
L  
C

may we hon - or set John A. Lo - gan ap - plaud the gray and blue up  
with our eyes or set on a vi - sion of nigh - er goals and per - sue --

hold the name and ber the tra - di - tion for now and the for - ever -- true  
We'll re - mem - ber the John A. Lo - gan and the gray and and blue

The ***Student Guidebook*** and *College Catalog* are recognized as official publications of John A. Logan College. When approved by the officers of the College, other publications, flyers, and brochures may be used for specific purposes.

ADOPTED:           SEPTEMBER 3, 1974  
AMENDED:          NOVEMBER 17, 1986; JANUARY 26, 2016; **APRIL 26, 2022**  
REVIEWED:        NOVEMBER 10, 2015; **MARCH 7, 2022**  
LEGAL REF.:  
CROSS REF.:        BOARD POLICY 8310

The Board of Trustees encourages the establishment of and participation of students in clubs, organizations, and extracurricular activities that serve as an extension of the College's academic programs or that otherwise relate to the overall mission of John A. Logan College and the welfare of the students.

All such clubs, organizations, and activities are to be recognized by the Provost through the **Director of Enrollment Management** and the Assistant Provost for Student Affairs. Regular College procedures for budgeting and expending funds are to be utilized for all student clubs, organizations, and extracurricular activities.

ADOPTED: APRIL 1, 1980  
AMENDED: MARCH 11, 1985; MAY 27, 2014; SEPTEMBER 30, 2016; AUGUST 1, 2024 (*TITLE UPDATE*)  
REVIEWED: NOVEMBER 10, 2015  
LEGAL REF.:  
CROSS REF.: ADMINISTRATIVE PROCEDURES 808



John A. Logan College is committed to complying with the Copyright Act of 1976 (Title 17, United States Code, Section 101, et seq.), the Digital Millennium Copyright Act ("DMCA") and the Technology Education and Copyright Harmonization Act ("TEACH") (Section 110(2) of the U.S. Copyright Act. Compliance with federal copyright law is expected of all faculty, staff, and students.

Copyright is a form of legal protection for authors of original works in a fixed medium, including artistic, dramatic, literary, musical, and other intellectual products. In order to use a copyrighted work, faculty, staff, and students must either obtain permission from the copyright holder, or qualify for a legal exception from obtaining permission, as required by copyright law. Legal exceptions, or "limitations on exclusive rights," are set forth in the "fair use" provision of Section 107 of the Copyright Act, in addition to provisions of the Digital Millennium Copyright Act and the TEACH Act.

The College fully supports faculty and staff in the responsible, good faith exercise of fair use rights and other rights as provided by copyright law. It also supports the legal protection of ownership rights for creators of works under copyright law. Adherence to copyright law will further the educational mission of the College while protecting the intellectual property and legal rights of others.

In order to ensure compliance with copyright laws, the College will:

1. Provide education and guidance to faculty, staff, and students about copyright law and the legal limitations to the requirement for obtaining permission.
2. Make available resources concerning copyright laws in general and the applications of fair use in specific situations.
3. Provide assistance in obtaining copyright permission when necessary.
4. Provide resources to reduce the need for permission, where possible, through licensing agreements.
5. Provide copyright guidelines in published Administrative Procedures.

ADOPTED: MARCH 12, 1984

AMENDED: MARCH 23, 2010

REVIEWED: NOVEMBER 10, 2015

LEGAL REF.: COPYRIGHT ACT OF 1976 (TITLE 17, UNITED STATES CODE, SECTION 101, ET SEQ.); THE DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA); AND THE TECHNOLOGY EDUCATION AND COPYRIGHT HARMONIZATION ACT (TEACH) (SECTION 110(2) OF THE US COPYRIGHT ACT.

CROSS REF.: ADMINISTRATIVE PROCEDURE 330

**Body Armor Policy for the John A. Logan College Campus Police Department**

The Chief of Police will issue body armor, otherwise known as “bulletproof vests,” to law enforcement officers as available. All officers to whom body armor has been issued will wear such at all times unless specifically exempted, and it is to be worn under the uniform. The Chief of Police may grant temporary exemptions, in writing, on a case-by-case basis. Officers shall not substitute equipment not provided by the College.

**Exemptions:**

1. Officers attending court in an off-duty capacity.
2. Uniformed personnel assigned to administrative duties generally requiring them to remain in the Campus Police office area. However, failure to wear body armor does not exempt officers from responding to high-risk incidents.
3. When not in uniform, but performing duties associated with employment. If serving a search warrant, making arrests, or participating in a high-risk activity, this exemption does not apply.

When not being worn due to one of the above exemptions, the body armor is to be readily available to the officer. Each officer will be responsible for the proper care of assigned body armor. Manufacturer’s care instructions will be issued with the body armor and must be followed by the officer should a need to wear it arise.

Body armor supplied by the College Campus Police Department is to be used solely while performing college-related duties, and under no circumstance shall it be used by any other party.

Body armor is the property of John A. Logan College and shall be returned to the College upon termination of employment or extended leave period.

ADOPTED:           JANUARY 22, 2008  
AMENDED:         SEPTEMBER 30, 2016  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

Statement of purpose – John A. Logan College seeks to maintain a safe and secure environment for students, faculty, staff and all visitors.

Definitions

- A. A “firearm” is defined as: loaded or unloaded handgun. A “handgun” is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.
- B. A “weapon” is defined as: Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO<sub>2</sub>. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.

Any explosive device including, but not limited to, firecrackers and black powder.

Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

Persons covered – This policy applies to all employees, students and individuals visiting or conducting business in or on College property.

Property – Property shall be defined as any building, or portion of a building or land that the College owns or occupies, whether on a temporary or permanent basis, and any off-site premises where the College is conducting any activity sponsored by the College. This includes all parking lots, parking areas, sidewalks and walkways and all College owned or leased vehicles and equipment.

Prohibited activity – No employee, student, volunteer, or any visitor or other third-party, shall possess a weapon or firearm, while attending any event, or visiting any academic or administrative office, building, dining facility, or sporting facility, or any other property owned or controlled by the College, even if the owner has a valid permit, except as specified below. It is the intent and the purpose of this policy to prohibit weapons on any College property or at any College event.

Exceptions – Exceptions to this policy are as follows:

1. Commissioned law enforcement officers in connection with law enforcement duties for the College;
2. Law enforcement officers from an external agency conducting official business at the College, or any other exceptions granted by the Director of Emergency Planning and Risk Management, with notice provided to the College President;
3. When used in connection with the weapons safety course or weapons education course offered in the regular course of business when approved and authorized by the College;

4. When displayed in connection with a College sponsored event on the campus such as Hunting and Fishing Days;
5. In a vehicle when transported into an unrestricted parking area. Under such circumstances, the weapon or firearm, and its ammunition, must remain locked in a case out of plain view. For the purpose of this policy, "case" is defined as a glove compartment, console, or trunk. Certain parking areas on campus may be designated areas where weapons and firearms are not permitted, including parking areas for child care centers.

Notice signs – The College administration shall determine the placement of conspicuously posted signs at all buildings and restricted parking area entrances stating that firearms are prohibited. The signs shall be in accordance with the design approved by the Illinois State Police.

Enforcement – Any employee, student, or other representative of the College who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable disciplinary process. Any member of the public who violates this policy shall be notified of the violations and asked to comply. Any individual who refuses to comply shall be removed from the campus and subject to all legal penalties including the illegal possession of firearms, or criminal trespass provisions under Illinois law.

Delegation of authority – The College administration shall have the responsibility for overseeing, and enforcing this policy, which authority may be delegated to the Director of Emergency Planning and Risk Management with notice provided to the College President.

ADOPTED: MARCH 25, 2014  
AMENDED:  
REVIEWED:  
LEGAL REF.: FIREARM CONCEALED ACT - PUBLIC ACT 098-0063  
430 ILCS 66/1 ET SEQ.  
CROSS REF.:

**POLICY STATEMENT**

In conducting its operations in compliance with federal and state laws and regulations, John A. Logan College is committed to the highest level of integrity. To ensure this standard of integrity is maintained, individuals are encouraged to report or disclose allegations of internal wrongdoing.

The College will investigate any possible fraud, fraudulent act, or misconduct regarding the dishonest use or misuse of College resources or property by faculty, staff, or students. Anyone found to have committed fraud relevant to College assets is subject to disciplinary action by the College, up to and including termination or expulsion, and investigation by external criminal justice authorities when warranted. The College will cooperate in any way with the ensuing investigation of fraud.

**DEFINITION OF FRAUD**

A deliberate act (or failure to act) with the intention of obtaining an unauthorized benefit, either for oneself or for the institution, by using deception or false suggestions or suppression of truth or other unethical means, which are believed and relied upon by others. Depriving another person or the institution of a benefit to which he/she/it is entitled by using any of the means described above also constitutes fraud. Examples of fraudulent acts include, but are not limited to, the following:

1. Crimes or violations of the law or governmental regulations.
2. Forgery or unauthorized alterations of documents or computer files.
3. Fraud or financial irregularity.
4. Fraudulent reporting.
5. Improper use of College funds, property or assets by employees or students.
6. Corruption, bribery or blackmail.
7. Endangering the health or safety of an individual.
8. Harming College property.

**STUDENT FRAUD**

Fraudulent statements that might affect the student's eligibility for student financial aid may include, but are not limited to: the use of false identities and/or social security numbers; forgery of signatures or certifications; false claims of income, citizenship, or independent student status; and false certifications relating to previous attendance at other post-secondary institutions, defaults, and repayments.

**PROTECTION OF WHISTLEBLOWERS**

The College will not tolerate harassment or victimization of those who report incidents of wrongdoing. Appropriate action will be taken to protect whistleblowers, including their anonymity.

Upon completion of an investigation, his/her name may be disclosed if the alleged wrongdoer is found guilty. In addition, the wrongdoer who is found guilty will face personnel action or appropriate legal action.

Whistleblowers should not confront the individual under suspicion or initiate investigations on their own. Such action may compromise any ensuing investigation and violate the individual's constitutional rights.

**FRAUD PREVENTION OFFICER**

A Fraud Prevention Officer will be the Vice-President for Business Services & CFO, and the individual will have overall responsibility for the maintenance and operation of the fraud prevention program. When a complaint involves the Fraud Prevention Officer or the immediate staff, the report will be submitted to the President. The Fraud Prevention Officer or the President will maintain a record of reported incidents and related outcomes.

If a complaint of wrongdoing involves the President of the College, the Fraud Prevention Officer will immediately notify the chair of the Board of Trustees. However, upon the receipt of a complaint involving a Board of Trustees member, the President will immediately bring the complaint to the attention of the entire Board of Trustees membership.

Any finding of fraud will be reported to the Higher Learning Commission and the U.S. Department of Education along with corrective actions.

**CONFIDENTIAL REPORTING**

Reporting of fraud to the Fraud Prevention Officer will be confidential.

**ACTING IN GOOD FAITH**

Anyone reporting an irregularity that is detected or suspected must be acting in good faith and have reasonable grounds for believing the information provided. Allegations made maliciously or with knowledge of their falsity will not be tolerated. People making such allegations may be subject to institutional disciplinary action and/or legal action by the individuals accused of fraudulent conduct.

**RESPONSIBILITIES**

John A. Logan College administrators and all levels of management are responsible for maintaining a system of internal controls which prevent, detect, or deter fraudulent or dishonest conduct. Each member of the management team is expected to recognize risks and exposures inherent within his or her area of responsibility and to be alert for any indication of irregularity. Management should contact the Fraud Prevention Officer as soon as fraud is detected or suspected.

Employees who know or suspect that other employees are engaged in a fraudulent act have a responsibility to report such activity to their supervisor or appropriate administrator. However, in the interest of confidentiality, or if the employee is uncomfortable reporting to their supervisor or administrator, the employee may notify the Fraud Prevention Officer directly.

Any employee who is aware of fraud and does not immediately report it will be subject to disciplinary actions.

**WHISTLEBLOWER PROTECTION**

In conducting its operations in compliance with federal and state laws and regulations, John A. Logan College is committed to the highest level of behavior. To ensure this standard of ethics is maintained, individuals are encouraged to report or disclose allegations of internal wrongdoing.

A whistleblower is someone who exposes wrongdoing, fraud, corruption, and/or waste. The Illinois Whistleblower Act protects every citizen -- including state and local government employees -- when they blow the whistle on government corruption.

Your identity as a whistleblower is kept confidential, except in rare circumstances where disclosure is required by law.

If you are a College employee and you perform the following protected activity:

- disclose or threaten to disclose to your supervisor or any public body something you believe is illegal; or
- provide information to any public body conducting an investigation into corruption; or
- participate in a proceeding to enforce the State Officials and Employees Ethics Act;

the College cannot retaliate through a reprimand, discharge, suspension, demotion, or denial of promotion or transfer.

However, adverse action (such as disciplinary action) by the College is not a violation of the Whistle Blower Protection Act if it is demonstrated by clear and convincing evidence that the College officer has taken the same unfavorable personnel action in the absence of the performance of the protected activity.

**Tips for Successful Whistleblowers**

1. Successful whistleblowers need evidence. Be sure to keep records and documentation of corrupt activity.
2. Don't break any laws yourself. Exposing corruption will not necessarily relieve you of liability. If you are worried about your behavior, seek independent legal advice.
3. Read your employment contract. Your union or other employment contract may contain whistleblower protections.
4. Whistleblowers should not confront the individual under suspicion or initiate investigations on their own. Such actions may compromise any ensuing investigation and violate the individual's constitutional rights.

ADOPTED: JUNE 27, 2017

AMENDED:

REVIEWED:

LEGAL REF.: STATE OFFICIALS AND EMPLOYEES ETHICS ACT (5 ILCS 430/1-1 ET SEQ.)  
WHISTLEBLOWER ACT (740 ILCS 174/5)

CROSS REF.: BOARD POLICY, 4211 ETHICS

John A. Logan College is an equal opportunity institution committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other service or program of the College shall be provided without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy or genetics when such College activity is consistent with the applicable laws and regulations. The admission and retention of (as well as services, programs, and activities for) students with identified disabilities will be in accordance with applicable laws and regulations.

The College is also committed to equal opportunity for all employees. Every effort shall be made to ensure that all employment decisions, including the hiring, terms, and conditions of employment, wages/salaries, promotion, layoffs, retentions, terminations, training, benefits, and social recreation programs, shall be administered without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy, protected veteran status or genetics.

All grievances filed by a student shall be in accordance with the procedures established in Board Policy 3512 and published in the ***Student Guidebook***. All grievances of any employee shall be filed and handled in accordance with the Board-approved grievance system contained in Board Policy 3511. These procedures also apply to Title IX (sex equity), Section 504 (handicapped), and Title VI (minorities) complaints.

Questions in reference to educational opportunities in relation to sex equity (Title IX), handicapped (Section 504), and minorities (Title VI) should be directed to:

**College employees should contact:**

John A. Logan College  
Office of Human Resources  
700 Logan College Road, Room C116  
Carterville, Illinois 62918  
Telephone: (618) 985-2828,  
or TTY (618) 985-2752

**Students should contact:**

John A. Logan College  
Office of the Provost  
700 Logan College Road, Room A10  
Carterville, Illinois 62918  
Telephone: (618) 985-2828,  
or TTY (618) 985-2752

Persons who believe they have been denied equal opportunity may have the right to file and pursue claims through the Illinois Department of Human Rights, the Human Rights Commission, and the U.S. Equal Employment Opportunity Commission (EEOC).



These agencies can be reached at:

Human Rights Commission  
William G. Stratton Bldg., Suite 802  
Springfield, Illinois 62706  
Tel: 217-785-4350  
TDD: 217-557-1500  
Fax: 217-524-4877

IL Department of Human Rights  
222 South College, Room 101-A  
Springfield, IL 62704  
Tel: 217-785-5100  
TTY: 866-740-3953  
Fax: 217-785-5106

EEOC Chicago District  
500 W. Madison, Suite 2000  
Chicago, Illinois 60661  
Tel: 1-800-669-4000  
Fax: 312-869-8220  
TTY: 312-869-8001

ADOPTED: MARCH 8, 1976

AMENDED: APRIL 9, 1990; NOVEMBER 22, 1994; JANUARY 24, 1995; NOVEMBER 14, 1995; JUNE 23, 1998;  
APRIL 25, 2000; AUGUST 23, 2011; MAY 27, 2014; NOVEMBER 22, 2016

REVIEWED: SEPTEMBER 21, 2016; **NOVEMBER 7, 2016**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 3511, 3512, 5110, 5290, 8312, 8310;  
ADMINISTRATIVE PROCEDURES 807

**STATEMENT**

As stated in Board Policy 3510, John A. Logan College is committed to equal access and equal opportunity for all employees.

The College has established a complaint procedure for the prompt and equitable resolution of employee complaints. Employees who believe that they have been a subject of discriminatory conduct by the College, or one of its agents, on the basis of race, color, national origin, age, sex, less than honorable discharge from the military, sexual preference, disability, a person who has sought an order of protection, or any other classification protected by law are encouraged to use the complaint procedure established below. These procedures also apply to Title IX (gender equity) and Section 504 (disability) complaints.

**COMPLAINT PROCEDURE**

Every employee must end and/or avoid any conduct that could reasonably be interpreted as discrimination or harassment under this policy, even if such conduct was not intended as offensive. Conversely, employees are expected and encouraged to inform others in the workplace whenever conduct is unwelcome, offensive, or in poor taste.

John A. Logan College expects the immediate reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position, or the perceived severity of the incident. Failure of an employee to report such incidents will subject the employee to discipline, up to and including discharge. Individuals who believe that they have been subjected to harassment (or who have reason to believe that someone else has been subjected to harassment) should discuss their concerns with the Executive Director of Human Resources unless such Director is the alleged harasser, in which case it should be discussed with the Provost. The employee may prepare a statement in writing and/or be prepared to discuss the following:

1. The name, department, and position of the person or persons allegedly causing the harassment.
2. A description of the incident(s), including the date(s), location(s), the presence of witnesses, and the names of other employees who might have been subject to the same or similar harassment.
3. The alleged effect of the incident(s) on the complainant's position.
4. The steps the complainant has taken to try to stop the harassment.
5. Any other information the complainant believes to be relevant to the harassment complaint.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly by the appropriate Vice-President or Provost with assistance from the Office of Human Resources. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

***Discrimination/Equal Opportunity Grievance Policy  
for John A. Logan College Employees***

**3511**

1. Confidentiality will be maintained throughout the investigative process to the greatest extent possible.
2. Anonymous complaints will be accepted; however, the College may be limited in its options in investigating or resolving anonymous complaints due to a limited ability to collect additional information.
3. Appropriate action, which may include disciplinary up to and including termination, will be taken against any employee found to have engaged in discriminatory conduct. If an employee is concerned about behavior or harassment by another employee that occurs outside of the workplace, they will be encouraged to contact appropriate law enforcement officials.
4. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, not to exclude termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
5. Failure of an employee or supervisor to cooperate with an investigation of harassment or refusal to comply with disciplinary action resulting from an investigation of harassment may be subject to further disciplinary action, not to exclude termination.

An employee who believes he/she has been subjected to harassment or discrimination has the right to file a complaint with:

The Office for Civil Rights  
U. S. Department of Education  
401 S. State Street, 7<sup>th</sup> Floor  
Chicago, Illinois 60605  
312-730-1597

The Illinois Human Rights Commission  
Springfield, Illinois  
217-785-5100

The Federal Equal Employment  
Opportunity Commission  
Chicago, Illinois  
800-669-4000

The written decision as to the action to be taken as a result of any investigation shall be rendered by the College President, or his/her designee, in a timely manner, taking into account the nature, circumstances, and complexity of the investigation.

If either the employee or the alleged discriminating party is dissatisfied with the final decision of the College President, he or she may submit a grievance in writing to the Board of Trustees. This request for review by the Board of Trustees must be filed with the secretary to the Board within three (3) working days after receipt of the decision from the President. If the Board, at its discretion, decides to review the grievance, it will give its written decision within twenty-five (25) working days following the next regular board meeting after the grievance has been submitted to the secretary of the Board. The answer of the Board is final.

ADOPTED: APRIL 9, 1990

AMENDED: AUGUST 8, 1990; NOVEMBER 14, 1995; APRIL 25, 2000; FEBRUARY 26, 2013; MARCH 22, 2016

REVIEWED: FEBRUARY 12, 2016

LEGAL REF.:

CROSS REF.: BOARD POLICIES 3510, 5290

Electronic mail, internet access, and other electronic media and equipment are business tools that are provided by John A. Logan College (JALC) to employees and students to facilitate timely and efficient conduct of business. To help ensure that these tools are used appropriately, JALC has developed the following acceptable use policy. This policy addresses access, use, and disclosure of electronic mail and Internet messages and material created, sent, or received by JALC employees and students using the College's systems.

As a condition of access to and use of the College's computer and network system, users are deemed to acknowledge and agree to comply with the Board's policies and the Administration's rules and regulations.

**Purpose.** JALC maintains electronic mail, Internet access, local network storage, and other information systems. These systems are provided by the College to assist in the conduct of business within the College.

**Relation to Other Policies.** Employees and students are to use JALC's electronic mail, Internet systems, and other network resources in a manner consistent with other College policies.

**Acceptable Use.** The use of electronic mail and Internet/LAN (Local Area Network) systems is reserved primarily for the conduct of business at the College. Limited personal use of the electronic mail and Internet/LAN systems is permitted, but should not be excessive or interfere with normal operations of the College.

**College Property.** The electronic mail and Internet/LAN systems and hardware are College property. Additionally, all documents, messages, and attachments composed, sent, received or stored on the electronic mail or Internet/LAN storage systems are and remain the property of JALC.

**Password Accountability.** Employees or students shall not use a password, access a file, or retrieve any stored communication other than where authorized. All passwords used in the conduct of College business are the property of JALC. Employees or students may not use passwords on critical systems that have not been disclosed to the Chief Information Technology Officer or other account manager. Any compromised password should be reported to the account administrator. Student passwords are confidential, and students are accountable for all usage under their password on the JALC computer systems. Students should change their default password as soon as possible.

**Non-Removal.** Employees or students may not remove from the premises any hardware, software, sensitive files, or data without prior authorization by the Chief Information Technology Officer. Licensing agreements can only be used for College purposes unless otherwise specifically authorized by the Chief Information Technology Officer and shall comply with the terms of the relevant third-party licensing agreement.

**Downloading.** In downloading documents from the Internet, JALC requires that such documents shall be related to College business and constitute a reasonable use of the College resources. Executable files may not be downloaded without prior management authorization. Applications such as Peer to Peer file-swapping tools and unauthorized browser enhancements/plugin-ins are STRICTLY PROHIBITED.

**Offensive or Harassing Use Prohibited.** The electronic mail and Internet/LAN systems are not to be used to create or distribute any offensive or disruptive messages. Among those that are considered offensive are messages or material that contain sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, sexual orientation, religion, national origin, ancestry, or disability. In addition, electronic mail and Internet/LAN systems shall not be used to communicate other improper messages, such as messages or material that is defamatory, derogatory, obscene, or otherwise inappropriate.

**Compliance with the Law.** The electronic mail and Internet/LAN systems shall not be used to commit any crime, including but not limited to sending obscene emails over the Internet with the intent to annoy, abuse, threaten, or harass another person, and users shall comply with all state, federal and local laws and regulations.

**No Sexually Explicit Sites.** College-owned equipment, hardware, and infrastructure shall not be used to visit sexually explicit or otherwise offensive or inappropriate Web sites or to send, display, download, or print offensive material, pornographic or sexually explicit pictures, or any other materials which would be found offensive by most reasonable people. Content filters that are designed to disrupt access to these materials shall not be bypassed or altered without prior approval of the Chief Information Technology Officer.

**Solicitation Prohibited and/or Restricted.** The electronic mail and Internet/LAN systems may not be used by College employees to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not job-related. JALC may provide access to a public electronic bulletin board system which will facilitate voluntary participation in non-business related messages and other transactions. Employees shall not engage in activity that violates the Illinois Governmental Ethics Act (5 ILCS 420/1-101 et seq.).

**Viruses.** Employees or students may not use JALC email or Internet systems to develop or send any virus or otherwise destructive programs. Employees or students should not open emails or attachments unless they are confident of the identity of the sender and the content of any attachments.

**Copyrighted Material and Trade Secrets.** The electronic mail and Internet/LAN systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Any attempt to bypass current bandwidth management systems is strictly prohibited.

**Right to Monitor.** JALC reserves the right to review, audit, intercept, access and/or disclose any and all traffic in the system, including messages or material, including attachments created, received, or sent, websites visited and/or files downloaded over the College's electronic mail or Internet/LAN systems. Authorized representatives of the College may monitor the use of its systems at any time, with or without notice to any user, and may bypass any password. Such monitoring is capable of tracking and recording email messages sent and received as well as websites visited by employees and students.

**Confidentiality.** The confidentiality of any message or material should not be assumed. Even when a message or material is erased, it may still be possible to retrieve and read that message or material. Further, the use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Notwithstanding JALC's right to retrieve and read any electronic mail or Internet messages or material, such messages or material should be treated as confidential by other employees or students and accessed only by the intended recipient. Employees and students are responsible for maintaining the confidentiality of material on the systems. Without prior authorization from the President or a designated representative, employees or students are not permitted to retrieve or read email messages that are not sent to them. The contents of electronic mail or Internet messages or material may be disclosed to others to enforce this policy.

**Representation of College.** Employees and students should be aware that Internet sites accessed from JALC's computer network may identify the College as the originator of each visit. Employees should make clear when they are or are not representing the College in their email or Internet communications. Usage of an appropriate disclaimer on the footer of all messages is encouraged.

**Disciplinary Action.** A violation of this policy may result in disciplinary action ranging from a verbal warning up to and including discharge from employment, expulsion from school and/or pursuit of legal action in accordance with policy and collective bargaining agreements.

ADOPTED: MARCH 14, 1988  
AMENDED: JUNE 23, 1998; **NOVEMBER 26, 2013**  
LEGAL REF.: 5 ILCS 420/1-101 ET SEQ.  
CROSS REF.:

**PURPOSE**

The protection of confidential and sensitive information assets and the resources that support them are critical to the operation of John A. Logan College. As information assets are handled, they are placed at risk for potential threats of employee errors, malicious or criminal actions, theft, and fraud. Such events could cause John A. Logan College to incur a loss of confidentiality or privacy, financial damages, fines, and penalties.

The purpose of this policy is to reduce the risk of a loss or breach of confidential and sensitive information through guidelines designed to detect, prevent, and mitigate loss due to errors or malicious behavior. John A. Logan College recognizes that absolute security against all threats is an unrealistic expectation. Therefore, the goals of risk reduction and implementation of this policy are based on:

- an assessment of the confidential and sensitive information handled by John A. Logan College;
- the cost of preventive measures designed to detect and prevent errors or malicious behavior; and
- the amount of risk that John A. Logan College determines is acceptable.

These policy guidelines were derived through a risk assessment of John A. Logan College's methods of handling confidential and sensitive information. Determination of appropriate security measures must be a part of all operations and shall undergo periodic evaluation.

**SCOPE**

These policies apply to owners, executives, management, employees, and service providers of John A. Logan College. This includes all parties that may come into contact with confidential and sensitive information, such as contractors, consultants, temporaries, and personnel of third-party affiliates.

John A. Logan College will implement and enforce these policies, as well as design more specific or new guidelines as needed.

**EFFECTIVE DATE**

This Identity Theft Prevention Policy is considered to be in force as of *November 24, 2009*.

**ROLES AND RESPONSIBILITIES****Board of Trustees**

The Board is responsible for the design, implementation, and oversight of the Identity Theft Prevention Program. However, the Board may appoint a member of senior administration to be charged with these responsibilities. This designated Identity Theft Prevention Officer must seek Board approval on policy decisions. The Identity Theft Prevention Officer must report to the Board at least annually on the state of the Identity Theft Prevention Program.

**Identity Theft Prevention Officer**

The Identity Theft Prevention Officer and designated committee are responsible for the following:

Risk Assessment – Conduct periodic risk assessments of confidential and sensitive information handling methods.

Design – Design policy guidelines and procedures as needed.

Implementation – Conduct training for employees on a periodic basis.

Monitor – Evaluate the policy and procedures regularly.

Enforce – Take disciplinary action with employees as needed.

Response plan – Create a plan to respond to security incidents.

**Employees and Service Providers**

All personnel are responsible for adhering to these guidelines and for reporting any security incidents to the Identity Theft Prevention Officer and designated committee immediately.

ADOPTED: NOVEMBER 24, 2009

AMENDED: **SEPTEMBER 24, 2024 (FORMER BP 3367)**

REVIEWED:

LEGAL REF.: FEDERAL TRADE COMMISSION RED FLAGS RULE, 16 C.F.R. § 681.2; A SECTION OF THE FAIR AND ACCURATE CREDIT TRANSACTION ACT (FACT ACT) OF 2003

CROSS REF.:



John A. Logan College supports the need for a strong presence on social media. The College encourages departments, programs, clubs, and organizations to be active in social media and create social media accounts to build online awareness of the College's events, activities, and accomplishments. These platforms are used to build a sense of community among and communicate with John A. Logan College's key audiences, from prospective students and parents to alumni and community members.

While the College encourages individual departments, clubs, and teams to have social media pages, the College will maintain the "official pages" that will be linked to the College website. The following guidelines have been established to govern the use of College-related social media sites. Administrators, faculty, staff, students, and alumni using the College's official social media sites and approved accounts should read and abide by these guidelines:

1. Specific individuals will be given administrative credentials to post on official College social media sites. These individuals must be approved by the President, and passwords for the accounts will be kept by the Assistant Vice-President for Marketing, Public Relations, and Communications.
2. No individual with administrative credentials will change the username and password information for a social media account without permission from the President.
3. Content should be updated as appropriate on a daily or weekly basis. The marketing plan will include plans for messaging, audience, and goals, as well as a strategy for keeping information on social media sites up-to-date.
4. Representation of personal opinions as being endorsed by the College, the administration, or the Board of Trustees is strictly prohibited.
5. John A. Logan College social media sites may not be used to promote any product, political party, or candidate.
6. Individuals will not knowingly provide false or misleading information.
7. John A. Logan College has the right to remove any content for any reason, including but not limited to content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. Any social media post containing obscenities, verbal harassment, threats, slander, or offensive comments regarding gender, race, religion, sexual orientation, or any other inappropriate or unlawful content is not allowed or permitted and will be removed.
8. Any photos/videos or other digital content posted on College social media should portray a favorable depiction of the College, its Board, administration, faculty, staff, students, alumni, community members, and/or visitors and should in no way contain obscenities, verbal harassment, threats, slander, or offensive comments or imagery regarding gender, race, religion, sexual orientation, or any other inappropriate or unlawful content.
9. John A. Logan College, its Board of Trustees, and/or administration reserves the right to eliminate or shut down a social media site with or without notice.

10. Any photos posted must be owned by the College or be stock photos that the College has paid to use or otherwise received permission to use.
11. Personal and identifying information such as but not limited to student IDs, social security numbers, address and phone number, and date of birth should not be posted on John A. Logan College social media sites.

ADOPTED: JANUARY 24, 2017  
AMENDED: **SEPTEMBER 24, 2024 (FORMER BP 3368)**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.: BOARD POLICY 3610, ELECTRONIC USE

**PURPOSE**

John A Logan College is committed to enhancing the quality of campus life by integrating the best technology practices of safety and security. The utilization of security cameras is a critical component of a comprehensive security program. Camera coverage of public areas is intended to provide the Campus Police Department with a valuable resource for investigating crimes, accidents, and other incidents which occur on campus.

The following guidelines address the College's safety and security needs while respecting individual privacy. This policy will guide the process of installing surveillance equipment on College property and will address the viewing, retention, dissemination, and destruction of recordings.

**RESPONSIBILITY**

The Chief of Police (Chief) is authorized to oversee and coordinate the use of security cameras at John A Logan College. The Chief is responsible for disseminating the policy and assisting other departments in implementing procedures related to this policy.

The Chief has the responsibility to purchase and authorize the installation of security cameras in accordance with this policy.

The Chief will monitor new developments in relevant laws and security industry practices to ensure the use of security cameras at the College is consistent with the highest standards and compliant with all federal, state, and local laws.

The Chief will accept input from other College employees and groups regarding camera locations and will periodically review camera locations to ensure compliance with this policy. The Campus Police Department, in conjunction with Information Technology, will maintain a list of camera locations, a general description of technology deployed, and camera capabilities.

The Chief will review all requests received from outside agencies to release recordings from the security cameras. No release of security camera recordings will occur without authorization by the Chief and the Vice-President for Business Services & CFO.

**CAMERA PLACEMENT**

Cameras may be placed on a temporary or permanent basis in public areas of John A Logan College. The security cameras shall not make audio recordings.

Security cameras shall not be placed in private areas of campus, except in cases of criminal investigations and in accordance with Illinois law. Private areas include private offices, bathrooms, shower areas, locker and changing rooms, any other areas where a reasonable person might change clothing.

Security cameras shall not be directed or zoomed into windows or doorways of private rooms, nor any private building not on College property.

This document does not apply to covert cameras used by Campus Police for criminal investigations, as governed by Illinois law. The Chief shall approve the installation of covert cameras.

### **CAMERA USE AND MONITORING**

The existence of this policy does not imply or guarantee security cameras will be monitored in real-time. However, the College reserves the right to do so. Real-time monitoring of the security cameras will be conducted only by authorized officers of the Campus Police Department in the course of normal duties. Non-police employees shall not monitor or view video except as necessary in the course of an investigation by Campus Police and with the prior written approval of the **Chief**. Review of the recorded video shall require prior written authorization from the **Chief** and be logged electronically by the user. In cases of an ongoing crime or recent incident where immediate review of the recording would assist in the investigation, or in cases where the **Chief** is not available, Campus Police employees may access the necessary recording. In these situations, the employee shall prepare a memo to the **Chief** setting out the reason for accessing the recording.

Should the Chief determine it necessary to aid in an investigation or search, small video clips or image stills may be released to the media or the public. Such release will be coordinated with the College's Assistant Vice-President of Marketing, Communications, and Public Relations.

Cameras are not to be used to monitor individual students, faculty, or staff, except as necessary for a criminal investigation, in accordance with Illinois law.

Cameras may be used to monitor a work area, such as in areas where financial transactions occur. Cameras in these areas should not be able to view the contents of computer screens.

Security cameras will not be utilized to prosecute petty violations, such as parking violations.

Security cameras will not be monitored by any department or staff to evaluate employee performance.

Select Information Technology staff who are tasked with installation, maintenance, or adjustment of cameras are approved for incidental access to the footage if such access is directly in conjunction with those aforementioned duties.

Reasonable notification of the presence of security cameras will be implemented and will include notice at primary building entrances.

Security cameras shall be used exclusively for campus safety and security purposes. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is strictly prohibited.

### **STORAGE, RETENTION, AND RELEASE OF RECORDINGS**

Recordings will normally be retained for a length of time specified in administrative procedure depending on the location of the camera and the activity level in the area.

Video recordings shall only be accessible to authorized personnel and will be password protected to ensure a proper audit trail for access to the recordings.

The Chief shall be responsible for authorization of the permanent storage of any recordings, which may be required for court proceedings.

Any dissemination of recordings to other than law enforcement organizations must be authorized by the Chief, the Vice-President for Business Services & CFO, and College Legal Counsel.

ADOPTED:           SEPTEMBER 26, 2017

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.:

**GENERAL RESPONSIBILITIES**

The President is responsible to the Board of Trustees for the total operation of the College, including the recommendation of administrative policies and the administration of the College according to established purposes and policies.

**SPECIFIC DUTIES**

1. The President shall be the executive officer and **authorized representative** of the Board of Trustees.
2. The President shall prepare and recommend to the Board the adoption of policies relating to the objectives, organization, and operation of the College.
3. The President shall develop and recommend salaries.
4. The President shall report and recommend policies with appropriate input from students and staff.
5. The President shall prepare and submit an annual budget and recommend necessary budget changes.
6. The President shall recruit and recommend the appointment, reclassification, or dismissal of staff members/all personnel.
7. The President shall make recommendations about the maintenance and improvement of buildings and grounds, including new facilities.
8. The President shall recommend the purchase of materials or services not specified in the annual budget.
9. The President shall establish fees, develop budgets, and employ consultants, speakers, and leaders 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.
10. The President shall stimulate and direct the planning and implementation of new programs.
11. The President shall serve as the final staff authority for the resolution of individual student, student group, or staff problems.
12. The President shall be responsible for disseminating information to the public and representing the College to the community and local, state, and national leaders.
13. The President shall promote the cultural and social activities of the College, serving as host on appropriate occasions, both within and outside the College.
14. The President shall arrange for the College to be represented at functions involving other educational institutions, educational organizations, state agencies, and legislative bodies.
15. The President shall participate in local, state, regional, and national organizations active in the field of education, especially at the community college level.

16. The President shall be responsible for preparing and submitting reports required by governmental and educational authorities.
17. The President shall be responsible for the evaluation of the College.
18. The President shall prepare and submit annual and special reports on the state of the College.
19. In the absence of the President, the **President's designee will serve as acting President. In the event that no designee has been named, the Provost will serve as acting President.**
20. In case of emergency or if it should be in the best interest of the College, the President may declare a holiday, notifying faculty, staff, and students accordingly.
21. The President is authorized to commit the College to a grant or project or accept a grant award on behalf of the Board.
22. The President shall coordinate with and act as a liaison to the John A. Logan College Foundation and participate in fundraising efforts.
22. The President has broad discretionary authority to act within the policies approved by the Board.

ADOPTED: JUNE 4, 1968

AMENDED: APRIL 1, 1980; NOVEMBER 24, 2015; SEPTEMBER 30, 2016 (TITLES); **APRIL 27, 2021**

REVIEWED: OCTOBER 12, 2015; **MARCH 11, 2021**

LEGAL REF.:

CROSS REF.: BOARD POLICY 2810

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John A. Logan College has a clearly defined organizational structure consisting of the President and Executive Administrators who sit on the President's Executive Council. The President is the Chief Executive Officer directly responsible to the Board of Trustees and serves as the College's chief representative in the community.

In accordance with the Illinois Public Community College Act and Board Policy 4110, the President executes directly or by delegation all executive and administrative duties necessary for the efficient operation of the College. Each position necessary to implement the mission and policies of the Board is described in an approved job description on file in the College's Office of Human Resources.

The College's organizational chart presents a detailed outline of reporting structures beginning with the Board of Trustees and President and continuing through all the divisions of the College. The most current version of the organizational chart shall be maintained in the College's Administrative Procedures Manual on the College's website.

ADOPTED: APRIL 1, 1980  
AMENDED: JANUARY 8, 1982; MARCH 11, 1985; JANUARY 27, 2004; NOVEMBER 24, 2015; APRIL 27, 2021;  
**MARCH 22, 2022**  
REVIEWED: OCTOBER 12, 2015; MARCH 11, 2021; **FEBRUARY 10, 2022**  
LEGAL REF.:  
CROSS REF.: ADMINISTRATIVE PROCEDURE 401, ORGANIZATIONAL CHART  
(ADMIN. PROCEDURES 402-404 MOVED FROM ADMIN. PROCEDURE TO SPECIFIC JOB DESCRIPTIONS MAINTAINED  
IN THE OFFICE OF HUMAN RESOURCES.)



In accordance with Illinois law and to benefit John A. Logan College, the College may accept gifts, grants, or legacies from any source when made for community college purposes. When any such gift, grant, or legacy from any source is in the form of real estate with or without buildings, it must be accepted or rejected by the Board of Trustees upon recommendation of the administration after an administrative evaluation of the real estate or real property has been made in a way prescribed by administrative policy.

All other gifts, grants, or legacies of unencumbered cash, useful equipment, personal services, or other such donations that benefit the College may be accepted by the administration and utilized by the institution in the completion of its mission.

The sale or other disposal of any **unneeded** real property accepted by the Board of Trustees must also be approved by the Board of Trustees.

ADOPTED: MARCH 12, 1990  
AMENDED: NOVEMBER 16, 1999; APRIL 29, 2004; **NOVEMBER 24, 2015**  
REVIEWED: OCTOBER 12, 2015  
LEGAL REF.:  
CROSS REF.:

**A POLICY IMPLEMENTING THE PROVISIONS OF THE  
STATE OFFICIALS AND EMPLOYEES ETHICS ACT (5 ILCS 430/1-1 et seq.)  
FOR THE  
JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES  
ILLINOIS PUBLIC COMMUNITY COLLEGE DISTRICT #530**

**WHEREAS**, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq. (“Act”), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

**WHEREAS**, pursuant to Section 70-5 of the Act (5 ILCS 430/70-5), all units of local government and school districts are required to adopt an ordinance or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees, “in a manner no less restrictive” than the provision of the Act; and

**WHEREAS**, the John A. Logan College Board of Trustees desire to be in compliance with the provisions of the Act;

**NOW, THEREFORE, BE IT RESOLVED BY THE JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT NO. 530, COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY AND RANDOLPH, IN THE STATE OF ILLINOIS, AS FOLLOWS:**

**Section 1:** That the official policy of the John A. Logan College Board of Trustees shall read as follows:

**SECTION ONE: STATE OFFICIALS AND EMPLOYEES ETHICS ACT:**

- A. The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq.; (hereinafter referred to as “the Act” in this Section) are hereby adopted by reference and made applicable to the officers and employees of the Regional Superintendent/Regional Board of Trustees to the extent required by 5 ILCS 430/70-5.
- B. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- C. The offering or making of gifts prohibited to be offered or made to an officer or employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- D. The participation in political activities prohibited under the Act, by any officer or employee of the John A. Logan College Board of Trustees, is hereby prohibited.
- E. For purposes of this Section, the terms “officer” and “employee” shall be defined as set forth in 5 ILCS 430/70-5(c).
- F. The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.

- G. This Section does not repeal or otherwise amend or modify any existing policies which regulate the conduct of the John A. Logan College Board of Trustees and its employees. To the extent that any such existing ordinances or policies are less restrictive than this Section, however, the provisions of this Section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).
- H. Any amendment to the Act that becomes effective after the effective date of this Section shall be incorporated into this Section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by the John A. Logan College Board of Trustees shall not be incorporated into this Section by reference without formal action by the John A. Logan College Board of Trustees.
- I. If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Section shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This Section shall be deemed repealed without further action by the John A. Logan College Board of Trustees if the Act is found unconstitutional by the Illinois Supreme Court.
- J. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Section shall remain in full force and effect; however, that part of the Section relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the John A. Logan College Board of Trustees.

**SECTION TWO**

This Policy shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

Passed this 27th day of July, 2004.

**JOHN A. LOGAN COLLEGE BOARD OF TRUSTEES,  
COMMUNITY COLLEGE DISTRICT #530,  
COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY, AND  
RANDOLPH, IN THE STATE OF ILLINOIS**

**BY: (Original signed by Board Chair Carol Farner)**

ADOPTED: APRIL 29, 2004  
AMENDED: JULY 27, 2004  
REVIEWED: OCTOBER 12, 2015  
LEGAL REF.: 5 ILCS 430/1-1 AND FOLLOWING  
CROSS REF.:

The College Board of Trustees is committed to providing the best working conditions for all campus employees. It is the Board's policy to accomplish this by observing all current occupational health, safety, and environmental laws; and to develop the best feasible operations, procedures, and policies to furnish its employees with a place of employment that is free from recognized hazards that are causing or likely to cause death or serious physical harm. Further, it is the policy of the Board of Trustees to furnish employees with information regarding hazards in the workplace, including information about suitable cautions, relevant symptoms, and emergency treatment.

The Board of Trustees delegates the College administration the responsibility for compliance with this policy and applicable Health and Safety Acts. This is to be accomplished by, but not limited to, the following:

- Maintain ongoing programs to identify employee health and safety risks. The College shall see that all employees clearly understand all facets of its health and safety programs that directly affect them and their duties.
- Make control and elimination of such risks a priority in financial and business plans and budgets. The College will provide funds to implement health and safety programs.
- Control and reduce employee exposure to all known or clearly suspected health and safety risks.
- Provide incentive and recognition programs to encourage employees to identify, control, and eliminate occupational health and safety risks.
- Establish and maintain programs to discuss College occupational health and safety information with all persons with the need and right to know.
- Voice positions on occupational health and safety concerns as they affect the College and its employees.
- Plan, design, and construct all new college facilities to provide the safest and most healthful environment possible.
- Recognize that despite every effort the College makes, the basic responsibility for employee, visitor, and student health and safety rests with the individual.

It is a condition of employment for all employees to conduct their work in a safe and healthful manner.

ADOPTED:           OCTOBER 23, 2012  
AMENDED:         **SEPTEMBER 24, 2024 (FORMER BP 3620)**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

John A. Logan College places a high priority on the need to prevent the spread of chronic infectious diseases on its campus. The College is committed to educating its staff, students and the community about infectious diseases, **particularly since** there is currently no cure **for particular diseases, such as Human Immunodeficiency Virus (HIV) Infection – the cause of** Acquired Immune Deficiency Syndrome (AIDS), **and Hepatitis C.** Education regarding the methods by which these viruses may be transmitted and how to prevent transmission is essential. The adoption of this policy indicates the intention of John A. Logan College to promote the health and regular attendance of our students so they may attain their maximum potential for learning.

### **STUDENTS WITH CHRONIC INFECTIOUS DISEASES**

Students with identified chronic communicable diseases may attend normal school functions, including classes, whenever, through reasonable accommodation, the risk of transmission of the identified disease and/or the risk of further injury to the identified student is sufficiently remote in such a setting as to be outweighed by the detrimental effects resulting from the students' exclusion from these normal school functions. Placement decisions will be made using this standard in conjunction with current, available public health department guidelines, i.e., county, state, federal and the Center for Disease Control **and Prevention**, concerning the particular disease in question. Individual incidents will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

### **EMPLOYEES WITH CHRONIC INFECTIOUS DISEASES**

Employees with identified chronic communicable diseases shall be permitted to retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. Such employees shall remain subject to the Board's employment policies, including, but not limited to the current collective bargaining agreement in effect, sick leave, physical examinations, temporary and permanent disability and termination.

Employment decisions will be made by utilizing the general legal standard in conjunction with current, available public health department, i.e., county, state, federal and the Center for Disease Control **and Prevention**, guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any employee who has a chronic communicable disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health

risks to the employee and others. The number of personnel aware of the employee's condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

**ENFORCEMENT GUIDELINES**

1. Students identified as having a chronic communicable disease(s) will have the same rights and responsibilities outlined in the Student Rights and Responsibilities Handbook, and any special treatment of such students will be in accordance with the procedures in that handbook.
2. Any employee identified as having a chronic communicable disease(s) will have his/her situation handled through provisions presently contained in the contract between the **employee's bargaining unit** and the Board of Trustees and/or existing College policies.
3. Any disciplinary action, reassignments, or other necessary or desirable changes in the status of a student or an employee will be handled with the strictest confidentiality, on an individual basis, and in accordance with existing law and College policy.
4. Medical records relevant to the case of any student or employee identified as having a chronic communicable disease(s) may be requested by the College to become a part of the file of such cases.
5. Any student or employee with an identified chronic communicable disease where some action in regard to that disease is taken by the College will have all appeal procedures available to them as contained in College policy, and, in the event such procedures may not be clear to the student or employee, satisfactory procedures will be worked out between the College and the employee or student.

ADOPTED: NOVEMBER 9, 1987

AMENDED: MARCH 22, 2016; **SEPTEMBER 24, 2024 (FORMER BP 3363)**

REVIEWED: NOVEMBER 10, 2015

LEGAL REF.:

CROSS REF.:

The purpose of this policy is to provide a healthy, clean, and safe environment for all students, staff, and the general public who use College facilities. This policy recognizes that smoking is a matter of individual choice that should not infringe on the rights and desires of other individuals. Furthermore, the College must comply with the Smoke-Free Campus Act (110 ILCS 64).

It is intended that this policy be self-enforcing primarily. However, faculty, staff, students, and student government are expected to assist with enforcement. In instances where faculty, staff, and student government members can identify repeat offenders, the campus police staff is to be called to assist with enforcement. Student offenders who continually violate the policy will be referred to the Vice-President for Business Services & CFO for disciplinary procedures under the ***Student Guidebook***. Faculty and staff offenders will be disciplined through regular administrative channels within their division at the College.

Facilities and property owned or controlled by John A. Logan College are established as smoke-free effective July 1, 2015. Smoking is permitted under this policy and the Smoke-Free Campus Act in personal automobiles only. For purposes of this policy and the Smoke-Free Campus Act, the use of "E-Cigarettes" is strictly prohibited unless within a personal automobile.

This policy provides that no tobacco products are to be sold or given out as complimentary items on campus. Signs will be posted at all main campus entrances, clearly indicating the campus is a Smoke-Free Campus. The success of this policy will depend on the guiding principle that everyone has the right to breathe clean air and that this right is more important than an individual's right to choose to smoke.

ADOPTED: APRIL 11, 1988  
AMENDED: JANUARY 14, 1992; APRIL 20, 1993; SEPTEMBER 24, 1996; MAY 27, 2014; NOVEMBER 24, 2015;  
**SEPTEMBER 24, 2024 (FORMER BP 3366)**  
REVIEWED: NOVEMBER 12, 2014; OCTOBER 12, 2015  
LEGAL REF.: SMOKE-FREE CAMPUS ACT 110 ILCS 64/  
CROSS REF.:

John A. Logan College views drug or substance abuse, including alcohol abuse, as having a debilitating effect on a person's physical and emotional well-being. Further, in accordance with the existing law and sound educational practice, the College strongly discourages drug or substance abuse by any of its students, faculty, staff, or officers.

In addition to enforcing (or aiding in the enforcement) of laws that regulate such abuse, the College does provide drug and alcohol abuse prevention information (program) through its health classes as well as through its professional counseling staff for individuals who seek such information.

While the College does not have a rehabilitation or counseling program for drug and substance abusers, it will assist, when called upon, in aiding an individual seeking help through appropriate referrals to certified drug and substance abuse counselors in the area. Information about such programs can be obtained confidentially from the Office of Human Resources.

Any College employee engaged in the performance of a contract or grant with the State of Illinois shall be provided a copy of the Notice Regarding Drug-Free Workplace, which is set forth below.

A copy of the Notice Regarding Drug-Free Workplace shall be posted in a prominent place at the College.

#### NOTICE REGARDING DRUG-FREE WORKPLACE

The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance, including alcohol and cannabis, is prohibited in and on John A. Logan College-owned or -controlled property and on any College-sponsored off-campus trip or activity of an educational nature. Any John A. Logan College employee determined to have violated this policy may be subject to disciplinary action up to and including termination. Any John A. Logan College student determined to have violated this policy may be subject to disciplinary action up to and including suspension. In addition, a student receiving financial aid may lose that assistance. The use of alcohol while on John A. Logan College-owned or -controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions. No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder or for disciplinary action up to and including termination of employment.

Any College employee engaged in the performance of a contract or grant with the State of Illinois is hereby notified that as a condition of employment on such grant, the employee will:

- (A) Abide by the terms of the above statement; and
- (B) Notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(END OF NOTICE)



The College shall establish and maintain a drug-free awareness program to inform employees about:

- The dangers of drug abuse in the workplace;
- The College's policy of maintaining a drug-free workplace;
- Any available drug counseling, rehabilitation, and employee assistance programs; and
- The penalties that may be imposed upon employees for drug violations.

The College shall notify the contracting or granting agency within 10 days after receiving notice of an employee convicted for violation of a criminal drug statute in the workplace.

The College shall impose a sanction on, or alternatively, require satisfactory participation in a drug abuse assistance or rehabilitation program by any employee convicted as set forth above.

The College will assist an employee in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

The College will make good faith efforts to continue to maintain a drug-free workplace through the implementation of the provisions of the Drug-Free Workplace Act (30 ILCS 580/1 et seq.)

Medical Marijuana

John A. Logan College prohibits the possession or use of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus or at any College-sponsored event or activity off-campus. This prohibition includes the possession and use of medical marijuana. The Compassionate Use of Medical Cannabis Pilot Program Act, an Illinois law that permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also states: "Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property." Additionally, John A. Logan College is required to certify that it complies with the Drug-Free Schools and Communities Act (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug-Free School and Communities Act, John A. Logan College prohibits all cannabis use, possession, manufacture, or distribution.

ADOPTED: APRIL 13, 1987  
AMENDED: JULY 10, 1989; JUNE 11, 1990; NOVEMBER 12, 1990; APRIL 25, 2000; NOVEMBER 22, 2016;  
**SEPTEMBER 24, 2024 (FORMER BP 3362)**  
REVIEWED: SEPTEMBER 21, 2016  
LEGAL REF.: 30 ILCS 580/1 ET SEQ.  
CROSS REF.: ADMINISTRATIVE PROCEDURE 306

John A. Logan College is committed to maintaining a safe and healthy educational and employment environment. It is the policy of John A. Logan College to comply with the Violence Against Women Reauthorization Act (“VAWA”), Title IX of the Education Amendments of 1972 (“Title IX”), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), and the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

The College's Policy applies to all members of the College community, including students, employees, contractors, visitors, and third parties, whenever the misconduct occurs on College property or off College property in the event that the conduct was in connection with a College or College-recognized program or activity, or otherwise has a connection to the College.

**The College’s established procedures for implementing this Policy are outlined in Administrative Procedure 414, Procedures Implementing the College’s Policy Prohibiting Sex Discrimination.**

ADOPTED: JANUARY 24, 2017  
AMENDED: APRIL 27, 2017; MARCH 26, 2024; **NOVEMBER 26, 2024**  
REVIEWED: NOVEMBER 7, 2016; MARCH 11, 2021; FEBRUARY 14, 2024; **OCTOBER 3, 2024**  
LEGAL REF: 110 ILCS 155/1 ET. SEQ.  
CROSS REF.: **BOARD POLICY 8317 – TITLE IX**  
**ADMINISTRATIVE PROCEDURE 414**

John A. Logan College is committed to providing its students and employees with an educational and work environment free of violence or intimidation of any kind. The College adopts a zero-tolerance stance for violence or threatening behavior of any type from any source. Acts of physical violence or threats, including intimidation, harassment, and/or coercion, which involve or affect John A. Logan College employees or students, will not be tolerated. Security and safety of all persons on this campus are paramount, and complaints of physical violence, intimidation, threats, harassment, or coercion will be given serious attention and dealt with immediately.

Any employee or student who believes there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact Campus Police and their immediate supervisor.

The College will promptly investigate all reports or alleged incidents of violence, threats, harassing, or intimidating behavior.

All employees are expected to cooperate fully in all such investigations.

Any person, student, employee, or visitor who commits acts of violence, threatens, harasses, or intimidates on campus or while conducting College activities or business may be excluded from the campus by the direction of the President or his/her designee.

Where circumstances warrant, the College will request that appropriate law enforcement agencies become involved and may seek prosecution of conduct that violates the law.

ADOPTED: JUNE 24, 2014  
AMENDED: APRIL 27, 2021; **SEPTEMBER 24, 2024 (FORMER BP 3372)**  
REVIEWED: MARCH 11, 2021  
LEGAL REF.:  
CROSS REF.: BOARD POLICIES 4320, 5225, 8310, 8315, 8317

All students who are required to be registered as a registered sex offender must also register with the John A. Logan College Campus Police Department. This information must be kept current each semester. Failure to register with the John A. Logan College Campus Police Department will result in suspension from John A. Logan College.

ADOPTED:           OCTOBER 26, 2010  
AMENDED:         **SEPTEMBER 24, 2024 (FORMER BP 3371)**  
REVIEWED:       NOVEMBER 10, 2015  
LEGAL REF.:  
CROSS REF.:

The College shall maintain an Emergency Response Plan that is National Incident Management System (NIMS) compliant in accordance with the Campus Security Enhancement Act of 2008, as revised.

The authority to declare a campus state of emergency and declare an end to a state of emergency rests with the College President or his/her designee.

In the event of an emergency, as defined in the Emergency Response Plan, the Campus Police Department shall immediately place the appropriate procedures necessary to meet an emergency, safeguard persons and property, and maintain educational facilities. After the initial response, and depending upon the nature and magnitude of the event, an incident commander outside the Campus Police Department may lead the actions taken by the College. The incident commander, command staff, and general staff responding, as identified in the Emergency Response Plan, have delegated authority to act as necessary to stabilize the incident. The Incident Commander will consult with the President as soon as possible regarding the emergency and the possible need for a declaration of a campus state of emergency.

During the first twenty-four (24) hours of the incident and after declaring a campus state of emergency, Board Policy 7154 -- Purchasing is suspended to allow for a quick response and minimize injury, loss of life, and damage to property. Suspension of this policy applies only to those assigned responsibility in the College's Emergency Response Plan and for the execution of such.

During a state of emergency, only those persons authorized by the incident commander will be allowed on the campus. Those who cannot present proper identification and/or are not authorized to be present are subject to arrest.

The Emergency Response Plan, including the persons identified to fulfill various emergency responsibilities in the plan, shall be approved by the Business Services Advisory Committee.

ADOPTED: MARCH 2, 2010  
AMENDED: **SEPTEMBER 24, 2024 (FORMER BP 3610)**  
REVIEWED: NOVEMBER 10, 2015  
LEGAL REF.: CAMPUS SECURITY ENHANCEMENT ACT OF 2008 (110 ILCS 12/20)  
CROSS REF.: EMERGENCY RESPONSE PLAN; BOARD POLICY 7154

The provisions of this policy will prevail for all employees except where a difference is noted in the hiring policy for a specific category of employees.

1. All full-time and part-time positions and salaries at the College may be established by the President within the approved budget and ratified by the Board of Trustees.
2. After a position has been created, the Office of Human Resources will be responsible for conducting a search.
3. **The President may offer employment to candidates for full-time and part-time positions contingent upon ratification by the Board of Trustees. The President will recommend the employment for ratification at the next regular meeting.**
4. The Board of Trustees will take action upon the President's recommendation.
5. John A. Logan College is an Equal Opportunity/Affirmative Action institution in its hiring and promotion policies and procedures. Job announcements will comply with the College Equal Opportunity Requirements.
6. The State Universities Retirement System law has been amended effective August 1, 2013, requiring mandatory contribution for employers that employ "affected annuitants." John A. Logan College's policy is to be fiscally responsible in hiring "affected annuitants." The Board of Trustees delegates the responsibility for establishing guidelines and procedures consistent with the law (40 ILCS 5/15-139.5) for enforcing this policy.
7. If a need arises to meet staffing needs, the President is authorized to hire personnel on an interim basis by hiring or reassigning staff at the prevailing rate of pay. The President will bring such action to the Board for approval at the next regular Board meeting. Such interim positions shall only be valid for a period of one year or less. Interim positions will be posted through the regular hiring process before becoming permanent.
8. The President may employ substitutes needed to replace professional staff on a temporary basis at the prevailing rate of pay.
9. The President may employ needed staff for short-term training programs requested by local businesses and industry. This includes employment for short-term courses, workshops, and seminars. Short-term is defined as less than one academic semester. Compensation and workload will be established prior to the approval of the contract to provide this service.

10. Members of the same family or household are eligible for employment at John A. Logan College. Neither individual Board members nor employees of John A. Logan College shall participate in the selection, hiring, supervision, or performance review of any person who is a member of the employee's family or household and who is an applicant for employment with, or employed by, the College.

For the purpose of this policy, "family" is defined to mean the husband, wife, child or child's spouse, parent or parent's spouse, brother or brother's spouse, sister or sister's spouse, domestic partner, and individuals in the same household. "Family" also includes an employee or board member's spouse's child, parent, brother, or sister. This policy shall not be retroactive to affect any existing employees as of the effective date of this policy *or* to individuals employed prior to a nepotism conflict arising under this policy.

11. Any person (employee or board member) who participates in an employee selection process must disclose any personal or professional relationship (if known) he or she has (or had) with any candidate. Employees shall give such notification to the Office of Human Resources. Executive Administrators must report personal or professional relationships (if known) with a candidate to the President. The President must report personal or professional relationship (if known) with a candidate to the chairman of the Board of Trustees. When a candidate is presented for consideration to the Board of Trustees, trustees must disclose any personal or professional relationship (if known) with the candidate to the other members of the Board of Trustees.

ADOPTED: APRIL 2, 1974

AMENDED: APRIL 1, 1980; MARCH 11, 1985; NOVEMBER 17, 1986; NOVEMBER 11, 1991; AUGUST 22, 2006; APRIL 30, 2009; NOVEMBER 26, 2013; AUGUST 28, 2018; SEPTEMBER 24, 2019; APRIL 27, 2021; OCTOBER 26, 2021; **MARCH 22, 2022**

REVIEWED: JULY 18, 2018; AUGUST 2, 2019; MARCH 11, 2021; SEPTEMBER 21, 2021; **FEBRUARY 10, 2022**

LEGAL REF.: 110 ILCS 805/3-42

CROSS REF.: BOARD POLICY 3510; 5113

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The President is authorized to sign contracts of employment on behalf of the Board of Trustees subject to **ratification** of the appointment by the Board. **General definitions of employment classifications at John A. Logan College shall include but are not limited to those listed within this policy. Specific duties and responsibilities for individual positions shall be defined in the job descriptions retained in the Office of Human Resources.**

- **ADJUNCT FACULTY**

Adjunct baccalaureate transfer and career education faculty are those faculty who teach 12 equated hours or less each semester on a non-continuing basis. Appointments are for one semester or less, and any hours taught under the category of adjunct faculty will not apply toward permanent status with the College. Adjunct faculty shall be competent to render in accordance with the Illinois Community College Board and the Higher Learning Commission. Compensation and other terms and conditions of employment for non-tenure-track Adjunct Faculty who provide six (6) or more credit hours of instruction per academic semester are outlined in the agreement between the Board of Trustees Community College District No. 530 and the Association of Adjunct Faculty, IEA-NEA.

- **CUSTODIAL/MAINTENANCE/GROUNDS EMPLOYEES**

Custodians, maintenance, and grounds employees are defined in the agreement between the Board of Trustees and the Teamsters Local Union No. 50. Compensation and other terms and conditions of employment are outlined in the agreement between the Board of Trustees and Teamsters Local Union No. 50.

- **EXECUTIVE ADMINISTRATORS**

Executive administrators are employees whose responsibilities include: A) sitting on the Executive Council for the President; B) having authority to submit recommendations with regard to hiring, evaluating, disciplining, or terminating the employment of employees reporting to them; C) having authority to make significant decisions in their area of responsibility; and D) provide supervision and direction of the work within their functional area of responsibility, including responsibility for the development and administration of their area's budget. Guidelines specific to these position(s) are outlined in Board Policy.

- **EXECUTIVE SUPPORT PERSONNEL**

Executive support staff positions are non-instructional personnel who support Executive Administrators and/or Senior Administrators and handle confidential information. Compensation and other terms and conditions of employment are outlined in Board Policy.

- **FULL-TIME FACULTY**

Full-time faculty members are full-time employees of the District regularly engaged in teaching or academic support services, excluding supervisors, administrators, and clerical employees. Compensation and other terms and conditions of employment are outlined in the agreement between the Board of Trustees Community College District No. 530 and the John A. Logan Illinois Education Association.

- **GRANT PERSONNEL**

Grant personnel are employees paid by grant funds in excess of 50% of total compensation. Because such programs and funds are of a terminal nature, grant personnel will have no implied or guaranteed



employment beyond the period provided by the grant funding. Compensation and other terms and conditions of employment are outlined in Board Policy.

- **MANAGERS**

Managers are non-instructional personnel, excluding administrators, who perform mid-level management functions for the College. Compensation and other terms and conditions of employment are outlined in Board Policy.

- **OPERATIONAL STAFF**

Operational staff positions are non-instructional personnel who perform support functions for the College. These positions include all regularly employed full-time and part-time staff following general categories of positions outlined in the collective bargaining agreement between the John A. Logan College Board of Trustees and the Logan Operational Staff Association (LOSA). Compensation and other terms and conditions of employment are outlined within this agreement.

- **PART-TIME TEACHING EMPLOYEES**

Teaching employees of the District who are not regularly employed as full-time include, but are not limited to, Community Education instructors, Workforce Education instructors, and ABE/GED instructors. Appointments are for one semester or less and do not apply toward permanent status with the College. Compensation and other terms and conditions of employment are outlined in Administrative Procedures.

- **POLICE AND PUBLIC SAFETY OFFICERS**

Police and public safety officers are defined in the agreement between the Board of Trustees and the Illinois Fraternity of Police (FOP) Labor Council. Compensation and other terms and conditions of employment are outlined in the agreement between the Board of Trustees and the Illinois Fraternal Order of Police Labor Council.

- **PROFESSIONAL**

Professional employees are non-instructional personnel, excluding administrators and managers. Compensation and other terms and conditions of employment are outlined in Board Policy.

- **SENIOR ADMINISTRATORS/ADMINISTRATORS**

Senior Administrators and Administrators are employees whose responsibilities include: A) authority to submit recommendations with regard to hiring, evaluating, disciplining, or terminating the employment of employees reporting to them; B) authority to make significant decisions in their area of responsibility; and C) supervision and direction of the work within their functional area of responsibility, including responsibility for the development and administration of their area's budget. Compensation and other terms and conditions of employment are outlined in Board Policy.

ADOPTED: JUNE 17, 1968

AMENDED: **OCTOBER 25, 2022**

REVIEWED: **SEPTEMBER 15, 2022** (*EMPLOYEE CLASSIFICATIONS MERGED FROM BP 5112, TENURE DEFINITIONS*)

LEGAL REF.:

CROSS REF.:

**John A. Logan College recognizes the tenure definitions outlined in the Illinois Public Community College Act, 110 ILCS 805, Paragraphs 103B-1 through 103B-6.**

ADOPTED: AUGUST 5, 1980  
AMENDED: NOVEMBER 20, 2001, MARCH 22, 2016; SEPTEMBER 30, 3016 (TITLES); **MARCH 22, 2022**  
REVIEWED: NOVEMBER 10, 2015; **FEBRUARY 10, 2022**  
LEGAL REF.: 110 ILCS 805; PARAGRAPHS 103B-1 – 103B-6  
CROSS REF.: ADMINISTRATIVE PROCEDURE 504

In regard to the employment and/or termination of SURS annuitants, the Board of Trustees of John A. Logan College reserves the right to take actions to avoid a financial penalty under Public Act 97-0968, the Return to Work Act (40 ILCS 5/5-139).

In this effort, the following stipulations apply to SURS annuitants:

- John A. Logan College will comply with the provisions of Public Act 97-0968, including reporting requirements regarding the employment and compensation of annuitants.
- SURS annuitants will only be considered for part-time employment.
- SURS annuitants will not be considered for any employment or re-employment if employed simultaneously by any other SURS-covered institutions.
- SURS annuitants will be limited to only one position and will not work for more than one division of the College within the same semester.
- “Affected Annuitants” will not be employed or re-employed.
  - a. As defined under the Illinois Public Act 97-0968, “Return to Work Act,” any annuitant that is considered to be an “affected annuitant” will not be employed or re-employed for any academic year that they are considered to be an affected annuitant unless s/he suspends his/her SURS pension including any reciprocal pensions and provides verification of such.
  - b. The annuitant must provide an accurate history of employment and must disclose in writing to the College if they are considered to be or expect to become an affected annuitant. This disclosure will be required both when applying for initial employment and annually when seeking re-employment each academic year. Failure to provide the information requested in relation to the Return to Work Act or providing false information will be grounds for termination of employment.

The only exception to the above stipulations is that an “affected annuitant” may be employed to perform critical operations due to an unforeseen illness, death, or accident of an employee for no more than one academic year. SURS must first be notified if these circumstances occur and provide written approval.

#### Employment after Retirement

Under the SURS return-to-work restrictions (40 ILCS 5/15-139), an annuitant may not return to work in any capacity, paid or unpaid, with a SURS-covered employer until retired for at least 60 calendar days. The annuitant must have a clear separation from SURS-covered employment and no agreement, written or oral, to return to a SURS-covered employer at the time of retirement. If the annuitant does not satisfy this requirement, the annuity will be cancelled.

It is the annuitant’s responsibility to notify SURS upon returning to employment for a SURS-covered employer.

If the annuitant returns to SURS-covered employment after the 60-day period, the annuitant will be subject to an earnings limitation. The exact amount of the earnings limitation will be stated on the Certification of Retirement Annuity upon finalization of the retirement claim. If the annuitant exceeds the earnings limitation, the retirement annuity will be reduced or suspended.

ADOPTED: NOVEMBER 26, 2013  
AMENDED: JANUARY 24, 2017; **NOVEMBER 26, 2024**  
REVIEWED: FEBRUARY 12, 2016; NOVEMBER 7, 2016; **OCTOBER 3, 2024**  
LEGAL REF.: 40ILCS 5/15-139, PUBLIC ACT 97-0968  
CROSS REF.: BOARD POLICY 5110, 5225  
ADMINISTRATIVE PROCEDURE 506, RETURN TO WORK RESTRICTIONS

The established holidays of the College are:

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Good Friday  
Memorial Day  
**Juneteenth National Freedom Day (June 19)**  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

**When the holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. When the holiday falls on a Sunday, the following Monday shall be observed as a holiday.**

ADOPTED: JUNE 4, 1968  
AMENDED: MARCH 11, 1985; FEBRUARY 11, 1992; JULY 26, 2005; OCTOBER 26, 2021; **MARCH 22, 2022**  
REVIEWED: SEPTEMBER 21, 2021; **FEBRUARY 10, 2022**  
LEGAL REF.:  
CROSS REF.: **5 ILCS 140 / 63**

In case of emergency or if it should be in the best interest of the College, the President may declare holidays in addition to those established by the Board and notify faculty, staff, and students accordingly.

ADOPTED: JUNE 4, 1968

AMENDED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 4110

The employee planning to retire must complete a John A. Logan College retirement application, with a SURS retirement estimate for the respective retirement date, and submit it to the **Associate Director of Payroll**. A benefits summary will be provided to the employee. If the employee chooses to proceed, s/he must notify the President's Office in writing, and such notification shall be irrevocable. Years of full-time service at John A. Logan College shall include non-contiguous years. Total years of service shall be based upon the anniversary date of full-time service and shall be rounded up to the nearest whole year. Benefits under this policy are restricted to those submitting retirement notifications after the date of policy adoption by the Board of Trustees. Eligibility for grant employees is determined by Policy 7171, Grant Personnel.

#### **PAYMENT OF UNUSED SICK LEAVE**

Employees hired full-time prior to July 1, 2005, who have been employed full-time for ten (10) or more years may elect to be paid for a maximum of fifty-five (55) days of unused sick leave. Employees hired on or after July 1, 2005, may elect to be paid for unused sick leave at a rate of two (2) unused sick leave days per year of full-time service, not to exceed fifty-five (55) days. Employees will not be compensated for more unused sick leave days than accrued at the date of retirement. If the employee elects this option, these days will not count as extended service credit with SURS. Payment of unused sick leave will begin as directed by the retiring employee in writing to the **Associate Director of Payroll** for as much as two (2) SURS years prior to retirement. Absent written direction from the retiring employee, unused sick leave compensation shall be included in the final pay. If an employee, after being granted payment for unused sick leave, requests and is granted continued employment, that person must repay all sick leave payments received to date immediately.

#### **HEALTH INSURANCE FOR RETIRED EMPLOYEES**

Retiring employees may continue to participate in the group health insurance plan after retirement in accordance with COBRA. Following the COBRA period, retirees participate in the College Insurance Program for Retirees administered by Illinois Central Management System (CMS). Employees hired full-time after July 1, 2005, who retire from active full-time employment at the College and have been employed full-time for twenty (20) years, or employees hired full-time prior to July 1, 2005, who have been employed full-time for ten (10) years or more are eligible for partial premium refunds for the retiree and, if married, spouse coverage. Dependent eligibility shall be included for persons retiring on or before September 1, 2023. Those eligible will receive a refund equal to the difference between the rates within the Retirees' College Insurance Program and the John A. Logan College insurance plan.

No reimbursement will occur unless the retiree's cost is higher than the current employees' share of comparable coverage under the John A. Logan College plan. Employees ineligible for participation in the College Insurance Program due to SURS benefit plan selection but who would have otherwise been eligible for a partial premium refund will be provided a premium refund not to exceed the refund had the employee been eligible for the College Insurance Program. Payments will begin upon receipt of a written request, which must be accompanied by verification of coverage. At the death of a retired employee, coverage will be extended to a surviving spouse if previously covered. Employees hired after January 1, 2013, are ineligible for premium reimbursement.

Employees currently retired shall continue receiving this benefit under the same conditions that existed at retirement. Upon eligibility for Medicare benefits or other future healthcare programs for eligible retirees, retirees must sign up for such coverage to cause their retiree plan to become secondary coverage. Failure to do so will result in the retiree being solely responsible for any additional increase to the cost of insurance coverage. The College will not take into consideration premiums paid for programs other than the College Insurance Program for community college retirees when calculating potential reimbursement.

ADOPTED: MARCH 22, 1994

AMENDED: OCTOBER 24, 1995; JUNE 23, 1998; SEPTEMBER 28, 1999 (RETRO TO 7-1-99); JANUARY 25, 2000 (INCLUDED FORMER BOARD POLICY 6136); JUNE 25, 2002; AUGUST 23, 2005; JUNE 24, 2008; JUNE 22, 2010; OCTOBER 23, 2012; NOVEMBER 24, 2015; OCTOBER 25, 2016; NOVEMBER 28, 2017; JANUARY 22, 2019; JUNE 23, 2020; **NOVEMBER 28, 2023**

REVIEWED: NOVEMBER 10, 2015; SEPTEMBER 21, 2016; OCTOBER 11, 2017; JANUARY 16, 2019; MAY 26, 2020; **SEPTEMBER 19, 2023**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5142, 5144, 5260, 5272, 7171; ADMINISTRATIVE PROCEDURE 514

The designation of Emeritus status will be provided to retirees of John A. Logan College as an honorary title corresponding to that held last during their active service if they have served ten years as a full-time employee at the College.

ADOPTED: MAY 24, 1994

AMENDED: JULY 27, 1999; JUNE 24, 2008; JANUARY 27, 2015; NOVEMBER 22, 2016; **SEPTEMBER 26, 2017**

REVIEWED: FEBRUARY 12, 2016; SEPTEMBER 21, 2016; **JULY 24, 2017**

LEGAL REF.:

CROSS REF.:



The purpose of this benefit is to assist professional and executive support staff in reaching retirement eligibility and/or to eliminate early retirement pension reduction.

**ELIGIBILITY REQUIREMENTS**

1. Minimum service to the College of twenty (20) years of full-time service. Part-time service does not count toward meeting minimum service to the College.
2. The employee must present a written, irrevocable retirement letter to the College a minimum of six (6) months in advance of the retirement date. The letter is to be submitted to the Office of Human Resources and copied to the Office of the President.
3. The employee must need the additional service credit to either reach retirement eligibility or to eliminate an early retirement pension reduction as described in 40 ILCS 5/15-136(b). Service credit will not be purchased beyond the point that the total accumulated service credit exceeds thirty (30) years.
4. Eligibility will be based upon a first-come, first-served basis as described in the "Rationing" section below.

**REQUIRED EMPLOYEE CONTRIBUTION LEVELS**

1 Year	-	0%
1.01 - 2.00 Years	-	25% of the total cost of purchase
2.01 - 5.00 Years	-	50% of the total cost of purchase

Share of costs is determined by dollar (\$) cost, not years (#) of service credit.

Service credit purchased by the employee is eligible for reimbursement by the College. If service credit has been purchased in advance by the employee, the College will reimburse the employee in a manner as to provide the same benefit to the employee had s/he not purchased service credit in advance.

*Example: Because the cost of service credit increases dramatically over time, the employee elects to purchase 100% of three (3) years of eligible service credit ten (10) years in advance of the anticipated retirement date. The employee later submits a JALC retirement application and an irrevocable retirement letter, as provided for in this policy, and is determined eligible for the benefit outlined in this policy. The employee provides proof of purchase, including the amount paid, and is reimbursed for 50% of the cost of the past service credit.*

If the employee contribution is done through the SURS payroll reduction plan, the College will increase gross pay by the appropriate dollar amount necessary until the purchase is completed.

**MAXIMUM COLLEGE PURCHASES**

The maximum amount of service credit to be purchased by the College for professional and executive support staff is \$25,000 per year with the year defined as the period of August 1 – July 31. The maximum individual limit is \$12,500 per individual.

**RATIONING**

The benefit will be awarded up to the maximum individual and annual limitation expressed above. The benefit will be awarded based upon a first-come, first-served basis as determined by the date of receipt of the irrevocable retirement letter submitted in accordance with the instructions provided in the Eligibility section above. Should more than one (1) otherwise eligible employee irrevocable retirement letter be received on the same date, causing the annual maximum to be exceeded, the employee with the earliest full-time start date will receive first consideration.

ADOPTED:           OCTOBER 21, 2008  
AMENDED:          NOVEMBER 22, 2016;  
REVIEWED:         FEBRUARY 12, 2016; SEPTEMBER 21, 2016  
LEGAL REF.:        40 ILCS 5/15-136(B)  
CROSS REF.:

This policy covers the methods used to manage email accounts of departing employees, board members, contractors, or interns with College email accounts who separate from the College for any reason, including but not limited to termination, retirement, resignation, or completion of term or contract.

The College maintains no obligation to maintain email accounts of users who separate from the College for any reason. Users who separate from the College may not be able to access email beyond their last date of association with the College.

Email of departing users, regardless of the cause of separation, sent to an old address will not be delivered to a new address but may be forwarded to a College designee, including in the case of a separating employee, to the employee's supervisor or supervisor's designee. Email forwarding will be provided for a period of time not to exceed one year. After termination of email forwarding, the account will be disabled. If a supervisor or College designee does not request email forwarding, the departing user's email account will be disabled thirty (30) days following the user's last date of employment.

ADOPTED: NOVEMBER 25, 2014  
AMENDED: **SEPTEMBER 24, 2024** (*Incorporated Former BP 7501*)  
REVIEWED: **JULY 24, 2017**  
LEGAL REF.:  
CROSS REF.:

The primary mission of John A. Logan Community College is educational instruction. Even so, there are various occasions when the College personnel do research and creative writing. Research and creative writing leads to new ideas; new ideas may lead to patents and copyright. It follows that in regard to patents and copyrights, which result from research or creative writing conducted by staff members with assistance and encouragement of the College, there should be an equitable distribution of credit and responsibility. Further, the College also has a responsibility to itself and to the public in regard to the type of research it sponsors and in obtaining from such research and creative writing, the greatest public benefit. The policy of the College concerning research, patentable discoveries, and copyrights, and the benefits that may accrue from such patents and copyrights is as follows:

- A. Independent Research and Writing. Research or writing conducted by a staff member on his own time and at his own expense shall be termed "Independent Research and Writing."
  1. No claims or restrictions shall be placed by the College on any copyrights, patents, patent rights, or discoveries obtained as the result of independent research.
  2. The individual researcher or writer, however, may voluntarily assign all of his or her claim to the results of such research or writing to the College.
  
- B. College-Sponsored Research and Writing. Research and writing conducted by a staff member with the help of the College, either in the form of a grant or grants or in the time assigned to research or write, or both, shall be termed "College-Sponsored Research and Writing."
  1. If the College's aid does not exceed ten percent (10%) for an individual's research or creative writing, either in actual funds or in salary for the assigned time, or in both together, the College shall not be considered to have established a right to share in the results.
  2. In such cases where the College commissions the faculty work, the College pays such person to do the work and thereby acquires ownership in the same. Royalties or profits resulting from the work are to be divided between the College and the faculty member.
  3. Staff members shall have the responsibility of reporting to the proper College authorities any possible invention or creative writing coming from College-sponsored research, which should be protected by patent or copyright.
  4. If the College determines not to assert a claim to possible patent or copyright materials, the College may release its proprietary interest to the researcher or writer of record.
  5. The College or its designated agent shall assume all responsibility for protecting or promoting property rights to patents and copyrights developed with the financial support of the College unless the College elects to release its proprietary interests to the individual researcher or writer. If the College utilizes a patent or copyright management firm and such a firm assumes a part or all of the costs of patenting or copyrighting, distribution of royalties shall be agreed to by the College, the management firm, and the inventor or writer.
  6. The researcher or writer shall be responsible for obtaining appropriate written releases from individuals identifiable in, or in some manner requested to participate in, the creation of College-sponsored materials or inventions. Written statements shall also be obtained from appropriate College personnel indicating that to the best of their knowledge, all materials developed did not infringe on existing copyrights, patents, or other legal rights.

7. Each employee/inventor/writer will supply all information and execute all papers necessary for the purpose of presenting patent applications on inventions/discoveries or copyright materials covered under this policy.
8. Whenever income or royalties are divided, both the College and the faculty member will get at least ten percent (10%).

Division of the remaining eighty percent (80%) will be determined by negotiation and should be based upon the following criteria:

- (a) The origin of the idea on which materials and/or inventions are based.
  - (b) The subject matter expertise involved.
  - (c) The investment (time, energy and money) of the faculty member in the development of materials and/or inventions.
  - (d) The extent to which the College supported or commissioned the materials and/or inventions.
9. Agreement regarding specific division of equity is to be arrived upon, if at all possible, upon inception of the project. If a project is begun without a specific agreement, such agreement is to be obtained as soon as possible using the criteria listed above.
  10. Those materials and/or inventions developed with the College's involvement will be available for internal use by the College without charge.

C. Externally-Sponsored Research. Research contracts between the College and other agencies shall state clearly the obligations and rights of the College and of the cooperating agency and the procedures to be followed in case patentable discoveries or materials subject to copyright grow out of the research or writing. In each case the College shall be free to negotiate with the sponsor and agency so far as the copyrights are concerned.

D. Definitions: The following definitions apply under the terms of this policy:

Inventions: All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereinafter amended or supplemented.

Materials: All instructional, literary, art, dramatic, and musical materials or works and all other material published or unpublished, whether or not copyrighted or copyrightable. This includes written and recorded materials.

Faculty Members: Part-time and full-time, teaching and non-teaching professional level staff.

College: John A. Logan Community College District No. 530.

Support: Include use of College facilities, equipment (owned or rented), materials, funds, information, and/or time and services of College employees and/or students or College and related duties.

ADOPTED: MAY 14, 1984

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.:

In accordance with Illinois statute PA76-1343\* and Chapter 110, Illinois Revised Statutes, Sections 100/0.01., 100/1., 100/2., and 100/3., no full-time employee of the College may undertake, contract for, or accept anything of value in return for consulting or research services for any person other than the College unless he or she has prior written approval of the president, or his or her designee, to perform such outside consulting or research services.

\*Public Act 76-1343, § 0.01 added by P.A. 86-1324, § 1147, eff. Sept. 6, 1990 states:

“No full-time member of the faculty of any state-supported institution of higher learning may undertake, contract for or accept anything of value in return for research or consulting services for any person other than the institution on whose faculty he (she) serves unless (a) he (she) has the prior written approval of the president of that institution or a designee of such president, to perform the outside research or consulting services, such request to contain an estimate of the amount of time which will be involved; and (b) he (she) submits to the president of that institution or such designee, annually, a statement of the amount of actual time he (she) has spent on such outside research or consulting services.”

ADOPTED:           OCTOBER 24, 1995  
AMENDED:  
LEGAL REF.:       PA 76-1342, PARAGRAPH 0.01 ADDED BY PA 86-1324  
                          PAR. 1147  
CROSS REF.:       ADMINISTRATIVE PROCEDURE 510

**INTRODUCTION**

The purpose of this policy is to clarify the conditions under which John A. Logan College, hereafter known as the “*employer*,” may place an employee on modified duty and to provide guidance to the departments for administering the policy consistently. The employee is responsible for informing all health care providers of the “*employer’s*” modified policy.

**SCOPE OF THE POLICY**

This policy *may* apply to all full-time and part-time employees who have a temporary disability arising from a work-related injury or condition which temporarily prohibits them from performing full job duties or meeting the essential job functions of the position. **Employees with chronic or permanent disabilities are excluded from this policy.** The assignment of modified duty is solely at the “*employer’s*” discretion and not a right.

**RESPONSIBILITY FOR THE POLICY**

The “*employer*” is responsible for monitoring the administration of this policy. All requests for modified duty assignments must include the physical or medical restrictions, which will be reviewed by the “*employee*” and/or their physician. The “*employer*” will determine the availability of assignments and monitor the employee’s progress in returning to full duty.

**DEFINITION OF MODIFIED DUTY**

Modified duty is defined as temporary work, which can be accomplished by an injured or ill employee within the stipulated medical or physical limitations, and without exposing others or *himself/herself* to the risk of being harmed. Modified duty is further defined as temporary work, which, when accomplished, will contribute to the fulfillment of the mission of the department as distinguished from “make work” assignments created solely to accommodate ill or injured employees.

**PHYSICAL CONDITIONS OF THE EMPLOYEE**

The “*employer*” may consider providing an employee modified duty work for reasons including but not limited to the following:

1. To assist an employee in recuperating from a temporary illness or injury by reintroducing them gradually to the demands of full duty work.
2. To avoid placing a temporarily disabled employee in positions that may aggravate the existing injury or illness or risk harm to themselves, co-workers, or to other persons or property, by assigning them work they can perform within the restrictions of the treating health care provider.
3. *To conserve resources by having a recuperating employee accomplish meaningful work that is otherwise performed by the regular workforce.*
4. To assist in determining an employee’s fitness for duty.

**NO “MAKE WORK” ASSIGNMENTS**

Based on the aforementioned objectives, there is no intention of creating “make work” assignments for any employee, regardless of the employee’s physical condition, disability or illness. Employees assigned to modified duty are placed in full-pay status and expected to perform a fair day’s work in a function that substantially contributes to the mission of the “*employer*.”

**AVAILABILITY OF MODIFIED DUTY WORK**

There is no right to modified duty work, and no employee will be removed from a *John A. Logan College* job to make modified duty work available for a recuperating employee. The availability of modified duty assignments may limit the number of individuals who can perform such work at any given time. Finally, there may be instances where modified duty is not available.

**CASE-BY-CASE CONSIDERATION**

Each case of eligibility for a modified duty assignment is considered independently of any other past or present assignments. Thus, the circumstances of each case, the needs of John A. Logan College, the availability of assignments, and the nature of the work shall determine an assignment being made.

**LOSS OR FORFEITURE OF WORKERS' COMPENSATION BENEFITS**

Subject to any determination of an Arbitrator adjudicating the employee's worker compensation benefits, an employee shall lose or forfeit the worker's compensation benefits if the worker chooses to do either of the following:

1. The employee fails to notify the "*employer*" of the employee's release for modified duty by the employee's treating health care provider.
2. The employee is released for modified duty but refuses the modified duty assignment.

ADOPTED: FEBRUARY 28, 2012  
AMENDED:  
REVIEWED:  
LEGAL REF.:  
CROSS REF.: ADMINISTRATIVE PROCEDURE 515



**The organizational structure of John A. Logan College will be in accordance with Board Policy 4120, Organization of the College.**

**Executive Administrator positions, including but not limited to Vice-President(s) and the Provost,** shall be hired according to the General Hiring Policy.

The only exception to this policy is:

**The President will be responsible for conducting the search and recommending his/her candidate(s) to the Board for approval. The Board, at its discretion, may elect to interview the candidate(s) prior to their approval.**

#### **MINIMUM REQUIREMENTS**

**An earned doctorate is required, plus five years of full-time work experience in a major administrative position. An appropriate terminal degree may be substituted for a doctorate at the vice-president level. All requirements will be defined in the job descriptions provided and maintained in the Office of Human Resources.**

#### **SALARY**

Compensation for **Executive Administrators** will be determined by the President and the Board of Trustees.

ADOPTED: APRIL 2, 1974  
AMENDED: APRIL 1, 1980; MARCH 11, 1985; **MARCH 22, 2022 (MERGED LANGUAGE FROM 5220D, VICE-PRESIDENTS)**  
REVIEWED: FEBRUARY 12, 2016; SEPTEMBER 21, 2021; **FEBRUARY 10, 2022**  
LEGAL REF: 110 ILCS 805/3-42 (1992)  
CROSS REF: BOARD POLICY 5110; ADMINISTRATIVE PROCEDURE 501

Professional staff positions are defined in the following categories: Senior Administrators, Administrators, Managers, and Professionals, and they require at least a bachelor's degree or the equivalent in work experience or training for unique and high-demand occupational fields.

A full-time position shall be defined as one created for 30 or more hours per week, and the employee will be regularly employed for a continuous period of nine (9) or more months per year.

A part-time position shall be defined as one created for less than 30 hours per week or any number of hours per week if the employee is not regularly scheduled to work for nine (9) consecutive months.

Employees will be considered to be employed on a probationary basis during the first ninety days of service from the first date of work. After ninety calendar days of employment, they will be considered to be regular employees unless the probationary period is extended.

### **RECRUITMENT AND HIRING**

The College is committed to cultivating a community of talented employees from diverse backgrounds who contribute to fulfilling our mission, vision, philosophy, and core values. The Board will regularly monitor progress toward increasing the representation of individuals from historically underrepresented populations at all levels of the institution. The Board directs the College to implement policies and procedures that help identify and mitigate bias and discrimination throughout the hiring process. The College strives for its overall composition of faculty and staff to better represent the diversity of our students and district.

### **CRITERIA FOR CREATING A POSITION**

The basic principles behind the formulation of these criteria are to determine what the College can afford to pay to have particular tasks accomplished and to provide equity among the various positions within the College based on the contribution made by that position.

Each position shall be classified according to its responsibilities, duties, and required qualifications. The basic minimum qualifications needed to perform the functions of the position should be established when the position is created.

The College expects all candidates who are hired for professional staff positions to have credentials that exhibit their ability to perform the duties required. The level at which a position is started is determined by well-defined, written duties, as well as essential job functions and credentials.

The assignment of positions to a classification level listed in Administrative Procedure 522 – Professional Staff Employment Levels must be approved by the appropriate Vice-President, Provost, and the President.

All job titles shall correspond with a classification level in Administrative Procedure 522A.1 – Professional and Executive Support Staff Salary Schedule that is reported to the Board of Trustees on a biennial basis.

**PROMOTIONS AND LATERAL TRANSFERS**

The College is committed to the concept of advancing its **professional staff** employees **based on work performance, skill set, and College need**.

Supervisors may assign employees to lateral positions within their **division** to meet the needs of a particular section or office or to accommodate requests from individual employees. Employees making lateral moves will not be eligible for additional compensation. Recommendations for lateral moves must be submitted through the proper channels.

Those seeking a lateral move to another **division** must follow the normal College hiring procedures.

**PROFESSIONAL STAFF EMPLOYMENT LEVELS**

Under some circumstances, positions may be **assigned to the appropriate tier level** to meet the changing needs of the College.

**TEMPORARY STATUS CHANGES**

College employees may be temporarily transferred to another position or promoted to a higher grade to maintain essential services considered to be in the best interests of the College. Temporary appointments shall be made for a period of time not to exceed one calendar year. Recommendations to fill a temporary vacancy must be made through the proper channels for approval. Staff assigned to a temporary position, in addition to their base position, shall be compensated by a stipend regulated in Administrative Procedure 522A.1 – Professional and Executive Support Staff Salary Schedule.

ADOPTED: MARCH 8, 1976  
AMENDED: JUNE 8, 1982; SEPTEMBER 14, 1987; MARCH 13, 1989; OCTOBER 19, 1993; JANUARY 24, 1995;  
OCTOBER 21, 2008; OCTOBER 25, 2011; FEBRUARY 28, 2012; MARCH 22, 2022; June 28, 2022;  
MAY 23, 2023; **NOVEMBER 28, 2023**  
REVIEWED: FEBRUARY 10, 2022; May 17, 2022; April 13, 2023; **SEPTEMBER 19, 2023**  
LEGAL REF.:  
CROSS REF.: BOARD POLICIES 5110, 5220A, 5224  
ADMINISTRATIVE PROCEDURES 521, 522, 522A.1

The College provides salary and benefits to its employees in order to obtain and retain individuals competent to perform the services the College delivers to its constituency. The College will provide salary and benefits based on overall compensation philosophy, internal equity, and external competitiveness within the parameters of fiscal responsibility.

Annual increases will be set by the Board of Trustees on an annual basis. Factors will be based on comparative market data, recommendations by their Cabinet member, with the final recommendation to the Board by the President. The current professional staff salary structure shall be maintained in Administrative Procedure 522A.1. Compensation for grant employees is contingent upon grant funding.

To be eligible for any Board-approved annual increase in salary, the employee's first date of work must be six months prior to the start of the fiscal year. The start of the fiscal year for grant employees shall be determined by the grant. Increases for grant employees are contingent upon grant funding.

ADOPTED: OCTOBER 19, 1993

AMENDED: JANUARY 24, 1995; SEPTEMBER 28, 1999 (RETRO. TO 7-1-99); NOVEMBER 25, 2008; MARCH 23, 2010;  
FEBRUARY 28, 2012; NOVEMBER 26, 2013; NOVEMBER 22, 2016; **JUNE 28, 2022**

REVIEWED: FEBRUARY 12, 2016; SEPTEMBER 21, 2016; **MAY 17, 2022**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5110, 5220, 5221, 5221A, 5224;  
**ADMIN. PROCEDURES 521, 522, 522A.1**

Executive support staff positions are **positions that perform complex, confidential tasks that require high-level training and experience. These positions are expected to maintain a high degree of confidentiality and regularly work with confidential material. The specific educational and/or work experience requirements shall be stated at the time the position is posted and/or advertised.**

A full-time executive support staff member shall be defined as one who is regularly employed and regularly scheduled for 30 or more hours per week for a continuous period of nine (9) or more months per year.

Part-time executive support staff shall be defined as one who regularly works less than 30 hours per week or any number of hours per week if the employee is not regularly scheduled to work for nine (9) consecutive months.

Employees will be considered to be employed on a probationary basis during the first ninety days of service from the first date of work. After ninety calendar days of employment, they will be considered to be regular employees unless the probationary period is extended.

#### **RECLASSIFICATIONS**

Under some circumstances, positions may be reclassified or upgraded to meet the changing needs of the College. Positions may be considered for reclassification if employees are asked to assume substantial additional duties and responsibilities on a permanent basis. Proposals for reclassification must be justified, well documented, and submitted through the proper channels for approval.

#### **TEMPORARY STATUS CHANGES**

College employees may be temporarily transferred to another position or promoted to a higher grade to maintain essential services considered to be in the best interests of the College. Temporary appointments shall be made for a period of time not to exceed one calendar year. Recommendations to fill a temporary vacancy must be made through the proper channels. **Staff assigned to a temporary position, in addition to their base position, shall be compensated by stipend regulated Administrative Procedure 522A.1.**

#### **LATERAL POSITIONS**

Supervisors may assign employees to lateral positions within the departments to meet the needs of a particular section or office or to accommodate requests from individual employees. Employees making lateral moves will not be eligible for additional compensation. Those seeking a lateral move in another department must follow the normal College hiring procedures. Recommendations for lateral moves must be submitted through the proper channels.

**PROMOTIONS**

The College is committed to the concept of advancing its employees in a fair and equitable manner. A promotion from one position to another shall be based on education, past work performance, references, and the results of a job interview. In addition, supervisors are charged with the responsibility of properly evaluating the candidates in an effort to hire qualified employees who provide the best match for the job.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; AUGUST 15, 1988; MARCH 13, 1989; JANUARY 24, 1995; JANUARY 25, 2000  
(FORMERLY BOARD POLICY 6120); OCTOBER 21, 2008; MAY 22, 2012; JULY 22, 2014; **JUNE 28, 2022**

REVIEWED: **MAY 17, 2022**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5221A, **MERGED LANGUAGE FROM BP 5221C**  
**ADMIN. PROCEDURES 522A, 522A.1**

**The College provides salary and benefits to its executive support staff in order to obtain and retain individuals competent to perform the services the College delivers to its constituency. The College will provide salary and benefits based on overall compensation, philosophy, internal equity, and external competitiveness within the parameters of fiscal responsibility.**

**Annual increases will be set by the Board of Trustees on an annual basis. Factors will be based on comparative market data and recommendations by their Cabinet member, with the final recommendation to the Board by the President. The current executive support staff salary schedule shall be maintained in Administrative Procedure 522A.1.**

**To be eligible for any Board-approved annual increase in salary, the employee's first date of work must be six months prior to the start of the fiscal year.**

No salary increase will be granted automatically. Each increase will be based upon satisfactory performance by the employee **and** will be reviewed ultimately by the President and approved prior to their inclusion in the budget.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; AUGUST 16, 1982; AUGUST 15, 1988; NOVEMBER 3, 1989; OCTOBER 19, 1993; JANUARY 24, 1995; SEPTEMBER 28, 1999; JANUARY 25, 2000 (FORMERLY BOARD POLICY #6130); JUNE 27, 2006 (RETROACTIVE TO JULY 1, 2005); OCTOBER 24, 2006; FEBRUARY 25, 2014, MARCH 22, 2016; SEPTEMBER 24, 2019; **JUNE 28, 2022**

REVIEWED: FEBRUARY 12, 2016; AUGUST 2, 2019; **MAY 17, 2022**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5221, 5221D; **ADMINISTRATIVE PROCEDURES 522A, 522A.1**

Work required for **executive support** staff members in excess of 40 hours per week and holidays shall be considered overtime. Vacation, sick leave, holidays, and school closing days are considered a portion of the workweek. All overtime must be approved in advance by the immediate supervisor. Call-back work is work performed when an employee is required by the College to return to his/her place of employment for any reason after completing his/her normal workday. All call-back work will be compensated at one and one-half (1 1/2) times the employee's normal rate of pay. These rates of pay are not dependent on whether the employee is eligible for overtime. Any employee required to return to work will be guaranteed two hours of compensation.

Overtime pay will be reimbursed at time and one-half for hours worked in excess of 40 hours per week. The hourly wage is computed on the basis of 2,080 working hours per year.

Example:     (\$1,500 per month) x 12 equals (\$18,000 a year)  
              - 2,080 equals (\$8.65 per hour) x 1 ½ equals (\$12.98 per hour)

ADOPTED:     JUNE 4, 1974  
AMENDED:     AUGUST 1, 1978; MARCH 11, 1985; AUGUST 15, 1988; JANUARY 25, 2000 (FORMERLY BOARD POLICY #6132); OCTOBER 24, 2006; MAY 22, 2012; **OCTOBER 2018 (TITLES)**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:   BOARD POLICY 5221A



**PROFESSIONAL STAFF**

A merit bonus of a maximum of five percent of an individual's annual salary may be awarded to a professional staff member. This merit bonus will be awarded for meritorious service to the College. The increase will be added in one lump sum to the individual's salary only for the fiscal year in which it is awarded. It is not added to the base salary, nor is it carried over to the next fiscal year.

The merit bonus may be awarded for service as the result of a particular project, or it may be awarded for excellence of performance over a period of time in a variety of routine and special tasks performed for the College. Additional expertise gained by the individual through formal course work and/or advanced degrees may be considered, and professional development through workshops/seminars and other related activities may be a factor.

Recommendations for this merit bonus award must originate with the individual's immediate supervisor. The President has the authority to accept or reject all recommendations for merit-bonus increases for employees who do not report directly to him. For employees who report directly to the President, the President will make recommendations for merit-bonus awards, subject to the approval of the Board of Trustees.

**EXECUTIVE SUPPORT STAFF**

A merit bonus of a maximum of five percent of an individual's annual salary may be awarded to an executive support staff employee. This merit bonus may be awarded to employees after they have received the maximum merit increases provided in the executive support staff salary schedule. Recommendations for this award for meritorious service must be documented by the employee's immediate supervisor and have the approval of the dean and/or vice-president of the area in which the person works. Documentation must include specific services performed by the employee that are above the normal expectations of the employee's job, or the documentation must show that the employee performs the normal functions of the job in such a superior fashion that it is beneficial to the College.

This merit-bonus incentive will be awarded in one payment and will not become part of the employee's base salary. This merit-bonus award is available to employees upon recommendation of the employee's supervisor and approval by the President.

ADOPTED:       NOVEMBER 12, 1980  
AMENDED:       JANUARY 25, 2000 (*INCORPORATED FORMER BOARD POLICY 6141*)  
REVIEWED;  
LEGAL REF.:  
CROSS REF.:

Professional staff may hold joint part-time teaching assignments subject to the following:

Full-time employees may teach up to six (6) credit hours per semester, including the summer semester. **Less than full-time employees may teach courses in combination with their administrative assignment as long as the total assignment equates to less than three-quarter (75%) assignment. The supervising administrator shall determine maximum instructional assignment.**

The following procedures will govern the teaching assignment of professional staff:

A staff member must receive advanced written approval from his/her immediate supervisor and be approved by the **Assistant Provost** of the department and the **Provost/Vice-President** of the division in which he/she is employed. Prior to this approval, the immediate supervisor will determine if the employee can fulfill his/her primary job responsibility and teach.

**Hours missed from the employees' regular working hours may be made up through an approved temporary modified weekly work schedule or approved leave hours.** The instructor may meet with individual students on request during regular or modified working hours. Class preparation and grading, however, must be done outside regular or modified work hours.

**Employees may voluntarily teach without compensation or modification to the regular work schedule if approved by the vice president/provost.**

Exceptions to this policy may be made by the President or his/her designee for emergency reasons or for other reasons in the best interest of the College.

ADOPTED:        SEPTEMBER 13, 1983  
AMENDED:        JULY 27, 1999; OCTOBER 25, 2011; **SEPTEMBER 24, 2019**  
REVIEWED:       **AUGUST 2, 2019**  
LEGAL REF.:  
CROSS REF.:

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**The opportunity to apply for other positions on campus is open to current employees. Current employees are expected to complete applications per the HRIS system and meet the minimum requirements to be considered for the position. Compensation shall be based on the current salary schedule listed in Administrative Procedure 522A.1.**

An employee who changes position laterally shall maintain his/her previous salary regardless of the entry-level for the new position. Grant personnel who change positions laterally may maintain their previous salary if the grant can sustain the previous salary.

The President is responsible for recommending to the Board of Trustees promotions from one position to another.

ADOPTED: JANUARY 25, 2000 (BY COMBINING FORMER BOARD POLICIES 5221B AND 6150)  
AMENDED: FEBRUARY 28, 2012; **JUNE 28, 2022**  
REVIEWED: **MAY 17, 2022**  
LEGAL REF.:  
CROSS REF.: BOARD POLICY 5220, 5220A  
ADMINISTRATIVE PROCEDURE 522, 522A, **522A.1**

**EXECUTIVE SUPPORT STAFF**

Any employee not performing satisfactory work will be notified by his supervisor, at which time the failings and the employee's performance will be discussed with a view towards correction. The dean of the appropriate area will be informed in writing at this time by the supervisor that a problem exists.

Following this initial conference, an executive support staff employee may be dismissed without notice during the probationary period. If the performance of the employee is not improved following the conference with the supervisor, specific reasons in writing must accompany the supervisor's recommendation for dismissal through the appropriate channels of the College to the President. Regular executive support staff employees may be dismissed from duty by the Board upon the recommendation of the President and may result from causes such as (1) unsatisfactory work, (2) attendance, (3) excessive tardiness, and (4) unsatisfactory work performance. The employee will be given two (2) weeks' notice of termination of employment or two (2) weeks' pay, whichever the College desires, as well as accumulated vacation pay.

The Board, through its authorized representative, reserves the right to suspend employees for indefinite periods of time, with or without pay, immediately upon notice. The authorized representative is the President of the College. Such instances of suspension shall be reported to the Board at its next regular meeting. The Board must ratify the action at that time to sustain the suspension. This type of action will be taken when it is considered to be in the interest of the College. No benefits or salary shall be accrued during the suspension.

Dismissal or suspension shall result from a conviction of a serious crime, dishonesty or theft, willful damage to district property, immoral or indecent conduct, falsification of records, or any act or event that proves to be detrimental to the general welfare of the College.

In the event of an operational force reduction due to budget cuts, the reduction will be made by attempting to retain qualified employees on the basis of seniority with the College.

The College reserves the right to terminate the employment of an annuitant who the College reasonably anticipates will reach the "affected annuitant" status pursuant to the applicable provision of the Return to Work Act (40 ILCS 5/15-139.5)

**PROFESSIONAL STAFF**

Professional employees who have employment contracts with the Board shall not be dismissed except for adequate cause. Adequate cause shall include but is not limited to (1) incompetence, (2) immorality, (3) negligence, (4) retrenchment, (5) participation in any interruption of the operations of the College which is illegal or in violation of any contractual commitment, and (6) whenever, in the Board's opinion, the legitimate interest of the College would be adversely affected by the continued employment of the employee.

**The Board, through its authorized representative, reserves the right to suspend employees for indefinite periods of time, with or without pay, immediately upon notice. The authorized representative is the President of the College. Such instances of suspension shall be reported to the Board at its next regular meeting. The Board must ratify the action at that time to sustain the suspension. This type of**

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**action will be taken when it is considered to be in the interest of the College. No benefits or salary shall be accrued during the suspension.**

Prior to any formal dismissal action by the Board, the employee in question shall be advised of the ground or grounds that might lead to dismissal, and he/she shall be given adequate opportunity to present any facts or evidence on his behalf. Any salary payment or adjustment beyond the date on which the Board determines that there is adequate cause for dismissal and terminates an appointment shall be at the sole discretion of the Board.

The College reserves the right to terminate the employment of an annuitant who the College reasonably anticipates will reach the "affected annuitant" status pursuant to the applicable provision of the Return to Work Act (40 ILCS 5/15-139.5)

ADOPTED: JULY 6, 1972 (NON-TEACHING PROFESSIONAL); JUNE 4, 1974 (OPERATIONAL)

AMENDED: AUGUST 1, 1978 (OPERATIONAL); JANUARY 25, 2000 (FORMERLY BOARD POLICIES 5240 AND 6192);  
NOVEMBER 26, 2013; JANUARY 26, 2016; OCTOBER 2018 (TITLES); **APRIL 27, 2021**

REVIEWED: NOVEMBER 10, 2015; **MARCH 11, 2021**

LEGAL REF.: 40 ILCS 5/15-139.5

CROSS REF.: BOARD POLICIES 3372, 5113, 5227

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If an employee resigns he/she should give the College as much advance notice of his/her departure as possible so that satisfactory arrangements for a replacement can be made. The resignation must be submitted in writing at least two (2) weeks in advance of termination of employment through the proper channels to the President who will notify the Board of Trustees.

An exception will be made in case of serious illness, documented by a physician, when the employee feels it is in the best interest of himself/herself and the College to terminate the employment immediately.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; JANUARY 25, 2000 (FORMERLY BOARD POLICY 6193); **JULY 24, 2012**

REVIEWED:

LEGAL REF.:

CROSS REF.:

***Professional and Executive Support  
Staff Employment Contract Extension***

**5227**

The President may recommend to the Board of Trustees the extension of professional and **executive support staff** employment contracts. Recommendations for employment contract extensions will be dependent upon performance and alignment with the long-term needs of the College.

Continuing contracts **for professional and executive support staff** shall not exceed one (1) additional year until five (5) years of employment **as a professional or executive support staff** has concluded, at which time contracts may be extended to two (2) years. Following ten (10) years of employment as **professional or executive support staff**, employment contracts may be extended to three (3) years.

Professional and **executive support staff** receiving a promotion shall receive an employment contract of not less than the time remaining on the previous employment contract, except when the position is excluded from a contract length in excess of one (1) year.

The following positions shall not be extended more than one (1) year due to the nature of the position.

- All positions defined as “grant” by College policy
- Assistant athletic coaches
- Stipend Positions

ADOPTED: JANUARY 26, 2016  
AMENDED: **JUNE 28, 2022**  
REVIEWED: **MAY 17, 2022**  
LEGAL REF.:  
CROSS REF.:

**The probationary period is 120 days and evaluations will be conducted at 30 days, 90 days, and 120 days.** After the probationary period, each employee will be formally evaluated during the fiscal year.

The evaluation form will be designed to help the supervisor direct the employee's growth and development. The supervisor and the employee will discuss the evaluation before placement in the employee's personnel folder.

ADOPTED: JUNE 4, 1974  
AMENDED: AUGUST 1, 1978; MARCH 13, 1989; JANUARY 25, 2000 (*INCORPORATED FORMER BOARD POLICY 6140*);  
**SEPTEMBER 24, 2025**  
REVIEWED: **AUGUST 6, 2024**  
LEGAL REF.:  
CROSS REF.:



**PROFESSIONAL STAFF**

Professional employees of the College may take one (1) **credit-bearing course** per semester during normal working hours for the employee. The employee must request and receive written approval from **their immediate supervisor** and vice-president/**provost** of his/her division prior to enrolling in these courses. The supervisor will approve these requests to accommodate the flow of work necessary for the operation of the College in a proper manner. A copy of the immediate supervisor's approval must be placed in the appropriate personnel files. A vice-president must receive prior approval from the President.

An increase of \$750 may be added to the base salary for each fifteen (15) hours toward a master's degree and/or doctorate degree earned following employment in a professional staff position to a cumulative maximum of \$2,250 for the master's and \$3,750 for the doctorate. Upon completing the degree(s), the full cumulative maximum shall be considered to have been earned. For grant employees, the base salary increase is subject to approval from the appropriate grant authority.

Degrees earned on or after February 28, 2012, shall be treated in accordance with this policy.

**EXECUTIVE SUPPORT STAFF**

An executive support staff employee may take one (1) **credit-bearing course** per semester during normal working hours for the employee. The employee must request and receive written approval prior to enrolling in these courses from the immediate supervisor. The immediate supervisor will approve these requests to accommodate the flow of work necessary for the operation of the College in a proper manner. A copy of the immediate supervisor's approval must be placed in the appropriate personnel files.

Employees who have earned an associate degree or higher from a regionally accredited educational institution will be eligible for a \$750 increase in base pay.

For positions that are less than full-time, professional growth compensation shall be prorated based upon the percentage of employment.

ADOPTED:           SEPTEMBER 3, 1974  
AMENDED:          MARCH 11, 1985; MARCH 2, 2010; FEBRUARY 28, 2012; SEPTEMBER 24, 2013 (RETROACTIVE  
                          TO FEBRUARY 28, 2012.); **SEPTEMBER 24, 2019** (INCORPORATED FORMER BP 5251)  
REVIEWED:         **AUGUST 2, 2019**  
LEGAL REF.:  
CROSS REF.:        BOARD POLICY 7370

**PROFESSIONAL AND EXECUTIVE SUPPORT STAFF**

Professional and Executive Support Staff shall be entitled to annual vacation based on the following schedule:

<b><u>Fiscal Years of Employment</u></b>	<b><u>Number of Days / Hours</u></b>
1 – 3	19 / 152
4 – 8	21 / 168
9	22 / 176
10 – 12	23 / 184
13	24 / 192
14	25 / 200
15	26 / 208

Accrued vacation leave shall be awarded to an employee on a monthly basis. If employment is for less than a full month, a pro-rated amount will be awarded. Vacation leave must be accrued to be utilized.

Vacation leave will be awarded and reported in hourly units. Vacation leave will be taken in no less than one (1) hour increments. A full day absence results in an eight (8) hour charge to the employee's vacation leave.

Employees may carry over a maximum of 448 vacation hours (56 days) at the end of a fiscal year. Days beyond the maximum carryover limit shall be forfeited on July 1 without compensation for those days.

Employees or their assigned heirs in case of death are entitled to be paid for accumulated vacation leave when they terminate employment. Such payment will be reported to the State Universities Retirement System.

Vacation time may be taken at any time during the year. However, it must be planned to accommodate the flow of work and must be approved by the immediate supervisor. As a matter of financial accountability and internal audit procedures, employees with duties defined in the job description that are associated with the processing of financial transactions must use a minimum of four (4) contiguous working days of vacation leave each fiscal year. Supervisors have the responsibility of scheduling vacation leave within their respective area(s) of responsibility.

Holidays occurring during vacation leave will not be charged against vacation days.

Part-time employees shall be entitled to earn a proportionate amount of vacation time to that which a full-time employee earns.

ADOPTED: AUGUST 5, 1968  
 AMENDED: APRIL 1, 1980; MARCH 11, 1985; MARCH 13, 1989; JUNE 27, 1995; JUNE 23, 1998;  
 SEPTEMBER 28, 1999 (RETRO TO 7-1-99); JANUARY 25, 2000 (INCLUDED FORMER BOARD POLICY  
 6160); JULY 26, 2005; OCTOBER 24, 2006; JUNE 24, 2008; SEPTEMBER 23, 2008; NOVEMBER 25,  
 2014; OCTOBER 2018 (TITLES); **SEPTEMBER 24, 2019**  
 REVIEWED: **AUGUST 2, 2019**  
 LEGAL REF.:  
 CROSS REF.:

For purposes of this policy, an employee shall be disabled when he/she is unable, due to physical or mental illness or accident, to perform his/her duties for more than 60 days and beyond the period for which the employee would receive sick leave pay. An individual's disability shall be determined to have commenced at the earlier of the date on which he/she is first absent from work as a result of illness or accident or the date on which a competent physician determines that he/she is disabled. If a dispute arises over whether an individual is disabled or the Board is uncertain that an individual is disabled, a competent physician will be selected by the Board to make this determination; this determination will be binding on all parties.

If an employee is disabled for 180 consecutive days, the Board shall be entitled to terminate the individual's employment. The Board must give the employee written notice of termination of employment. Termination does not affect the Board's obligation to pay the disability payments provided for herein.

ADOPTED: JULY 6, 1972  
AMENDED: APRIL 1, 1980; JANUARY 25, 2000; OCTOBER 23, 2012; **MARCH 22, 2016**  
REVIEWED: **FEBRUARY 12, 2016**  
LEGAL REF.:  
CROSS REF.:

The annual sick leave for professional and executive support staff shall be 152 hours (19 days) per year, cumulative up to the maximum allowed by the State University Retirement System.

Effective July 1, 2007, the annual sick leave will be 160 hours (20 days) per year.

Sick leave **may be used for absences due to an illness, injury**, scheduled medical and dental examinations, quarantine at home, or serious illness or death in the immediate family. **The immediate** members of a family shall mean **the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, or for personal care of a covered family member. Administration may request written verification of the employee's absence from a health care professional. Up to five days of sick leave may be used for** bereavement purposes when members of the immediate family, as defined in this policy, are involved.

Forty-eight (48) hours of sick leave may be used each year to conduct personal business. If not used for personal business, they will be carried over as sick leave.

Sick leave shall be awarded to an employee on a monthly basis. If employment is for less than a full month, a pro-rated amount will be awarded. Sick leave must be accrued to be utilized.

Sick leave shall be awarded and reported in hourly units. Sick leave will be taken in no less than one (1) hour increments. A full-day absence results in an eight-hour charge to the employee's sick leave.

Part-time employees shall be entitled to earn a proportionate amount of sick leave time to that which a full-time employee earns.

Information pertaining to sick leave as it applies to employees planning to retire may be found in Board Policy 5141.

ADOPTED: AUGUST 5, 1968

AMENDED: APRIL 1, 1980; JANUARY 1, 1984; MARCH 11, 1985; SEPTEMBER 14, 1987; MARCH 13, 1989; OCTOBER 19, 1993; JUNE 27, 1995; SEPTEMBER 28, 1999 (RETRO TO 7-1-99); JANUARY 25, 2000 (INCLUDED FORMER BOARD POLICY 6171); JUNE 25, 2002; JULY 26, 2005; NOVEMBER 22, 2005; OCTOBER 24, 2006; JULY 24, 2007 (RETRO TO 11-1-06); JUNE 24, 2008; SEPTEMBER 23, 2008; OCTOBER 31, 2018 (TITLES); SEPTEMBER 24, 2019; **FEBRUARY 28, 2023**

REVIEWED: AUGUST 2, 2019; **JANUARY 12, 2023**

LEGAL REF.: **820 ILCS 191**

CROSS REF.: BOARD POLICY 5141 - Retirement Benefits

**ADMINISTRATION PROCEDURE 516 – PAID LEAVE FOR ALL WORKERS ACT**

After written request certifying pregnancy is made to the President, a full-time professional or executive support staff employee shall be granted leave without pay for a period not to exceed one (1) year. The duration of the leave shall be agreed upon by the administration and the employee.

The employee shall be allowed to work at all times during the pregnancy when she is able to perform her duties.

The position must be held open to her on her return on the same basis as positions are held open for employees on sick leave, disability leave, or for other reasons.

ADOPTED: APRIL 3, 1973  
AMENDED: APRIL 1, 1980; JANUARY 25, 2000;  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

A full-time professional or executive support staff employee with at least four (4) years continuous service to the College may obtain a leave of absence without salary or work credit for a period not to exceed one (1) year. This leave of absence is subject to the approval of the Board of Trustees upon the recommendation of the President.

ADOPTED: APRIL 1, 1980  
AMENDED: JANUARY 25, 2000;  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

John A. Logan College is committed to protecting the job rights of employees absent on military leave. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. The College will not deny employment, re-employment, retention in employment, promotion, or any benefit of employment to an individual on the basis of his or her military service. Additionally, the College will not retaliate against an individual by taking any adverse employment action against him or her because the individual has taken an action to enforce a protection afforded any person under USERRA.

As directed by the Illinois Military Leave of Absence Act, any full-time employee of John A. Logan College who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her employment for any period actively spent in military service, including:

- (1) basic training;
- (2) special or advanced training, whether or not within the State and whether or not voluntary, and
- (3) annual training.

During these leaves, the employee's seniority and other benefits shall continue to accrue. The employee must notify the College of their intention to perform military service as far in advance as is reasonable under the circumstances. The employee should provide copies of official orders or documentation of the nature of the leave.

#### **ANNUAL TRAINING**

During leaves for annual training, the part-time or full-time employee shall continue to receive his or her regular compensation as a College employee.

#### **OTHER TYPES OF TRAINING**

During leaves for basic training and up to 60 days of special or advanced training, if the full-time employee's compensation for military activities is less than his or her compensation as a College employee, he or she shall receive his or her regular compensation as a College employee minus the amount of his or her base pay for military activities. For calculation purposes, the employee must provide the College with documentation of his or her rank and years of military service (a military pay stub is preferred). For any military differential payments made, the College will follow IRS regulations for tax reporting purposes.

#### **ACTIVE DUTY**

Any full-time employee of John A. Logan College who is mobilized to active duty shall continue during the period of active duty to receive his or her benefits and regular compensation as a College employee, minus an amount equal to his or her military active duty base pay. This will also be considered military differential pay for IRS purposes.

**ACCRUED LEAVE TIME**

A full-time employee shall continue to accumulate leave time during the period of active duty for use upon return from leave. At their request, employees will be allowed to use any previously accrued vacation or personal leave with full pay toward uniformed service time. However, the College will not require employees to use paid vacation or personal leave to apply toward a uniformed service leave.

**INSURANCE BENEFITS**

Under USERRA guidelines, employees on military leave who are enrolled in the health care plan have the right to elect continuation coverage for themselves and their covered dependents similar to the rights under COBRA. This election under USERRA may continue for up to twenty four (24) months. While on military leave, the College will continue to pay its share of health insurance premiums. The employee will continue to pay only their normal portion of the premium.

**PENSION BENEFITS**

After return from leave, the employee should contact SURS to provide appropriate document of completion of service. If the employee provides a SURS receipt showing payment for any missed contributions, the College will reimburse the employee for the percentage of the contributions related to their military base pay, but not for any contributions related to differential pay. To qualify for this assistance, the employee has up to three (3) times the period of service – not to exceed five (5) years - to make up missed contributions.

**REINSTATEMENT**

For the purpose of reinstatement, both full-time and part-time employees, upon their return, are entitled to apply for reemployment or reinstatement. This should be done with the College's **Office of Human Resources** in a timely manner in accordance with USERRA guidelines. Based on USERRA eligibility criteria and guidelines, the individual will be entitled to "prompt reemployment".

Upon return to the College, the employee's salary shall be reinstated and shall be adjusted for any pay or experience increases that were awarded to other members of the employee group or bargaining unit while the individual was on military leave. The employee is entitled to any seniority and seniority-based rights that the employee would have attained if he or she had remained continuously employed. In addition, employees returning to work are entitled to be reinstated under the College's health insurance coverage as if they had never left.

ADOPTED: APRIL 3, 1973

AMENDED: DECEMBER 6, 1977; NOVEMBER 25, 2008; **MARCH 22, 2016**

REVIEWED: **FEBRUARY 12, 2016**

LEGAL REF.: UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA)  
5 ILCS 325/1 MILITARY LEAVE OF ABSENCE ACT

CROSS REF.:



Full-time professional and executive support staff employees who are called for jury duty or subpoenaed as a witness during regular working hours shall receive full pay, but shall pay to the College any money received for such duty other than money paid for traveling expense.

ADOPTED: APRIL 1, 1980  
AMENDED: JANUARY 25, 2000;  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

**PROFESSIONAL AND EXECUTIVE SUPPORT STAFF**

The Board of Trustees will provide group health insurance (including dental and vision) for full-time, professional, and executive support staff employees. Premiums will be shared at forty percent (40%) employees and sixty percent (60%) College.

The Health Insurance Committee, which includes representation from the professional and executive support staff, may recommend changes to coverage and other means at its disposal that have the effect of reducing, if not eliminating, cost increases.

Eligibility requirements, including but not limited to the requirement of mandatory participation, are determined by the insurance provider(s).

ADOPTED: JANUARY 4, 1977

AMENDED: SEPTEMBER 10, 1990; OCTOBER 22, 1996  
SEPTEMBER 28, 1999 (RETRO TO 7-1-99); JANUARY 25, 2000 (*MERGED FORMER BOARD POLICY 6185*);  
JUNE 25, 2002; JULY 26, 2005; OCTOBER 24, 2006; JUNE 23, 2009; OCTOBER 23, 2012

REVIEWED:

LEGAL REF.:

CROSS REF.:

The Board will continue to pay its share of group health, life, and dental insurance for a professional employee during an authorized leave of absence or sabbatical leave if the employee participated in these same programs prior to the leave.

ADOPTED:       APRIL 3, 1973  
AMENDED:       APRIL 1, 1980; SEPTEMBER 10, 1984  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

The Board of Trustees will pay the cost of the premium for each full-time professional or executive support staff employee in an amount equivalent to the base salary, rounded up to the nearest ten thousand dollars (\$10,000). Each member shall have a minimum coverage of fifty thousand dollars (\$50,000). The amount of life insurance shall be calculated upon the base salary at the time of initial employment and updated not less than every five (5) years. The amount of life insurance provided is subject to the specific carrier's benefit reduction schedule.

ADOPTED: JANUARY 4, 1977

AMENDED: SEPTEMBER 14, 1987; JANUARY 25, 2000; FEBRUARY 24, 2009 (*EFFECTIVE APRIL 1, 2009*)

REVIEWED:

LEGAL REF.:

CROSS REF.:

A grievance shall be defined as any problem or complaint that arises in the performance of work assignments or a difference of opinion with respect to the meaning or applications of Board Policies pertaining to executive support or professional personnel.

If a grievance should arise, the following steps shall be followed:

- Step 1** An employee shall first present any such matters to the immediate supervisor. This must be done within two (2) working days from the beginning of the grievance. The immediate supervisor must render his/her decision on the matter within 48 hours in writing.
- Step 2** If the matter is not satisfactorily resolved, the employee may submit the grievance in writing to the Vice-President/**Provost** of the College division in which he/she is employed. This must be done within three (3) working days after the receipt of the decision in Step 1. The Vice-President/Provost is to review the facts and render his/her decision in writing to the employee within five (5) working days after the receipt of the grievance.
- Step 3** If the grievance still exists, the employee may submit the grievance in writing to the President. This must be done within three (3) working days after receipt of the decision in Step 2. The President is to review the facts and render his/her decision in writing to the employee within five (5) working days after receipt of the grievance.
- Step 4** If the grievance still exists, the employee may submit the grievance in writing to the Board of Trustees. This must be given to the secretary of the Board of Trustees within three (3) working days after the receipt of the decision in Step 3. If the Board, at its discretion, decides to review the grievance, the Board shall give its written answer within 25 working days following the next regular Board meeting after the grievance has been submitted to the secretary of the Board. The answer of the Board shall be final.

A grievance may be withdrawn at any level by the person presenting the grievance.

For filing a grievance claiming a prohibited discriminatory practice, see Board Policy No. 3511.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; MARCH 11, 1985; APRIL 9, 1990; JANUARY 25, 2000

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICIES 3510, 3511

**TERMS OF EMPLOYMENT AND QUALIFICATIONS**

Faculty members must meet minimum qualifications for teaching at John A. Logan College. A Statement of Teaching Credentials is located in the Administrative Procedures for the purpose of establishing minimum guidelines for teaching qualifications. After the recommendation of full-time faculty appointment by the College President, the Board of Trustees has final approval of all full-time faculty appointments.

Tenured faculty members are entitled to continued employment subject to provisions of the Illinois Public Community College Act and need not be given annual employment agreements except as the College deems necessary or desirable in specific situations.

Full-time faculty will be hired according to the General Hiring Policy. The exceptions to this policy are:

After August 1 of each year, the Board of Trustees will not employ or seek to employ a faculty member under contract to another community college district, except where it would not be detrimental to the interests of the other district.

The Board will not release a faculty member from his/her contract after August 1, except under the circumstances satisfactory to this district.

ADOPTED: APRIL 2, 1974  
AMENDED: APRIL 1, 1980; **MAY 23, 2023**  
REVIEWED: **APRIL 23, 2023**  
LEGAL REF.: 110 ILCS 605/3-42 (1992)  
CROSS REF.: BOARD POLICY 5110; ADMINISTRATIVE PROCEDURE **502, 502A**

Effective August 15, 1987, all faculty members must demonstrate oral proficiency in the English language. All faculty employed prior to July 1, 1987, and all faculty employed after that date for whom English is their natural language will be assumed to be orally proficient except as stipulated below.

All faculty employed after June 30, 1987, for whom English is not their native language or other part-time faculty employed prior to that date for whom substantial complaints are received as determined by division chairpersons and the Provost shall demonstrate oral proficiency through a passing score on the Speaking Proficiency English Assessment Kit (SPEAK) test of spoken English as administered by the College. Individuals who fail the SPEAK test may elect to retake the exam at a later date; however, the cost of administering the exam shall be borne by the faculty member or applicant. Applicants who fail the exam will not be hired. Currently employed part-time instructors will not be rehired until proficiency is demonstrated.

#### **ASSESSMENT OF ORAL ENGLISH LANGUAGE PROFICIENCY**

The Speaking Proficiency English Assessment Kit (SPEAK) is a product of the Test of English as a Foreign Language (TOEFL)\* program, which is sponsored by the Educational Testing Service. It is an off-the-shelf product for administering and scoring the Test of Spoken English, and it was developed in response to the interest expressed by many institutions as an instrument to assess the spoken English proficiency of foreign teaching assistants and other international students. Because the kit includes rater training materials as well as testing materials, results from the test can be obtained without delay.

The purpose of the test is to evaluate the spoken English proficiency of persons whose native language is not English. The original test was developed as the result of an extensive TOEFL research effort involving the development and experimental administration of a variety of test formats and question types designed to measure English-speaking proficiency. The test provides direct testing of speaking proficiency in English--direct in the sense of requiring the examinee actually to speak in English--in a format that retains a high degree of validity inherent in face-to-face interview procedures while virtually eliminating subjective measurement problems associated with direct interviewing.

All responses for the test are spoken; examinees do not write at any time during the test. Each examinee is given a test book at the beginning of the test session and asked to read a set of general instructions before starting the test. During the test, the examinee listens to instructions and questions recorded on the test tape. The responses given by the examinees are recorded on a separate answer tape. The test can be completed in about 20 minutes. Answers are rated on three diagnostic areas--pronunciation, grammar, and fluency, and an overall comprehensibility score. There are no passing or failing scores for this test. Each institution must determine which scores reflect acceptable English-speaking proficiency skills for its own purposes.

\* The TOEFL program is under the direction of a policy council established by and affiliated with the College Board and the Graduate Record Examination Board.

ADOPTED: JUNE 8, 1987

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.

The main purpose for the evaluation of instruction is the improvement of teaching. Evaluation of instruction is also the major consideration upon which renewal appointments will be offered to faculty members.

Each non-tenured **and tenured** instructor will be formally evaluated **in accordance with the collective bargaining agreement unless more evaluations are deemed necessary by the appropriate supervisor.**

ADOPTED: DECEMBER 1, 1970  
AMENDED: MARCH 13, 1989; SEPTEMBER 21, 1993; **FEBRUARY 25, 2014**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:



The concept of release time is designed to utilize faculty talent, energy, and insight to facilitate the mission of the College and to accomplish specific aims and objectives consistent with the established mission and goals of John A. Logan College. Release time may be granted for professional activities of College-wide or district-wide significance that may be achieved in whole or in part by drawing upon the expertise of full-time teaching faculty. Such activities are considered beyond the normal teaching responsibilities and other obligations of full-time faculty that may be delineated elsewhere in College policy or the faculty contract. Other professional activities on a smaller scale may also be considered for the award of release time based on documented need and availability of human and material resources.

The following guidelines and procedures will apply to the concept of release time.

1. Release time will normally be restricted to six (6) hours per semester maximum, including any release time for grant activities. There is no restriction on release time when such release time is to be compensated under the grant **or partnership with an external entity**.
2. The President, at his discretion, may approve up to three (3) additional hours per semester for short-range activities, other than grant activities, of one year or less.
3. Release time will be approved in increments of no more than two (2) semesters in length.
4. Any faculty member interested in pursuing release time activities must reapply each year even though the activity or project is of a continuing nature.
5. The administration and/or Board of Trustees may request that faculty members accept release time to pursue specific, identified objectives.
6. Release time will not be available during the summer term except for individuals listed as a principal investigator for a grant and/or key grant personnel as defined by the College grant officer.
7. All requests (applications and/or proposals) for release time must clearly justify the need for the release time and describe in detail the nature of the planned activity.
8. The following procedures will be used in calculating release time:
  - a. One hour of release time will be considered equivalent to 2.6 clock hours, and this is based on the assumption that a teacher will spend one hour in the classroom for a one-credit hour class and 1.6 hours outside the classroom in preparation and maintaining office hours.
  - b. Faculty requesting three hours of release time must use the following formula to arrive at the number of clock hours required to complete the proposed project or activity for each semester:
$$3 \text{ hours} \times 2.6 = 7.8 \text{ clock hours}$$
$$7.8 \text{ clock hours} \times 16 \text{ weeks} = 124.8 \text{ clock hours}$$
  - c. As a result of the above calculation, faculty who are granted three hours of release time for one semester would be expected to prepare a proposal that would incorporate 125 clock hours of work on the approved project or activity.

9. Release time for all faculty must be documented as specified on the Request for Release Time form, and such release time must be reflected on the payroll records of the College.
10. When a release time activity is completed, written documentation must be provided by the faculty member to the Provost indicating that the project is completed. Accomplishments and/or results must be listed.
11. All requests for release time must be submitted on the Request for Release Time form and must be in the hands of the faculty member's immediate supervisor a minimum of six weeks in advance of the start of the release time project. This is necessary in order to provide expedient and competent coverage for a full-time faculty member's teaching load.

ADOPTED: JANUARY 25, 1994  
AMENDED: MARCH 2, 2010; **OCTOBER 26, 2010**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

**DISMISSAL**

Adjunct faculty may be dismissed during the semester for adequate cause. Adequate cause shall include:

1. Incompetency
2. Immorality
3. Negligence
4. Participation in any interruption of the operations of the College which is illegal or in violation of any contractual commitment; and
5. Whenever the legitimate educational interests of the College would be adversely affected by the continued employment of the faculty member.
- 6. Retrenchment**

ADOPTED:       SEPTEMBER 13, 1983  
AMENDED:       NOVEMBER 22, 2016; **SEPTEMBER 24, 2019 (TITLES)**  
REVIEWED:      SEPTEMBER 21, 2016  
LEGAL REF.:  
CROSS REF.:

John A. Logan College is authorized to recruit and utilize people who desire to provide voluntary service to College departments, programs, and activities. The Assistant Vice President of Human Resources shall be responsible for administering the volunteer staff employment program. Volunteers shall be approved individually by the Board of Trustees. Volunteer staff shall receive no remuneration. However, with prior approval from the area vice president or provost, a volunteer staff member may receive reimbursement for authorized meal expenses, mileage expenses, and overnight accommodations in accordance with College policy.

ADOPTED: FEBRUARY 26, 2013

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.:

***Collective Bargaining Agreements with  
John A. Logan College Board of Trustees***

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**6200**

Collective bargaining agreements with the John A. Logan College Board of Trustees, Community College District #530, include the following:

- John A. Logan Illinois Education Association, IEA-NEA
- Association of Adjunct Faculty
- John A. Logan College Operational Staff Association, IEA-NEA
- Teamsters Local Union No. 50
- Illinois Fraternity of Police Labor Council

All collective bargaining agreements are posted on the College's website under Board of Trustees – Agreements.

ADOPTED:

AMENDED: AUGUST 2, 1994; JANUARY 27, 1998; JUNE 26, 2001; JULY 1, 2005; SEPTEMBER 28, 2010;  
JANUARY 28, 2014 (*EFFECTIVE JULY 1, 2013*); **OCTOBER 25, 2022** (*MERGED POLICIES 5330, 5450, 6200,  
6300, & 6400*)

REVIEWED: **SEPTEMBER 15, 2022**

LEGAL REF.:

CROSS REF.:

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.:

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.:

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
<b><u>Level 5 - Executive Administrators</u></b>	\$ 5,000
<b><u>Level 4 – Senior Administrators</u></b>	\$ 2,500
<b><u>Level 3 - Administrators</u></b>	\$ 1,500
<b><u>Head Coaches</u></b>	\$ 1,000
<b><u>Levels 1-2 – Managers and Professional Staff</u></b>	\$ 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



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

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

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

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.:

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

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 **Humanities Department Chair** 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 **Humanities Department Chair** 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 **Assistant Vice President of Marketing, Communications, and Public Relations**.
  - 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 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



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.



- (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:

*<sup>1</sup>"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:

*<sup>2</sup>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](http://www.cyberdriveillinois.com/departments/archives/records_management/srm_program.html#inventory)  
CROSS REF.:



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 Residency Status for Tuition and Professional Licensure Purposes***

**7311**

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### **RESIDENCY STATUS FOR TUITION PURPOSES**

Students enrolling at John A. Logan College shall be classified as in-district, out-of-district, out-of-state, or international for tuition purposes. Students must submit proof of residency by the deadline set by the Admissions and Records Office.

If the residency deadline has passed, students may appeal their current residency status with the Registrar by filling out the Residency Appeal form on the John A. Logan College website.

### **RESIDENCY STATUS FOR PROFESSIONAL LICENSURE**

In compliance with U.S. Department of Education regulation 34 CFR 668.14(b)(32), institutions must disclose whether the curriculum for Title IV-eligible programs—designed or advertised as leading to professional licensure or certification required for employment—meets the educational requirements of the state where the student is located. Institutions are required to categorize these programs as either: "meets state requirements," "does not meet state requirements," or "has not determined" if the curriculum meets the state's requirements for professional licensure or certification. This information will be publicly disclosed and directly communicated to prospective and current students through the College website and email notifications.

For the purpose of complying with professional licensure disclosure regulations, John A. Logan College determines a student's location and time of enrollment as follows:

- Student Location: Defined as the permanent mailing or "home" address provided by the prospective student at the time of application, as stored in the student's record.
- Time of Enrollment: Defined as the point at which a student has declared a program or major and registered for courses in that program or major.

A formal attestation is required for students to enroll in a program that "does not meet" the educational requirements in the state where the student is located at the time of enrollment. If a student attests to living in a state where the program does not meet educational requirements, the student will not be eligible to receive Title IV funds at the College.

For more detailed information, please see Administrative Procedure 731. For a list of programs that lead to professional licensure, please contact the Admissions and Records Office.

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; **NOVEMBER 26, 2024**

REVIEWED: SEPTEMBER 19, 2023; **OCTOBER 3, 2024**

LEGAL REF.: 110 ILCS 805/6-4.1; ADMINISTRATIVE RULES OF THE ILLINOIS COMMUNITY COLLEGE BOARD

CROSS REF.: BOARD POLICY 7310

**ADMINISTRATIVE PROCEDURE 731**

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.:



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

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

John A. Logan College has established the following criteria for full admission to the College:

1. By providing an official transcript certifying graduation from a secondary school. John A. Logan College reserves the right to evaluate the validity and accreditation of all high school transcripts submitted for admission and financial aid purposes
  - A. A home school diploma will be considered equivalent to a high school diploma if the state in which the home school curriculum was completed recognizes home school diplomas.

OR
  - B. By providing an earned general equivalency diploma (GED).

OR
  - C. By providing an official transcript from all attended accredited post-secondary institution.
2. Transfer students that attended a non-regionally accredited post-secondary institute will need to submit high school transcripts and possibly complete the JALC placement test.
3. Placement scores are required for all students that have an ACT English and Math subtest score below 20.
4. Residency Verification.

### **CONDITIONAL ADMISSION**

Applicants who do not meet the criteria for full admission will be conditionally admitted. Applicants will be granted full admission at the time all three criteria for regular admission has been met. A student admitted conditionally is not eligible for federal or state financial aid.

1. Non-high school graduate 18 years or older
2. Student whose connection with a secondary school is severed
3. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence.
4. Students currently enrolled in a secondary school or home school program may enroll in courses at John A. Logan College with prior approval of the chief executive officer of the secondary school district.
5. Undocumented Student Admission  
Illinois Law 110 ILCS 305/7e-5 (HB60) allows admission to the College and in-state or in-district tuition for those applicants to John A. Logan College (U.S. citizens and non-citizens) who meet the following criteria:
  - Attended an Illinois school for at least three years of high school prior to graduating or receiving the equivalent of a diploma;
  - Graduated from an Illinois high school or received the equivalent of a diploma in Illinois;
  - Resided with parents or guardians while attending an Illinois high school; and
  - For those applicants who are not U.S. citizens or permanent residents of the U.S., provide the College with a notarized affidavit stating the applicant will file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

The President may waive the above restrictions and limitations to accommodate students with special needs or to provide for the convenience of the College.

**TRANSFER STUDENT ADMISSION**

Students transferring to John A. Logan College from another college or university will be admitted in good standing without regard for their past academic status. Once enrolled, all transfer students must adhere to the guidelines regulating satisfactory academic progress at John A. Logan College.

Any student expelled or suspended from another college or university for disciplinary reasons will not be eligible for admission to John A. Logan College for a minimum of one semester from the date of that suspension or expulsion, or the length of the suspension if it is more than one semester. After this date, the applicant for admission will be granted a decision on an individual basis by the Assistant Provost for Student Affairs.

After admission, any transfer student who is found to have been expelled from another college or university for disciplinary reasons, which was not disclosed to John A. Logan College prior to enrollment at John A. Logan College, and whose enrollment was not the result of an individual decision by the Assistant Provost for Student Affairs, shall be subject to immediate suspension. The suspended transfer student shall be entitled to an automatic hearing before the Disciplinary Hearing Committee, as provided in the student code of conduct, at which time the student may present evidence as to why the student should be permitted to remain enrolled at John A. Logan College.

Concealment of or failure to disclose a prior expulsion or suspension for disciplinary reasons shall be independent grounds for immediate suspension from John A. Logan College. Any student suspended for concealment of a prior expulsion shall likewise be entitled to an automatic hearing before the Disciplinary Hearing Committee.

**INTERNATIONAL STUDENT ADMISSION**

John A. Logan College will admit international (foreign) students on a basis to include the following:

- A. International students who have completed the equivalent of a high school (secondary) education.
- B. International students who have mastery of the English language as demonstrated by an acceptable score on the TOEFL test.
- C. International (foreign) students from Southern Illinois University at Carbondale who are in valid visa status there and attend John A. Logan College on special arrangement.
- D. International students who can provide the necessary admission credentials.

The President may waive the above restrictions and limitations to accommodate students with special needs or to provide for the convenience of the College.

ADOPTED: JANUARY 10, 1974

AMENDED: APRIL 1, 1980; MARCH 11, 1985; NOVEMBER 9, 1992; JUNE 24, 1997; JUNE 23, 2009; SEPTEMBER 22, 2009; FEBRUARY 26, 2013; FEBRUARY 25, 2014 (*INCORPORATED FORMER BOARD POLICIES 8170, 8150, AND 8171 INTO THIS POLICY*); **JANUARY 24, 2017**

REVIEWED: **NOVEMBER 7, 2016**

LEGAL REF.: 110 ILCS 805/3-17; 110 ILCS 305/7E-5

CROSS REF.:

The College shall establish Administrative Procedures defining Satisfactory Academic Progress and the conditions under which academic or financial aid sanctions may be applied. These procedures shall comply with any requirements imposed by accreditation bodies and/or federal or state statutes, rules, or regulations. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.

ADOPTED: MARCH 12, 1984

AMENDED: SEPTEMBER 24, 1996; MAY 26, 2009; NOVEMBER 24, 2009; MAY 27, 2014 SEPTEMBER 30, 2016;  
JANUARY 24, 2017; **MARCH 22, 2022**

REVIEWED: NOVEMBER 7, 2016; **FEBRUARY 10, 2022**

LEGAL REF.:

CROSS REF.: **AP 833, SATISFACTORY ACADEMIC PROGRESS; *STUDENT GUIDEBOOK***

John A. Logan College will follow The Code of Federal Regulations – Title 34: Education, Part 668 – Student Assistance General Provisions Subpart C – Student Eligibility to develop financial aid standards of progress for students receiving Title IV funds. The College shall maintain reasonable satisfactory academic progress procedures for determining whether an otherwise eligible student is making satisfactory academic progress in his/her educational program and may receive assistance under the Title IV HEA programs. The procedures for standards of progress are published in the *College Catalog* and Administrative Procedure 833.

ADOPTED: MARCH 12, 1984

AMENDED: AUGUST 23, 1994; JUNE 23, 1998; APRIL 30, 2002; JANUARY 31, 2006; MAY 26, 2009;

**MARCH 22, 2016**

REVIEWED: JANUARY 29, 2016

LEGAL REF.:

CROSS REF.: ADMINISTRATIVE PROCEDURE 833



In order to award credit for successful completion of course work, John A. Logan College complies with the Illinois Community College Board's Administrative Rules and Procedures for credit hour determination.

ADOPTED: JULY 27, 1971

AMENDED: JUNE 23, 2009; **NOVEMBER 24, 2015**

REVIEWED: OCTOBER 12, 2015

LEGAL REF.: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATIVE RULES 1501.309

CROSS REF.:

The academic year is divided into two semesters. The College also has a shortened summer term **and intersession terms**. Course credits are recorded in semester hours. The number of credit hours in each course is shown in the course descriptions in the *College Catalog*. For enrollment verification purposes, a student must be enrolled in twelve credit hours (six hours during the summer term) to be classified as a full-time student. To be classified as part-time, a student must be enrolled in at least six credit hours (three hours during the summer term). In order to enroll in more than eighteen credit hours during a semester (eight hours during the summer term), a student must have permission from the Assistant Provost for Student Services.

**GRADING SYSTEM**

A	Excellent.....	4 grade points
B	Good.....	3 grade points
C	Average.....	2 grade points
D	Poor.....	1 grade point
F	Failing.....	0 grade points

INC Incomplete. It may be made up at the discretion of the instructor. The maximum time for making up an "INC" is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will convert to an F if not completed by the end of the following semester, excluding the summer semester.

W Authorized withdrawal no later than the last day of the fifteenth week of the semester. No grade points/no credit.

AU Audit. No credit.

R Denotes repeat course.

P Pass (credit but no grade points).

CR Denotes credit earned but no grade points awarded.

**COURSE REPEAT POLICY**

A student may repeat a course only one time in an attempt to improve a grade for a given course. In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.

ADOPTED: MAY 22, 2012

AMENDED: MAY 27, 2014; SEPTEMBER 30, 2016; FEBRUARY 28, 2017; SEPTEMBER 26, 2017; AUGUST 28, 2018  
**MARCH 22, 2022**

REVIEWED: FEBRUARY 17, 2017; JULY 24, 2017; JULY 18, 2018; **FEBRUARY 10, 2022**

LEGAL REF.:

CROSS REF.:

Early College opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. Early College courses are outside of any existing Memorandum of Understanding with our partner high schools. Students will receive college credit for Early College courses.

Early College is offered to academically qualified students who are still enrolled in high school and also enrolled in a college-level course at JALC. Upon successful course completion, students earn college credit. Any high school credit awarded for these courses is at the discretion of the high school. Transcripts will be provided at the request of the student.

**Tuition**

Students enrolling in Early College courses taught at JALC, its extension centers, or online will pay all fees—tuition is waived for eight (8) credit hours each semester. Students wishing to enroll for additional course hours beyond those for which tuition is waived shall be required to pay all tuition and fees associated with the course(s).

Additional information regarding Early College and withdrawal procedures can be found in Administrative Procedure 806.

ADOPTED: **MARCH 28, 2023**

REVIEWED: **JANUARY 12, 2023**

LEGAL REF.:

CROSS REF.: ICCB ADMINISTRATIVE RULES 1501.507B

John A. Logan College awards credit through various avenues, including transfer credit from higher educational institutions, credit by examination, and prior learning experience. For a complete list of credit options and transfer credit guidelines, see Administrative Procedure 803, Transfer Credit, and Administrative Procedure 804, Prior Learning Credit.

ADOPTED: MAY 22, 2012  
AMENDED: FEBRUARY 26, 2013; JANUARY 24, 2017; FEBRUARY 28, 2017; **MARCH 26, 2024**  
REVIEWED: NOVEMBER 7, 2016; FEBRUARY 17, 2017; **FEBRUARY 14, 2024**  
LEGAL REF.:  
CROSS REF.: **ADMIN. PROCEDURE 803, TRANSFER CREDIT**  
**ADMIN. PROCEDURE 804, PRIOR LEARNING CREDIT**

**Dual Credit opportunities are available to high school juniors and seniors** attending John A. Logan College district public and private high schools and homeschooled students residing in the district. These programs are structured in accordance with the **Dual Credit Quality Act (110 ILCS 27/1)** and the **National Alliance of Concurrent Partnership (NACEP)** accreditation standards. **Dual credit courses are specifically listed in each high school’s Dual Credit Memorandum of Understanding (MOU) and take place during the high school district’s regular school day.**

JALC provides several types of Dual Credit to its high schools per the ISBE/ICCB Model Partnership Agreement.\* Each participating high school, in consultation with JALC, develops an MOU utilizing one or more of the types of Dual Credit described below:

- 1) **Type A**: Dual Credit courses taught at a high school by a college-qualified high school teacher.
- 2) **Type B**: Dual Credit courses taught by JALC faculty at a high school. This type includes the dual credit cohorts taught at the extension centers. The accessibility of these course offerings is dependent on the availability of JALC instructors to teach the courses.
- 3) **Type C**: Dual Credit courses taught by JALC faculty online, in a hybrid format, or via distance learning.
- 4) **Type D**: Dual Credit courses taught at JALC by JALC faculty.

**Tuition: Students in dual credit courses are assessed no tuition or fees.**

In order to receive a certificate or degree from the College, and in accordance with the Higher Learning Commission (HLC) criterion, students must complete at least half of their program at the College’s approved instructional sites (i.e., Carterville main campus, Du Quoin, or West Frankfort Extension Centers), or online.

Additional information regarding John A. Logan’s Dual Credit program can be found in Administrative Procedure 806.

\*<https://www.isbe.net/Documents/DCQA-Model-Partnership-Agreement-Form.pdf>

ADOPTED: JULY 22, 2014

AMENDED: **MARCH 28, 2023**

REVIEWED: **JANUARY 12, 2023**

LEGAL REF.: 110 ILCS 27

CROSS REF.: ICCB ADMINISTRATIVE RULES 1501.507B, **ADMINISTRATIVE PROCEDURE 806**

To be awarded an Associate in Applied Science (AAS), Associate in Arts (AA), Associate in Engineering Science (AES), Associate in Fine Arts (AFA), Associate in General Studies (AGS) or Associate in Science (AS) degree, a student must:

- complete at least twelve (12) semester hours of credit from John A. Logan College with an overall grade-point average of 2.0;
- satisfactorily complete all specific degree **and credit hour** requirements **outlined in the appropriate curriculum guide**;
- make an application for graduation **online by the application deadline set by Admissions and Records**.

**A student can only be awarded one Associate in Arts, Associate in Engineering Science, Associate in Fine Arts, or Associate in Science degree; however, students can be awarded a combination of the above-mentioned degrees. A student can be awarded multiple Associate in Applied Science degrees if all requirements are met.**

To be awarded a Certificate of Achievement, the student must:

- complete at least nine (9) semester hours of credit at John A. Logan College. If the certificate is less than fifteen (15) semester hours, three (3) semester hours of credit must be completed at John A. Logan College;
- satisfactorily complete all certificate program **and credit hour** requirements **outlined in the appropriate curriculum guide** with a 2.0 overall grade-point average; and
- make an application for graduation **online by the application deadline set by Admissions and Records**.

To be awarded the General Education Core Curriculum (GECC) Credential, the student must:

- **complete at least nine (9) semester hours of credit at John A. Logan College with an overall grade-point average of 2.0; and**
- **satisfactorily complete all credential requirements noted in the IAI General Education Package Requirements on the Illinois Articulation Initiative Transfer Portal (iTransfer.org).**

**The GECC credential will not be awarded if a student has already earned an Associate of Arts or Science degree.**

ADOPTED: SEPTEMBER 23, 2014

AMENDED: **SEPTEMBER 24, 2024**

REVIEWED: **AUGUST 6, 2024**

LEGAL REF.: ICCB SYSTEM RULES MANUAL

CROSS REF.: ADMINISTRATIVE PROCEDURE 814 PROGRAM REQUIREMENTS FOR GRADUATION

Recognizing the value of studying abroad, John A Logan College endorses and supports educationally sound international programs in compliance with College policies, and those of our accrediting and governing boards.

ADOPTED: FEBRUARY 28, 2017  
AMENDED: **APRIL 27, 2021 (MOVED TO 8000 SECTION)**  
REVIEWED: JANUARY 11, 2017; **MARCH 11, 2021**  
LEGAL REF.:  
CROSS REF.:

The student policies of the John A. Logan College Board of Trustees' are published in the latest edition of the Student Guidebook. Each edition of the Student Guidebook is authorized by the Board of Trustees and is designated by Board Policy 3350 as an official publication of the College.

All information contained in this document must **comply** with federal and state law and current John A. Logan College Board Policies and Administrative Procedures.

ADOPTED: APRIL 1, 1980

AMENDED: NOVEMBER 9, 1992; SEPTEMBER 24, 1996; SEPTEMBER 22, 2009; JUNE 24, 2014; **APRIL 26, 2022**

REVIEWED: **MARCH 7, 2022**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 3350, 3372, 8315, 8560; ADMINISTRATIVE PROCEDURE 832



**Removal from Clinical for Unsafe Clinical Practice and/or Violation  
of Health Care Facility Rules, Regulations or Policies**

**GENERAL POLICY STATEMENT**

**John A. Logan College Allied Health programs** have a professional responsibility to remove a student from his/her clinical experience who demonstrates unsafe clinical practice. Further, a student must be removed from his/her clinical experience, when requested by the health care facility, for having violated the rules, regulations or policies of the health care facility.

**UNSAFE CLINICAL PRACTICE****Sanction**

A student may be removed for the remainder of a clinical rotation, **or permanently**, for demonstrated unsafe clinical practice. When a student is removed for more than one clinical day, he/she **will** receive a failing grade for that course (**see course syllabus**).

**Definition**

The definitions of an unsafe clinical practice which may give rise to removal from a clinical experience are:

1. Displaying a lack of knowledge or skill in the basic care of a patient (or patients) to such a degree that the student's conduct has injured, or may if it continues, injure a patient or jeopardize their recovery; and/or
2. While having the necessary knowledge and skills to participate in the clinical experience, the student's actions, either by their intentional conduct or gross negligence, has injured, or may if it continues, injure a patient or jeopardize their recovery; and/or
3. Where the student's general conduct is such that he or she is an immediate danger to patients, other students or employees of the health care facility.

While it is impossible to list all of the possible circumstances giving rise to unsafe clinical practice, examples of the same include, but are not limited to the following:

1. **Failure to identify correct patient;**
2. **Unsafe performance. Please refer to the *Rights and Responsibilities: A Student Code of Conduct*;**
3. **Abusive treatment of others including physical/psychological abuse of another person and abuse, damage, or misuse of another's property;**
4. **Improper administration of medications or intent to administer improper medication to wrong patient;**
5. **Improper performance of sterile technique, via dressings, catheterization, etc.;**

6. **Illegal, indecent, or obscene conduct;**
7. Reporting to a clinical experience under the influence of alcohol, drugs, narcotics, **or a positive drug screen;**
8. Failure to maintain appropriate personal cleanliness and hygiene during a clinical experience.
9. **Gross interpersonal communication deficiency among faculty, students, patients and health care facility employees.**

As previously stated, the list of examples stated above are not considered all inclusive, and a student's actions will be **assessed** on the basis of the definitions of unsafe clinical practice given in this section.

### **PROCEDURE**

Detailed procedures for removal from clinical are outlined in **Administrative Procedure 830**.

### **VIOLATION OF HEALTH CARE FACILITY RULES, REGULATIONS OR POLICIES**

Each health care facility where a student may receive their clinical experience, reserves that right to require removal of a student for violating the health care facility's rules, regulations, or policies. It is the duty and responsibility of the student to become aware of, and follow, all of the rules, regulations and policies of the health care facility where he/she is receiving the clinical experience.

**The College does not guarantee or take responsibility in locating other health care facilities wherein a student may complete his/her clinical requirements.**

ADOPTED: JULY 11, 1988  
AMENDED: **OCTOBER 27, 2009**  
LEGAL REF.:  
CROSS REF.: **ADMINISTRATIVE PROCEDURE 830**

John A. Logan College is committed to the academic, ethical, and social development of our students. We strive to uphold the College's core values of student-centered, integrity, respect, community, and optimism.

**The College shall establish Administrative Procedures defining and instituting sanctions for acts of academic dishonesty to express the College's commitment to high academic and ethical standards. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.**

ADOPTED: JANUARY 24, 2012  
AMENDED: JANUARY 11, 2017; APRIL 26, 2022; **JULY 26, 2022** (CORE VALUES UPDATED PER STRATEGIC PLAN)  
REVIEWED: JANUARY 11, 2017; **MARCH 7, 2022**  
LEGAL REF.:  
CROSS REF.: BOARD POLICY 8310, STUDENT GUIDEBOOK  
AP 801 ACADEMIC HONOR CODE

**The College shall establish Administrative Procedures providing fair, consistent, and proportionate disciplinary proceedings for violations of College rules and policies published in the Board Policy Manual, Administrative Procedures, Student Guidebook, College Catalog, specific program handbooks, campus signage, or in course syllabi. These offenses and procedures for disciplinary proceedings shall be published in the College Catalog and the Student Guidebook.**

#### **AUTHORITY OF THE PROVOST TO IMPOSE PENALTIES AND SANCTIONS**

Formal disciplinary action shall be instituted against a student after it is determined that such action rather than medical or counseling referral is appropriate. The sanctions outlined below may be imposed upon a student by, or in the name of, John A. Logan College only as stipulated by this code.

1. **Temporary Suspensions from Classes.** The Provost may temporarily suspend a student from a class for a period not to exceed three (3) consecutive school days if the student is reported by an instructor to be guilty of an offense as outlined in the ***Student Guidebook***. Such temporary suspensions may be a prelude to the imposition of formal penalties or sanctions, as indicated below. The Provost may take this action with or without the opportunity for the student to make up missed classwork and assignments.
2. **Formal Penalties and Sanctions.** The Provost may impose the following penalties and sanctions: expulsion, suspension, probation, or reprimand as outlined in Administrative Procedure.

#### **PRESIDENT'S AUTHORITY TO IMPOSE INTERIM SUSPENSION FROM THE COLLEGE**

If the presence of any person is an immediate and serious threat to the persons or property lawfully on the John A. Logan College campus, the President of John A. Logan College or his designees may impose an interim suspension from the College against any person in cases in which there is reasonable cause to believe that such person has created an act that is in violation of the code of student conduct contained in the ***Student Guidebook***. A person placed on interim suspension shall be given prompt notice of charges and a hearing before the Disciplinary Hearing Committee within ten (10) calendar days after the imposition of the interim suspension. During the period of the interim suspension, the person shall not, without prior written permission of the President or his/her designated representative, enter or remain upon the campus of John A. Logan College other than to attend his or her hearing. Violation of any condition of the interim suspension shall be grounds for dismissal from John A. Logan College.

#### **APPEALS**

Students and student organizations have the right to appeal decisions in all disciplinary cases. Processes for student appeals are outlined in Administrative Procedure 832. **The final step of the established Administrative Procedure shall provide for an appeal of a disciplinary decision to the Board of Trustees. The Board of Trustees shall never be obligated to act upon an appeal petition. If the Board of Trustees does not initiate action upon an appeal of a disciplinary decision reached through an established disciplinary procedure at the next regular meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regular meeting), the appealed decision shall be considered final.**

ADOPTED: JUNE 24, 2014  
AMENDED: SEPTEMBER 30, 2016; APRIL 26, 2022  
REVIEWED: MARCH 7, 2022  
LEGAL REF.:  
CROSS REF.: BOARD POLICIES 3372, 8310; ADMINISTRATIVE PROCEDURES 802, 832

The College shall establish Administrative Procedures for the fast and fair resolution of student complaints, including academic complaints, non-academic complaints, and complaints containing allegations of sexual harassment, sexual violence, dating violence, stalking, or other Title IX-related actions. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.

The final step of the established Administrative Procedures shall provide for an appeal of a complaint decision to the Board of Trustees. The Board of Trustees shall never be obligated to act upon an appeal petition. If the Board of Trustees does not initiate action upon an appeal of a complaint decision reached through an established complaint procedure at the next regular meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regular meeting), the appealed decision shall be considered final.

ADOPTED: NOVEMBER 22, 2016  
AMENDED: FEBRUARY 28, 2017; **MARCH 22, 2022**  
REVIEWED: SEPTEMBER 21, 2016; FEBRUARY 17, 2017; **FEBRUARY 10, 2022**  
LEGAL REF.:  
CROSS REF.: BOARD POLICIES 3372, 3510, 3512, 8312, 8317  
ADMINISTRATIVE PROCEDURES **831**, 832, 807  
***STUDENT GUIDEBOOK***

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**Refer to Board Policy 4320 - Title IX Policy Prohibiting Sex Discrimination.**

ADOPTED: JANUARY 24, 2017  
AMENDED: APRIL 27, 2017; MARCH 26, 2024; **NOVEMBER 26, 2024**  
REVIEWED: NOVEMBER 7, 2016; MARCH 11, 2021; FEBRUARY 14, 2024; **OCTOBER 3, 2024**  
LEGAL REF.: 110 ILCS 155/1 ET. SEQ.  
CROSS REF.: **ADMINISTRATIVE PROCEDURE 414, PROCEDURES IMPLEMENTING POLICY PROHIBITING SEX DISCRIMINATION**

In accordance with the Student Debt Assistance Act, John A. Logan College will allow for a financial or physical hardship withdrawal process. The requirements regarding this process are set forth in Administration Procedure 820 – Financial or Physical Hardship Withdrawal Procedures.

ADOPTED: JULY 26, 2022  
AMENDED:  
REVIEWED:  
LEGAL REF.: SB3032 – STUDENT DEBT ASSISTANCE ACT  
CROSS REF.: ADMINISTRATIVE PROCEDURE 820

The student attendance policy for each class will be determined by the instructor and it will be the student's responsibility to comply with the policy for each class and/or program. No central attendance records, other than those required by state and federal regulations, are reported.

ADOPTED: AUGUST 3, 1976  
AMENDED: MARCH 13, 1989; MARCH 22, 2016; **JANUARY 17, 2017**  
REVIEWED: JANUARY 29, 2016  
LEGAL REF.:  
CROSS REF.: **ADMINISTRATIVE PROCEDURE 805**  
***STUDENT GUIDEBOOK***



All examinations, records, and other materials relevant to grades awarded will be kept for 45 calendar days following the beginning of the next 16-week semester.

Material relevant to an appeal case will be kept until the student has exhausted all appeal remedies.

ADOPTED: JUNE 4, 1974  
AMENDED: MARCH 13, 1989  
LEGAL REF.:  
CROSS REF.:

John A. Logan College maintains individual records and information about students for the purpose of providing educational, vocational, and personal services to the student. For the purpose of complying with federal regulations regarding the access to student records, as indicated in the Family Educational Rights and Privacy Act of 1974 as amended, the following regulations and procedures are effective. These policies shall be printed on an annual basis in the school newspaper and/or in the College catalog.

**RELEASE OF STUDENT RECORDS**

- A. Release of student records or their respective parts or of any personally identifiable information, with exceptions as noted below, is restricted to the following:
1. Any student upon reaching age 18 or attending postsecondary institutions will be permitted to inspect and review his/her own education records, to the exclusion of his/her parents. (There are no rights guaranteed under the Act for parents of students attending a postsecondary institution.)
  2. College personnel who have a legitimate educational need to permit their necessary functioning or research.
    - a. A student's academic record is not deemed necessary for faculty member to determine the competency of a student in his/her class.
    - b. A student's academic record is not deemed necessary for a faculty member to make a recommendation for a student except that part of the record which was created by the faculty member making the request.
    - c. Student information supplied to the college agencies is provided on the basis that it is needed to permit their necessary functioning. All members of the faculty, administration, and clerical staff must respect confidential information about students which they require in the course of their work. They are bound by the conditions outlined in this policy statement relative to the release of student information. All instructional personnel should be alert to promptly refer to the appropriate office requests for transcripts, certifications or other information which that office typically provides. They should restrict their responses for student information or limit their response to that information germane to their sphere of responsibility.
  4. Faculty conducting student characteristic research, providing the research project has written approval of the academic unit executive officer sponsoring the research and providing that guarantees are made that no personally identifiable information will be published or released.
  5. Certain state and federal representatives specified by law for the sole purpose of evaluation and auditing governmental funded programs in which the College participates.
  6. State and local officials as directed by state statute adopted prior to November 19, 1974, with certain restrictions.
  7. Organizations conducting studies for, or on behalf of, state or federal educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, improving instruction, and auditing.
  8. Accrediting organizations.
  9. Appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other persons.

10. Where such records are to be furnished in compliance with a judicial order or pursuant to a lawfully issued subpoena, the student shall be notified of such order or subpoena by personal service or certified mail to the last known address prior to their release.
- B. Access or release may be granted in instances other than those stated above only with the student's prior written authorization.
1. Except as listed above, all requests for student information other than directory information must be made in writing by the student.
  2. Population or summary data may be supplied to legitimate organizations or individuals for the purpose of research studies.
  3. Directory information pertaining to students, as defined below, may be released by the College at any time provided that it publishes this definition at least once each academic year in the campus student newspaper or college catalog and the individual student is given a reasonable period of time to inform the College in writing through the Office of Admissions and Records that he/she does not wish such information concerning himself/herself to be released without his/her prior consent. The Office of Admissions and Records will be responsible for identifying or deleting all information which the student desires not to be released outside the College and for informing all College recipients that such information is not to be released. All recipients of student information will be bound by this policy. Student information is never knowingly provided any requestor for a commercial or political purpose.
- C. The student has the right to review his/her records in the presence of a designated College representative. Requests for review must conform with established College procedures and the right of review granted within a reasonable time (not to exceed 45 days) following the request. Where necessary, interpretation of the record shall be provided by qualified College personnel. Original records cannot be removed from College premises. A copy will be provided if requested and a copy charge will be assessed.
1. The student may not inspect the following records:
    - a. Financial records and statements of their parents.
    - b. Potential students making application to the institution or programs of study within the institution will not have access to records and recommendations pertaining to this admission until the prospective student has been admitted to the institution or the program of study.

A student has the right to challenge the content of a record on the grounds that it is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights and to have inserted in the record his/her written explanation of its contents.

To initiate such a challenge, the student shall, within 45 days after he/she has inspected and reviewed the record in question for the first time, file with the College office responsible for maintaining such record a written request for a hearing on a form specified by the College.

Within 30 days following receipt of such request, the head of such office, or the designated representative, shall review the record in question with the student and either order the correction or deletion of such alleged inaccurate, misleading, or otherwise inappropriate data as specified in the request or notify the student of the right to a hearing at which the student and other persons directly

involved in the establishment of the records shall have an opportunity to present evidence to support or refute the contention that the data specified in the request are inaccurate, misleading, or otherwise inappropriate.

The student shall be given written notice of the time and place of such hearing not less than ten (10) days in advance. The hearing will be conducted by a College representative who does not have direct interest in the outcome. The student shall have the right to attend the hearing. The student may be represented and advised by an individual of his/her choice, at his/her own expense, including an attorney. The student or the representative may call witnesses in his behalf. The student shall be notified in writing of the decision within ten (10) days following the hearing or within five (5) days of a decision without a hearing. Such decision is final.

### **RELEASE OF DIRECTORY INFORMATION**

The College may make accessible to certain persons, businesses, and organizations external to the College certain directory information concerning a student, unless that student notifies the Office of Admissions and Records that he/she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Directory information will be available to parents, spouses, legal guardians, newspapers, radio, legislators, high schools, institutions of higher education, potential employers, civic organizations, and other legitimate groups and individuals as determined by the College, unless the student files with the Office of Admissions and Records a written request to restrict release of student directory information to external sources.

Any student enrolled for the fall semester who does not wish to have released any or all directory information should contact, in person, the Office of Admissions and Records by October 1 of each year. Students who elect to restrict release of student information must sign a statement to that effect. The restriction on the release of student information will be valid through September 1 of each year and must be renewed annually each fall semester.

Students who wish to verify or correct the existing student directory information must also contact, in person, the Office of Admissions and Records at John A. Logan College.

The following definitions apply:

- A. Student: "Student" is defined as a person who is or has ever been enrolled at John A. Logan College in a regular course of study either on campus or off campus. Any student attending an institution of higher learning will be considered, for the purpose of this policy only, to be an adult and to have sole control over the release of his information except as defined in this policy.
- B. Personally identifiable information: "Personally identifiable" means that the data or information includes (a) the name of a student, the student's parent, or other family member, (b) the address of the student, (c) a personal identifier such as the student's social security number or student number, (d) a list of personal characteristics which would make the student's identity easily traceable, or (e) other information which would make the student's identity easily traceable.
- C. Record: Those records, files, documents, and other materials which contain personally identifiable information directly relating to a student or a group of students except those records of instructional, supervisory, and administrative and educational personnel which are in the sole possession of that person and which are not accessible or revealed to any other person except a substitute.

- D. Directory Information: Student name, student local and home address, enrollment status (full or part-time), classification (freshman, sophomore, etc.), major, dates of attendance, degrees and honors earned and dates, participation in officially recognized activities or sports, and height and weight, as well as pictures of members of athletic teams or students participating in academic or extracurricular activities at John A. Logan College.
- E. Student Rights: Whenever a student is attending the College he shall be accorded the sole right or consent, except as otherwise provided herein, to access to or release of his record to conform to this policy, except as otherwise provided.
- F. Population data. Information on any group of students which does not identify the student by name, number, or any other personal data which could be used to identify a student.

#### **IDENTIFICATION AND DESCRIPTION OF STUDENT INFORMATION**

- A. Academic Records: The Office of Admissions and Records retains the official academic record of a student. It is a cumulative history of a student's admission, registration, and academic participation and performance. Certain biographic and demographic information is also kept for identification purposes.
- B. Financial Records: Offices within the business area maintain certain financial records which relate to the payment and accounting of tuition, fees, and other charges. They also maintain records which record student's loans and grants. The Business Office maintains a record of billing for tuition and fees and scholarships. The **Financial Aid Office** maintains records of student receiving loans, grants, and aid along with scholarship information. It also maintains records pertinent to student employment including family financial statement.
- C. Medical/Counseling Records: The Office of Admissions and Records retains health information submitted by the student and also retains counseling records of services rendered.
- D. Disciplinary Records: The Office of Student Services maintains records of disciplinary action which has been taken against a student with documentation pertaining thereto.
- E. Placement Records: The Career Planning and Placement Center creates a record for those persons who wish to avail themselves of its services, with student's voluntary participation. This information is distributed to potential employees. It consists of self-completed resumes and various personal references.
- F. Certain records within the College community are exempt from federal legislation: records of instructional, supervisory, and administrative personnel which are the possession only of the maker and not accessible nor revealed to any other person except a substitute and files within the College's Security Office.

#### **HOLDING COLLEGE RECORDS**

- A. On occasion it is necessary for the College to place an administrative hold on a student's ability to request a transcript, to register for a subsequent term, to re-enter the College after a period of attendance interruption, or to be officially graduated. The principals involved in this type of action are as follows:
  - 1. A request to place an administrative hold on a student's reentry, registration, transcript, or diploma for indebtedness to the College will be honored when the proper document is received from the Business Office, Student Work and Financial Assistance Office, or the

Office of Student Services. The hold will be released only upon notification from the initiating office.

2. A request to place an administrative hold on a student's record for reasons other than indebtedness will normally be initiated by the Office of Admissions and Records or the Office of Student Services. Other agencies within the College should channel their requests for hold through one of these offices. Ordinarily, the reason must involve a matter sufficiently grave that the College needs to impose such a restrictive step.

**APPEAL PROCEDURES**

Complaints regarding violations of rights accorded eligible students by the Family Educational Rights and Privacy Act of 1974 and the regulations and procedures outlined in this document shall be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

ADOPTED: JANUARY 7, 1975  
AMENDED: APRIL 1, 1980; APRIL 13, 1982; NOVEMBER 12, 1984; MARCH 2, 2010; **JANUARY 24, 2017**  
REVIEWED: **NOVEMBER 7, 2016**  
LEGAL REF.:  
CROSS REF.:

**The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act (FOIA).**

Any person seeking records from John A. Logan College may submit their request in writing or electronically to the John A. Logan College FOIA Officer. All requests will be processed in accordance with the provisions of the Illinois Freedom of Information Act.

ADOPTED: SEPTEMBER 10, 1990  
AMENDED: SEPTEMBER 30, 2016; **OCTOBER 25, 2022**  
REVIEWED: **SEPTEMBER 15, 2022**  
LEGAL REF.: **5 ILCS 140**  
CROSS REF.: BOARD POLICY 8430  
**ADMINISTRATIVE PROCEDURE 818**

**ENROLLED STUDENTS****Board of Trustees Merit Scholarship**

The Board of Trustees will grant to a currently enrolled student one scholarship each academic year which will cover two full semesters and one summer term.

This scholarship will be designated the *John A. Logan College Board of Trustees Merit Scholarship*, and will be awarded annually during the Honors Day ceremonies. The criteria for determining the recipient of the scholarship is as follows. The recipient must be a full-time freshman student who has completed 12 or more hours and has been enrolled for two consecutive semesters, and must have a grade point average of 3.50 or above. The recipient will be awarded \$1,000 for each of two full semesters, and \$500 if enrolled in a summer semester.

**PROSPECTIVE STUDENTS****Foundation Academic Scholarships****Foundation Directors Vocational Award****Private High School Academic and Vocational Scholarships****John A. Logan College Board of Trustees Vocational Scholarships**

Three scholarships, administered by the John A. Logan College Foundation and known as the *John A. Logan College Foundation Academic Scholarships* and *Directors Vocational Award* program, are available to each high school in the district in order to promote attendance at John A. Logan College by the best academic students and to encourage enrollment in the career education program. These scholarships are to be awarded to the two highest ranking academic and the highest-ranking vocational student who will attend John A. Logan College. The students are designated by the high schools, and the high school can recommend alternates for the scholarships. The academic recipients must have a grade point average of 3.40 or higher (on a four-point scale.) The vocational recipient must have a grade point average of 3.00 or higher. These scholarships may be renewed for a second year providing the student maintains a cumulative grade point average of 3.40 (for the academic) and 3.0 (for the vocational.)

**Two academic scholarships and one vocational scholarship administered by the John A. Logan College Foundation and known as the *John A. Logan College Foundation Private High School Academic and Vocational Scholarships* are available in aggregate to private high schools (including home school students) in the College district. The nominee for the academic scholarships must have a minimum grade point average of 3.40 or higher (on a four-point scale) or a minimum ACT cumulative score of 23 or higher. The vocational recipient must have a grade point average of 3.00 or higher or a minimum ACT cumulative score of 23 or higher. The three scholarship recipients will be selected by the John A. Logan College Scholarship Committee. These scholarships may be renewed for a second year provided the student maintains a cumulative grade point average of 3.40 (for the academic) and 3.0 (for the vocational.)**

Recipients of the John A. Logan College Foundation Academic Scholarships, **John A. Logan College Foundation Private High School Academic and Vocational Scholarships**, and Director's Vocational Award program receive full tuition and fee waivers from the College and a cash award each semester from the Foundation. The scholarships do not cover summer semesters and become effective the fall semester following the recipients' graduation from high school.



The *John A. Logan College Board of Trustees Vocational Scholarships* are administered by the John A. Logan College Foundation and are available for first-time students enrolled in an approved associate in applied science, associate degree in general studies, certificate of achievement, or short-term technical training program at John A. Logan College. First-time students are defined as those who have not attended credit classes at John A. Logan College during the past five years.

Recipients of the John A. Logan College Board of Trustees Vocational Scholarships are awarded \$500 per semester, and scholarships may be renewed for up to four consecutive semesters (\$2,000 maximum total award), provided the student is enrolled in a minimum of 12 semester hours (or the hours required in their curriculum) and maintains a 2.80 grade point average (on a four-point scale). The scholarship may be used for summer semester courses required by the curriculum. Recipients of the scholarships are selected by the College Scholarship Committee from a pool of applicants.

ADOPTED: MAY 6, 1969

AMENDED: MAY 6, 1975; MARCH 27, 2001; FEBRUARY 24, 2009; FEBRUARY 22, 2011

LEGAL REF.:

CROSS REF.:

All expenses for off-campus trips and classes, other than those directly related to the cost of instruction, are the responsibility of the student.

The College reserves the right to collect a deposit, which may be non-refundable, to cover the cost of lodging, transportation, and other items for which the College could be liable.

ADOPTED:      APRIL 1, 1975

AMENDED:

LEGAL REF.:

CROSS REF.:

John A. Logan College supports federal initiatives in times of national emergency involving the drafting or call to active duty of reserve units. In such event(s) the student shall not be disadvantaged due to military service prior to or after the call to active duty.

Upon the presentation of verifiable documentation prior to the midterm, the College will initiate a withdrawal process. Instructors may, at their own discretion, approve an "Incomplete" prior to the midterm date. After the mid-term date, the student may request of instructors an early final examination or the assignment of an "Incomplete" (in which instance the activated/drafted shall have one year from the date of deactivation/discharge to complete the unfinished coursework) provided the individual is in good academic standing in affected courses.

Students who withdraw from classes shall receive a full refund unless the person elects to take an early final exam or receive an Incomplete.

These procedures shall be applicable to any instructional course, including online, telecourses, and distance learning classes. Any dispute in matters controlled by this policy shall be resolved by the College president after involvement of all parties to the issue.

ADOPTED: NOVEMBER 20, 2001

AMENDED:

LEGAL REF.:

CROSS REF.:

**INTRODUCTION**

The purpose of this policy is to describe the criteria and process for an involuntary health or safety withdrawal of a student from John A. Logan College.

**POLICY**

In accordance with College policy and applicable federal and state laws, a student who meets the criteria for involuntary health or safety withdrawal may be subject to involuntary health or safety withdrawal by the College.

**CRITERIA FOR INVOLUNTARY HEALTH OR SAFETY WITHDRAWAL**

The criteria for involuntary health or safety withdrawal of a student are met if there is a substantial risk of either of the following:

- a) Significant harm to the health or safety of the student or others (“Harm”); or
- b) Unreasonable impediment to lawful educational process or activity for apparent medical or mental health reason of the student (“Impediment”).

A student should not be subject to involuntary health or safety withdrawal under these procedures when disciplinary, academic, or other administrative responses are available and the student’s circumstances can best be addressed through those responses. When practicable and appropriate, efforts should be made to persuade a student to withdraw voluntarily under applicable procedures with conditions for readmission before initiating the involuntary health or safety withdrawal process.

In evaluating whether a student meets the criteria for involuntary health or safety withdrawal, an individualized and objective assessment will be made of the student taking into consideration the following: (i) the nature, duration and severity of the risk of Harm or Impediment, (ii) the probability that the Harm or Impediment will actually occur, and (iii) whether accommodations requested by the student (if any) are reasonable and can be provided by the College to reliably and satisfactorily reduce the risk of Harm or Impediment.

**CAMPUS VIOLENCE PREVENTION COMMITTEE**

The College has established the Campus Violence Prevention Committee (CVPC) whose duties include assisting in evaluating whether students meet the criteria for involuntary health or safety withdrawal. CVPC will include representatives from the Student Success Center, Campus Police, criminal justice faculty, allied health faculty, ABE/GED, Franklin Williamson Human Services, and the Provost. College legal counsel and an appropriate health professional may be added as needed.

**INVOLUNTARY HEALTH OR SAFETY WITHDRAWAL PROCESS****1. Procedure Initiation**

Any member of the College community who has reason to believe that a student may meet the criteria for involuntary health or safety withdrawal may contact the Assistant Provost for Student Affairs or the Chief of Police to request an informal review.

**2. Preliminary Determination by Assistant Provost for Student Affairs**

- a) During the informal review the Assistant Provost for Student Affairs shall preliminarily determine whether reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal has been received. In making that

determination, the Assistant Provost for Student Affairs will consider whether (i) the information received is not inherently not credible, (ii) the information received (along with other information that the Assistant Provost for Student Affairs could reasonably anticipate receiving through the Involuntary Health or Safety Withdrawal process set forth below) could meet the requirements for involuntary health or safety withdrawal and (iii) disciplinary, academic, or other administrative responses are not available or the student's circumstances cannot best be addressed through those responses.

- b) If the Assistant Provost for Student Affairs has so found reasonable support for application of this policy, the Assistant Provost for Student Affairs, before determining whether to proceed further with the process for an involuntary health or safety withdrawal must determine whether the procedures for interim involuntary health or safety withdrawal or involuntary health or safety withdrawal (non-interim) should be applied. Upon making that determination, the Assistant Provost for Student Affairs shall proceed with the appropriate procedures as outlined below.

### 3. Interim Involuntary Health or Safety Withdrawal

- a) If health or safety is an immediate concern, the College may take interim action to protect the well being of the student and/or other members of the College community. By interim involuntary health or safety withdrawal, the College may remove a student from any or all College premises and programs when the Assistant Provost for Student Affairs, after considering reasonably available professional and other information determines in his/her judgment that a substantial risk of harm exists and emergency interim withdrawal under these procedures is appropriate.
- b) If during the involuntary health or safety withdrawal (non-interim) process the student refuses to meet with the Assistant Provost for Student Affairs, and/or refuses to undergo assessment or to keep a scheduled appointment, the Assistant Provost for Student Affairs may require interim removal without a meeting and/or assessment if the Assistant Provost for Student Affairs concludes on the basis of the available evidence that the student meets the criteria for involuntary health or safety withdrawal.
- c) Interim involuntary health or safety withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty. Students subject to interim involuntary health or safety withdrawal immediately proceed to the involuntary health or safety withdrawal process.

### 4. Involuntary Health or Safety Withdrawal (Non-Interim)

- a) Having found reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal, but having determined that the procedures for interim involuntary health or safety withdrawal are not necessary (either because interim involuntary health or safety withdrawal is already in effect or because health or safety is no longer of immediate concern), the Assistant Provost for Student Affairs, before determining whether to proceed further with the process for an involuntary health or safety withdrawal, shall take the following steps:
  - 1) Exercise all reasonable efforts to meet with the student.
  - 2) If warranted, offer the student the opportunity to be evaluated, at the College's expense, by a qualified, licensed medical or mental health professional selected by the College. The professional shall assess, among other things, whether the student might meet the criteria

for involuntary health or safety withdrawal. The professional shall present his or her findings to the Assistant Provost for Student Affairs. The assessment will be provided to CVPC and other administrators involved under this policy and the student will sign any documents deemed necessary to authorize the release of records and disclosure of information and consultation between the professional and the Assistant Provost for Student Affairs, CVPC and other administrators involved under this policy. A student who refuses to undergo an assessment or to sign such documents may be subject to interim involuntary health or safety withdrawal and/or the drawing of negative inferences against the student in the process for involuntary health or safety withdrawal (interim or non-interim).

- b) The Assistant Provost for Student Affairs may, at his/her discretion, permit a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a lighter academic course load, or any combination thereof. When making a determination of appropriate probationary conditions, the Assistant Provost for Student Affairs (i) may consult on an informal basis with CVPC, faculty, and other College staff and (ii) will consider the risk of Harm or Impediment and the probability that the specified conditions will reliably and satisfactorily reduce the risk of Harm or Impediment.
- c) Upon review of a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal, the Assistant Provost for Student Affairs, after consultation with CVPC, may (i) promptly proceed with a hearing as set forth below or (ii) recommend to the student that the student voluntarily withdraw for health or safety reasons. If the student does not agree to withdraw voluntarily, the Assistant Provost for Student Affairs shall promptly proceed with a hearing as set forth below.

#### 5. Hearing

The College shall afford the student an opportunity for an informal hearing on the matter as set forth below:

- a) The Assistant Provost for Student Affairs shall conduct the hearing.
- b) Representatives of CVPC shall attend the hearing.
- c) At the hearing, evidence relevant to whether the student is subject to involuntary health or safety withdrawal under the criteria for involuntary health or safety withdrawal will be presented. Admissible evidence may include witnesses, written reports, documents or written statements, and a medical or mental health professional's written assessment. Formal legal rules of evidence will not apply at the hearing. However, the Assistant Provost for Student Affairs may exclude evidence that s/he deems cumulative or not relevant.
- d) The student's rights at the informal hearing shall include the following:
  - 1) The right to be present, unless the student disrupts the hearing.
  - 2) The right to present relevant witnesses, evidence and statements.
  - 3) The right to question all witnesses at the hearing and to comment upon all documents presented.
  - 4) The right to be accompanied by an appropriate advisor at the student's expense. The advisor may be a spouse or parent/guardian, a health professional of the student's choice, a faculty or staff member, or an attorney. The advisor may advise the student, but, unless

the student is incapacitated, the advisor may not actively participate in the hearing (e.g., question witnesses or present evidence).

- e) The Assistant Provost for Student Affairs and members of CVPC may also ask questions of the student or any witness.
- f) The hearing will be closed to the public and the testimony and other evidence presented will be kept confidential.
- g) The hearing will be audio recorded and the recording will be made available to CVPC, the student (upon written request), and to any decision-maker involved in an appeal.

#### 6. Decision

- a) The Assistant Provost for Student Affairs shall render a decision based on evidence presented at the hearing, with due consideration given to the input received from CVPC. If the Assistant Provost for Student Affairs concludes that the student does not meet the criteria for involuntary health or safety withdrawal, the Assistant Provost for Student Affairs will so inform the student and CVPC in writing and the procedure shall terminate. If the **Assistant** Provost for Student Affairs concludes that the student does meet the criteria for involuntary health and safety withdrawal, the Assistant Provost for Student Affairs shall so state in a written decision that will include the reasons for this conclusion. This written decision will be provided to the student and CVPC within two (2) business days after the conclusion of the hearing.
- b) If the decision is made to withdraw the student, the College, upon the issuance of a notice of determination of involuntary withdrawal by the Assistant Provost for Student Affairs, will involuntarily withdraw the student. Conditions for readmission will be specified in writing. An involuntary withdrawal would be effective immediately upon issuance of the Assistant Provost for Student Affairs' notice of determination or such later date as may be specified in the notice and the withdrawal shall remain in effect throughout the pendency of any appeal process.

#### 7. Appeal of Involuntary Health or Safety Withdrawal

- a) A student who is involuntarily withdrawn under this policy may submit a written request to the Provost or a review of the decision. To be timely, any such appeal must be received by the Provost within seven (7) business days of the notification of the Assistant Provost for Student Affairs to involuntarily withdraw the student. The student may request that the Office of Admissions notify the student's instructors of the student's absence from classes. The Provost shall review the written appeal within seven (7) business days of receipt of the written appeal.
- b) At the conclusion of the review, the Provost shall determine whether to (i) require that a new hearing be conducted by the Assistant Provost for Student Affairs or other administrator designated by the Provost (ii) uphold the withdrawal; or (iii) reinstate the student. The Provost may also modify the conditions of readmission. The decision of the Provost shall be final.

#### 8. Readmission

- a) A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission must contact the Assistant Provost for Student Affairs and provide appropriate documentation to comply with the conditions of readmission.

- b) The Assistant Provost for Student Affairs will review the request for readmission as follows:
  - 1) review and investigate compliance with the conditions of readmission;
  - 2) consult with appropriate members of CVPC; and
  - 3) meet with the student.
- c) The Assistant Provost for Student Affairs will recommend to the Provost whether, in the judgment of the Assistant Provost for Student Affairs, the student should be readmitted.
- d) The Provost will make the final decision regarding readmission.

9. Miscellaneous

- a) Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice to a student is caused by such deviation.
- b) Failure of a student to take the opportunity to respond at the time and in the manner provided by the College shall not invalidate or delay any decision made or action taken under this Policy.
- c) Whenever an action may be or is required to be taken under this policy by the Assistant Provost for Student Affairs or Provost, the action may be taken respectively by the Assistant Provost or Provost's designee.
- d) During the Involuntary Health or Safety Withdrawal process, a representative of the College may contact the student's parents or legal guardians, if deemed appropriate.

ADOPTED:           OCTOBER 26, 2010  
AMENDED:           MAY 27, 2014; **SEPTEMBER 30, 2016**  
LEGAL REF.:  
CROSS REF.: