

ADMINISTRATIVE PROCEDURES

AN APPENDIX TO THE BOARD OF TRUSTEES POLICY MANUAL

College Mission Statement:

We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.

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The following is the committee structure of the College Council. The College Council has **six** standing committees with the following duties:

ASSESSMENT STEERING COMMITTEE

*(makes recommendations to the **Provost**)*

- monitor the systematic progress of the assessment of student learning.
- assist in utilizing data from the assessment of student learning for the improvement of curriculum, teaching, and student learning.

CAMPUS LIFE COMMITTEE

(makes recommendations to the appropriate vice-president for each area)

- deals with current issues and new developments that affect students, faculty, staff, and administration for the betterment of the College.

CURRICULUM AND INSTRUCTION COMMITTEE

*(makes recommendations to the **Provost**)*

- approves all new curriculum and course proposals which are then subject to College Council for final approval;
- assists in the development of curriculum;
- develops internal policies delineating the procedures through which curricular changes are achieved; and
- develops policies and procedures designed to encourage the improvement of instruction.

ENVIRONMENTAL AND BUSINESS SERVICES COMMITTEE

(makes recommendations to the Vice-President for Business Services)

- deals with environmental and sustainability issues on campus, including encouraging recycling efforts and evaluating their impact, and the encouragement of “sustainable thinking” in all that we do;
- deals with issues involving business policies and procedures; and
- deals with issues involving College buildings and grounds, including campus signage.

INTEGRATED TECHNOLOGY COMMITTEE

(makes recommendations to the appropriate vice-president for each area)

- responsible for developing recommendations for College technology procedures, initiatives, and policy recommendations to the Board Policy Committee;
- operates through the participation of subcommittees representing all areas of technology application in the College; and
- are empowered to make and implement decisions relating to technology, both administrative and instructional in nature.

RECRUITMENT AND RETENTION COMMITTEE

*(makes recommendations to **Provost**)*

- develops initiatives to improve recruiting and increase retention; and
- reviews recruiting and retention efforts on a regular basis.

Any change in the scope or purpose of these committees must be approved by the College Council. All members of the College Council are eligible for membership on a standing committee. Membership on a standing committee is determined by the **Provost**, except where specified by contractual agreement, by August 1 of each year and will be distributed to the College Council membership by the first meeting of each academic year. Requests for membership on a standing committee may also be made to the **Provost**. A committee should not exceed 25 members unless approved by the **Provost**. Standing committees will report to the College Council at all College Council meetings. Standing committees shall bring recommendations to the College Council for review, consideration, and vote. As necessary, standing committees may be added by College Council approval.

SPECIAL COMMITTEES

The College Council has special committees assigned to the standing committees. All members of the College Council are eligible for membership on special committees. Membership on a special committee is determined by the **Provost**, except where specified by contractual agreement, by August 1 of each year and will be distributed to the College Council membership by the first meeting of each academic year. Requests for membership on a special committee may also be made to the **Provost**. A committee should not exceed 25 members unless approved by the **Provost**. All special committees are linked to a designated standing committee of the College Council as follows:

Assessment Steering Committee

- SLO Course Assessment Committees
- Co-Curricular Assessment Committee
- Program Outcomes Assessment Committee

Campus Life Committee

- Diversity Committee
- Professional Development Committee
- Scholarship Committee

Curriculum and Instruction Committee

- Articulation Committee
- Distance Learning Committee
- Dual Credit Committee
- International Education Committee
- Online Assessment Committee
- Sabbatical Committee

Committee Structure of the College Council

Administrative Procedure 301

Environmental and Business Services Committee

- Insurance Committee

Integrated Technology Committee

- Administrative Systems Committee
- Infrastructure Committee
- Institutional Research Committee
- Educational Technology
- User Support Committee
- Website Committee

Recruiting and Retention Committee

- (none at this time)

Informational reports regarding the activities of the special committees may be given to the College Council by the chair of each special committee. Special committees should submit minutes to the chair of the standing committee. Recommendations regarding policy and procedural changes must come through the special committee structure and require action by the College Council.

AD HOC COMMITTEES

Ad hoc committees of the College Council may be appointed.

All members of the College Council are eligible for membership on ad hoc committees. Membership on an ad hoc committee is determined by the chair with College Council approval. As ad hoc committees are established, their purpose and conclusions will be recorded and retained by the **Provost**. Ad hoc committees will be discontinued when they accomplish the specific purpose for which they were established. Informational reports regarding the activities of ad hoc committees may be given to the College Council by the chair of each ad hoc committee. Ad hoc committees should report their final activities and conclusions to the College Council. Recommendations regarding policy and procedural changes must come through the ad hoc committee structure and require action by the College Council.

Kirk E. Overton, Ph.D.

President

October 1, 2021

Date

ADOPTED: APRIL 1, 1980

AMENDED: NOVEMBER 8, 1982; MARCH 30, 1992;

SEPTEMBER 20, 1993; OCTOBER 1, 1998; AUGUST 1, 2006; APRIL 1, 2010; APRIL 1, 2013; MAY 27, 2014;
MARCH 8, 2017; SEPTEMBER 27, 2018; **OCTOBER 1, 2021 (TITLES)**

CROSS REF.:

**PROGRAM DEVELOPMENT SEQUENCE
(BACCALAUREATE TRANSFER AND CAREER DIVISIONS)**

1. The primary responsibility for the development of new programs is delegated to the **Provost**.
2. After preliminary planning work by the **Provost** in conjunction with appropriate persons at the College, all new program ideas will be submitted to the President for recommendation to the Board of Trustees, if appropriate.
3. Following authorization by the President and Board of Trustees, approval to proceed with program development will be requested from the Illinois Community College Board (ICCB).
4. Subsequent to ICCB approval, the program curriculum will be submitted to the College Curriculum and Instruction Committee, the College Council, **the Provost**, and the President--in that order--for approval.
5. Final approval of the program is then requested from the Illinois Community College Board and the Illinois Board of Higher Education.
6. A copy of the Illinois Community College Board (ICCB) and the Higher Learning Commission (HLC) approval documents are sent to the Office for Student Financial Assistance and submitted to the Department of Education for approval to receive Title IV funding (needed for certificates only).
7. After final approval is received, the responsibility for program implementation then reverts to the **Provost, Assistant Provost for Academic Affairs**, and the appropriate associate dean or department chair.

**COURSE DEVELOPMENT SEQUENCE
(BACCALAUREATE TRANSFER AND CAREER DIVISIONS)**

1. Primary responsibility for the development of new courses for existing programs is delegated to the **Provost, Assistant Provost for Academic Affairs**, the appropriate associate dean, or department chair.
2. All new course ideas are initiated at the departmental level.
3. Following approval by the Assistant Provost, detailed course proposals are submitted to the Curriculum and Instruction Committee, the College Council, and the **Provost** --in that order--for approval.
4. All course proposals must be submitted in writing using a standard format as follows:
 - A. course title, prefix, number; and IAI number
 - B. credit hours, lecture hours, lab hours;
 - C. course description;

- D. course prerequisites;
 - E. specific course objectives;
 - F. detailed course outline;
 - G. course requirements and method of evaluation;
 - H. text and other required materials;
 - I. reference or resource materials;
 - J. students to be served; and
 - K. initial offering date.
5. Following approval by the Curriculum and Instruction Committee and College Council, course proposals are submitted to the **Provost** for approval and completion.
 6. Final approval is then obtained from the President, after which the course is submitted to the ICCB for approval.
 7. Following ICCB approval, the course is added to the College's course master in the administrative computer by staff in the office of the **Provost** for submission to the College's computer service.
 8. Finally, the appropriate administrator arranges for the initiation of the course.

COMMUNITY EDUCATION AND BUSINESS AND INDUSTRY CENTER PROGRAM AND COURSE DEVELOPMENT SEQUENCE (INCLUDING OFFERINGS IN THE AREAS OF PUBLIC SERVICE)

1. Program and course ideas are submitted to the appropriate program director.
2. Following approval by the appropriate director, program and course ideas are submitted to the **Provost** for approval.
3. After approval, the **Provost** submits programs and courses to the President for approval and authorization to request formal approval from the ICCB.
4. Courses are initiated by the appropriate director following ICCB approval and appropriate coding by the Office of the **Provost**.

**RESPONSIBILITIES OF CURRICULUM AND INSTRUCTION COMMITTEE
AND COLLEGE COUNCIL FOR CURRICULUM DEVELOPMENT**

Utilizing the procedures previously outlined in this policy, the Curriculum and Instruction Committee and College Council consider significant changes, additions, or deletions to the programs and courses offered in the Baccalaureate Transfer and Career Divisions. To receive consideration, items must be submitted to the Curriculum and Instruction Committee at least two weeks before the scheduled meeting of this Committee.

1. Curricular matters submitted for approval by the committee include:
 - A. adoption of new courses and curricula;
 - B. significant revision of course description or title;
 - C. credit hours change;
 - D. prerequisite change;
 - E. revision of curricula; and
 - F. dropping courses and curricula.

2. Curricular matters reported as information only to the committee include:
 - A. changes which do not significantly alter a course, i.e., minor revision of description or title;
 - B. course numbers;
 - C. curricula footnotes; and
 - D. non-traditional delivery.

3. The Curriculum and Instruction Committee, upon receipt and study of a curricular proposal, may take one of the following actions:
 - A. recommend approval;
 - B. recommend rejection accompanied with reasons;
 - C. recommend to the department that further study and revision be made; or
 - D. recommend approval with changes.

4. Faculty members are encouraged to attend meetings of the Curriculum and Instruction Committee to voice their opinions of proposed curricular changes.

5. Recommendations of the Curriculum and Instruction Committee will be submitted to the College Council for its consideration. Proposals must be submitted one full week in advance of the scheduled meeting of this group to receive consideration. This group may take one of the following actions:
 - A. recommend approval;
 - B. recommend rejection accompanied with reasons;
 - C. recommend to the department that further study and revision be made; or
 - D. recommend approval with changes.

6. Recommendations of the College Council will be submitted to the President through the **Provost** for his or her consideration and recommendation.

7. Recommendations of the President concerning the entire curriculum or program will be submitted to the Board of Trustees. Recommendations of the President concerning individual course changes will be submitted to the ICCB.

BACCALAUREATE TRANSFER AND CAREER PROGRAM DEVELOPMENT SEQUENCE

1. Program ideas from departments, faculty, administrators, and outside agencies to the **Provost** for initial consideration as to need and feasibility.
2. Preliminary planning work involving appropriate staff.
3. Need survey and initial program development by **Provost** or designee. Possible formation of an advisory committee.
4. **Provost** or designee finalizes proposed program and submits to College President.
5. Approval by College President.
6. Board approval of program idea and projected budget.
7. Occupational Curriculum Approval Application, Part "A", request to ICCB--feasibility analysis for approval to proceed with program development.
8. Approval received from ICCB.
9. Advisory Committee formation if not achieved earlier.
10. Program and courses finalized.
11. Approval of curriculum by Curriculum and Instruction Committee.
12. Approval of curriculum by College Council.
13. President's final approval of program and budget.
14. Occupational Curriculum Approval Application, Part "B," and Form 11 Course Approvals to ICCB and IBHE requesting final program approval.
15. Approval by ICCB and IBHE.
16. Approval documents from HLC and ICCB are sent to the Office for Student Financial Assistance and submitted to the Department of Education for Title IV approval. (Needed for certificate programs only.)
17. Form 22--Curriculum addition to ICCB.
18. Initiation of the program by the appropriate **Assistant Provost** and department.

**BACCALAUREATE TRANSFER AND CAREER COURSE DEVELOPMENT SEQUENCE
(IF NOT APPROVED AS PART OF ORIGINAL PROGRAM)**

1. Course ideas from departments, faculty members, administrators, and other persons.
2. Consideration by divisional chairs.
3. Consideration by appropriate department faculty.
4. Approval by the appropriate assistant provost.
5. Approval by Curriculum and Instruction Committee.
6. Approval by College Council.
7. Approval by **Provost**.
8. **Provost** or designee--completes proper forms and attachments.
9. Approval by College President.
10. Form 11 to ICCB for approval.
11. Approval from ICCB.
12. Initiation of course by the appropriate administrator.

COMMUNITY EDUCATION PROGRAM AND COURSE DEVELOPMENT SEQUENCE

1. Ideas from faculty, administrators, outside agencies, and other persons.
2. Consideration and approval by the appropriate associate dean and **assistant Provost.**
3. Approval by **Provost.**
4. Authority to submit the course to ICCB from College President.
5. Approval by ICCB.
6. Initiation of course by the appropriate administrator.

Kirk E. Overton, Ph.D.

PRESIDENT

OCTOBER 1, 2021

DATE

ADOPTED: NOVEMBER 8, 1982
AMENDED: JULY 8, 1985; JULY 1, 1996; MARCH 4, 2016; **OCTOBER 1, 2021**
REVIEWED:
CROSS REF.: BOARD POLICY 3210

Advisory Committees

Administrative Procedure 304

The following advisory committees are composed of citizens from within the College district and the surrounding region. They have regular meetings and make various recommendations to the appropriate College official concerning their areas of interest. They are appointed by invitation with approval of the President of the College:

1. Accounting;
2. Automotive Services Technology
3. Automotive Collision Technology;
4. Computer Information Systems;
5. Construction Management Technology;
6. Cosmetology;
7. Criminal Justice;
8. Dental Assisting;
9. Dental Hygiene;
10. Diagnostic Medical Sonography;
11. **Early Childhood Education**
12. Electronics Technology;
13. **Emergency Medical Services**
14. **Graphics Design**
15. Heating and Air Conditioning;
16. Interpreter Preparation;
17. **Massage Therapy**
18. **Medical Assisting**
19. **Nursing**
20. **Office Technology**
21. **Welding**

(Original signed by President Ron House)

PRESIDENT

May 5, 2016

DATE

ADOPTED: APRIL 1, 1980
AMENDED: JANUARY 10, 1985; JULY 15, 1996
SEPTEMBER 14, 2001; **MAY 5, 2016**
CROSS REF.: BOARD POLICY 2710; 3220

OBJECTIVES

1. to provide opportunities for students to further their athletic skills and abilities;
2. to furnish laboratory experiences for those wishing to major in physical education and coaching;
3. to develop unity and school spirit among the student body through intercollegiate athletics (for both participants and non-participants);
4. to serve as a means for building personal relationship skills and character among the student body;
5. to serve as a public relations tool for the College and to provide a means through which the general public can identify with the College;
6. to develop teams in all sports that can successfully compete with other colleges in the Great Rivers Athletic Conference and other Illinois community colleges;
7. to develop and improve athletic facilities to the point that they are recognized as among the best in southern Illinois; and
8. to promote good health and fitness among the student body.

SUGGESTED PROCEDURES FOR OBTAINING OBJECTIVES

1. employ an athletic director and coaches who are knowledgeable in the sports they represent and who are capable of dealing with and relating to potential College athletes;
2. provide adequate resources to secure quality personnel and to make the athletic program successful; this includes funds for travel, recruiting expenses, and publicity;
3. allocate adequate funds for facility improvements;
4. develop a conditioning program for athletes during fall and spring semesters each year;
5. coordinate the athletic program with other areas of the College, e.g., physical education, adult education, etc.
6. undertake a joint effort among all College constituents to establish student participation in the athletic program through the following:
 - A. strive to schedule games to avoid conflicts with high schools;
 - B. utilize a pep band, pep club, booster club, pom-pon persons, and other organizations to generate interest;

- C. combine athletic events with other special events such as those sponsored by the College foundation;
 - D. increase efforts and expenditures on publicity;
 - E. hold meetings of athletic personnel, student activities director, student groups, and faculty groups to coordinate and promote the program; and
 - F. strive for a winning, positive, competitive atmosphere;
-
- 7. employ personnel who can teach sportsmanship and exemplify desirable character traits, who can work with all concerned to stress sportsmanship and a competitive spirit among spectators and students, and who will attempt to win but not sacrifice the objectives of the total
 - 8. strive to undertake a special publicity/public relations program in an attempt to involve the public in the athletic program by the use of the coordinator of athletic events;
 - 9. make a special effort to recruit in-district athletes;
 - 10. use the Athletic Letter of Intent (included as an addendum to this administrative procedure) to sign athletes to scholarships at the College.

GUIDELINES FOR COACHES

- 1. develop the best athletic team possible consistent with our College goal to develop the whole student and to bring out maximum potential of the student scholastically as well as physically;
- 2. adhere to rules and regulations of the National Junior College Athletic Association and the policies and procedures outlined by the Great Rivers Athletic Conference and John A. Logan College;
- 3. promote honesty, integrity, and loyalty among the students through example and instruction, and strive for consistency and fairness in dealing with players in all aspects of the program;
- 4. make it standard practice to refrain from sacrificing principles or philosophies of the institution or the safety and well-being of players for the sake of winning;
- 5. make an extra effort to show common courtesies to visiting teams and players;
- 6. make appropriate contacts and visits to area high schools and athletic events;
- 7. encourage high school students to visit our campus throughout the year;
- 8. concentrate on recruiting student-athletes in the John A. Logan College District; recruit enough out-of-district student-athletes necessary to maintain a program that will be able to compete successfully in the Great Rivers Athletic Conference and with other Illinois community colleges;
- 9. do not initiate recruitment from the districts of conference members;

10. give all potential athletes who initiate interest in the athletic program equal information and attention; inform the student about his/her possible chances of success;
11. assist potential student-athletes in obtaining available financial aid (work-study, local grants, etc.);
12. recruit athletes for the primary purpose of helping them receive a college education as well as competing in intercollegiate athletics;
13. stress the benefits and advantages of attending John A. Logan College but do not degrade other colleges or their athletic programs;
14. cooperate generously and unbegrudgingly with other areas of the College in the use of physical education facilities and equipment, which are purchased and maintained by tax dollars for use by all appropriate areas of the College and attempt to use our resources to benefit as many people as possible.
15. develop a line of communication with area high school coaches and establish good working relationships with these persons; and
16. deal with all players and participants in a spirit of mutual respect, fairness, and loyalty while avoiding behavior that belittles or berates players.

(Original signed by President Ray Hancock)
PRESIDENT

October 1, 1999

DATE

ADOPTED: FEBRUARY 7, 1978
AMENDED: APRIL 1, 1980; JULY 1, 1996;
OCTOBER 1, 1999
REVIEWED:
CROSS REF.: BOARD POLICY 3360

Addendum to Administrative Procedure 305

(To be presented on College letterhead)

**JOHN A. LOGAN COLLEGE
ATHLETIC LETTER OF INTENT
HOME OF THE VOLUNTEERS**

John A. Logan College, a state-supported institution of the State of Illinois, by this agreement assures that _____ will be recommended for an award of _____ which will help defray the costs of _____ when accepted for entrance for the _____ academic year.

All scholarships and awards at John A. Logan College are for a period of one academic year unless the student enrollment begins the second semester, under which circumstances, the scholarship or award shall be for the remainder of the academic year. The awards may be renewed annually for each undergraduate year of eligibility, and while in effect, cannot be canceled unless the student:

1. fraudulently misrepresents any information on his or her College applications, application for scholarship or award, letter of intent, or tender;
2. engages in serious misconduct warranting a disciplinary penalty under the College's code of student conduct;
3. renders himself or herself academically ineligible for inter-collegiate competition;
4. voluntarily withdraws from participating in collegiate athletics for any reason.

IF ANY ONE OF THE ABOVE CONDITIONS APPLY THE STUDENT IS RESPONSIBLE FOR ONE-HALF OF ALL COLLEGE EXPENSES FOR THE SEMESTER OR EXPENSES FROM THE DATE OF DEPARTURE, WHICHEVER COMES FIRST.

Cancellation of a scholarship or award will transpire only after the recipient has had an opportunity for a hearing with the director of athletics or his designee.

In case of injury in practice or competition in inter-collegiate athletics, this award will not be canceled. John A. Logan College reserves the right to cancel this award in the event of an injury to the recipient occurring other than during practice or competition in inter-collegiate athletics.

It is further understood that this tender is subject to all NJCAA rules. This written statement describes the only arrangement between the prospective student and John A. Logan College.

By signing this form, the recipient agrees to practice and participate at the direction of the athletic department in the sport for which this award is being tendered.

Signed this _____ day of _____, _____.

Parent or Guardian

Coach

Student

Director of Athletics

Office of Financial Aid

Provost

In accordance with Board Policy No. 3362 (Drug and Other Substance Abuse, Including Alcohol), the President may approve the use of alcoholic beverages for special events held on the College campus. It is anticipated that such events will be semi-formal activities where a sit-down meal is served in the conference and banquet center area. It is further anticipated that such events may be sponsored by the foundation of the College. The following guidelines are subject to change and interpretation by the President and will serve as a guideline for the use of alcoholic beverages at special events on campus:

1. Events eligible for consideration to serve alcoholic beverages will be at the discretion of the College President.
2. Only beer and wine will be available as a choice at approved events.
3. There is no limit on the number of events the College will schedule each year.
4. The College will purchase no alcoholic beverages. Alcoholic beverages must be procured by the user and served by the **user**.
5. No user may charge for any alcoholic beverages. Alcoholic beverages must be given to guests. The use of a coupon or “chit” system is not allowed.
6. Only events of a semi-formal nature with a sit-down meal will be considered as special events.
7. Alcohol may be served no more than one hour prior to or after the scheduled meal time. At no time will alcohol be served after 10:00 p.m.
8. Any request to provide alcoholic beverages at an event must be provided in writing to the President or the President’s designee prior to the event being scheduled and must include as a minimum the following:
 - a. a description of the nature of the event;
 - b. a waiver signed by the user to indemnify the College and release the College from any liability resulting from any injury or legal action as a result of our activity on the College campus;
 - c. **a Certificate of Insurance verifying the user has secured insurance meeting the College’s minimum coverage to include coverage for the serving of alcoholic beverages listing the College as Additional Insured; and**
 - d. payment of **\$100** to offset additional maintenance, security, and costs that are associated with events which serve alcohol. This fee is mandatory and not subject to any waiver provisions.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)
PRESIDENT

AUGUST 29, 2018
DATE

ADOPTED: OCTOBER 1, 1991

AMENDED: MARCH 22, 2005; JULY 1, 2007; NOVEMBER 4, 2013; **AUGUST 29, 2018**

Cross Ref.: Board Policy 3362; 7230

The purpose of this administrative procedure is to outline specific ways to monitor the hiring of employees. This Affirmative Action Employment Procedure strictly prohibits anyone from excluding a person or persons from making application and excluding a person from employment, training, promotion, retention, discipline, or any other personnel matters because of political or religious opinions or affiliations, previous convictions that are non-job-related or be denied any benefits on the grounds of national origin, race, color, sex, religion, age, or physical or mental disability.

To comply with the College's commitment to undertake affirmative action to overcome the underutilization (if any) of women, minorities, and individuals with disabilities, the following procedures will be followed:

1. Supervisors who select applicants for employment will submit to the Office of Personnel Services, with each recommendation for employment, the following affirmative action forms, and application materials:
 - a. the *Applicant Status Form* completed and signed, and indicate the disposition of each application reviewed;
 - b. *Summary of Applications Received and Processed* form completed and signed with the appropriate statistical data on those interviewed and hired; and
 - c. *Applicants By Rank & Percentage* form signed by the appropriate supervisor/administrator.
2. Application materials for persons who are employed will be placed in their personnel files in the Office of Personnel Services.
3. Applications of persons who applied and were not selected for employment will be retained for the period mandated by law.
4. Personnel files will be retained, according to the law, for five years after termination of employment; salary information and start and termination dates will be retained until the employee is age 70.
5. Upon receipt of any application for employment, the Office of Personnel Services will mail or deliver to the applicant an *Affirmative Action Data Sheet*. This information, if returned to the affirmative action officer, will be recorded upon receipt for compliance purposes.
6. The Office of Personnel Services will maintain a master file for each position and will include the following:
 - a. alphabetical applicant list;
 - b. *Applicants By Rank & Percentage* form;
 - c. applications and interview rating sheets;
 - d. copy of *Employee Recommendation Form*;
 - e. copy of tests (if any);
 - f. EEO detailed applicant analysis;
 - g. *Employment Opportunities Bulletin* (vacancy notice);

- h. interview questions;
 - i. *Personnel Requisition Form*;
 - j. position description; and
 - k. *Summary of Applications Received and Processed*.
7. The affirmative action officer will monitor the College's affirmative action goals and objectives. He or she will:
- a. assist in identifying and solving equal employment opportunity and affirmative action problems if any;
 - b. report the effectiveness of the programs to the president and vice-presidents, indicating needs for remedial action, and indicating the degree to which the College's goals and objectives have been attained;
 - c. serve as a liaison between the College and EEO enforcement authorities;
 - d. serve as a liaison between the College and special organizations that address women, minorities, and persons with disabilities issues;
 - e. inform the officers of the College on developments in the EEO field;
 - f. regularly confer with officers of the College, supervisors, and employees to assure that the College's policies are observed;
 - g. assist in screening applications to ensure that all employees are treated fairly;
 - h. assist in the investigation of internal and external complaints as specified in the Rules for the Administration of the Illinois Human Rights Act;
 - i. make recommendations for changes in programs and procedures as necessary to eliminate discriminatory practices; and
 - j. provide a forum to listen to any aggrieved employee or applicant for employment who believes he/she has been discriminated against due to race, color, religion, sex, age, national origin, or disability.

Original signed by President Ray Hancock

PRESIDENT

February 23, 1996 _____

DATE

ADOPTED: OCTOBER 15, 1984
REVISED: FEBRUARY 23, 1996
REVIEWED:
CROSS REF.: BOARD POLICY 3510

**Administration of the Personnel
Record Review Act, No. 820ILCS
40/0.01 at John A. Logan College**

Administrative Procedure 309

All employees, ex-employees (who have terminated employment within the preceding year), or the employee's authorized representative may, by making a written request, review their personnel files in accordance with the law a maximum of two times per year at reasonable intervals, unless provided differently in a collective bargaining agreement. If the request is submitted in writing and in accordance with the law, the records will be made available within seven days. The College will mail copies of such records to the employee if the employee can demonstrate that he/she is unable to review the records at the worksite during normal working hours. All copies of the information provided by the College to an employee will be charged to the employee at the prevailing copy cost as established in the College Business Office.

All written requests for review of personnel records must be made to the Office of Personnel Services, and subsequent record reviews by the employee will normally take place in that office area. The College has the right to protect the records from loss, damage, or alteration to ensure the integrity of the files.

Employees are hereby informed that they may disagree with any information contained in the personnel file, and removal or correction of that information may be mutually agreed upon by the College and employee. If agreement cannot be reached by both parties, the employee may have a written statement attached to the disputed portion of the record explaining the employee's position. If either the College or employee knowingly places in the personnel record information which is false, John A. Logan College or the employee, whichever is appropriate, shall have remedy through legal action to have that information expunged.

Certain restrictions apply to both employees and John A. Logan College in regard to third-party access to personnel files. Generally, the College shall not divulge disciplinary material to a third party without informing the employee by first class mail. The employee will be notified at the last known address on or before the day the information is divulged. This release of information and written notice will not apply if the employee has waived written notice as part of a signed arbitration, or if such information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

Unless authorized in writing by the employee, the College will not gather or keep a record of employees' associations, political activities, publications, communications, or non-employment activities that may occur off the College's premises.

According to the law, the Office of Personnel Services will allow employees or other designated representatives to inspect records of the following type:

1. letters of reference for that employee;
2. test scores, except cumulative total test scores;
3. materials used by the College for management planning;
4. information of a personal nature about a person other than the employee when such disclosure would invade the privacy of the other person;

**Administration of the Personnel
Record Review Act, No. 820ILCS
40/0.01 at John A. Logan College
(Continued)**

Administrative Procedure 309

5. records relevant to any other pending claim between the College and employee which may be discovered in a judicial proceeding;
6. investigatory or security records are being kept to investigate criminal conduct or other activity that could harm the College's properties or operations.

The law provides penalties for non-compliance with the Personnel Record Review Act, and employees may take action in the local circuit court to compel compliance.

This administrative procedure is designed to provide brief knowledge of the law and establish a procedure for implementing the law at John A. Logan College. This policy is not intended as a re-statement or summary of the law.

(Original signed by President Ray Hancock)
PRESIDENT

February 23, 1996
DATE

ADOPTED: NOVEMBER 30, 1984
AMENDED: FEBRUARY 23, 1996
REVIEWED:
CROSS REF.: ADMIN. PROC. 309

1. Any sign posted inside or outside a building on the campus of John A. Logan College must be neatly and tastefully prepared and must be approved by an appropriate College official with that official's signature or an official stamp on the bottom right-hand corner **or other appropriate area** of the sign.
2. Appropriate College officials are the director for Student Activities and Cultural Events, associate deans, deans, vice-presidents, and the president of the College.
3. Any sign, other than an approved, permanent sign, attached by any means to any painted surface, wall covering, brick, tile, or main entrance door is an improperly posted sign--with these exceptions: signs may be posted to the entrance doors on a temporary basis of 48 hours or less in order to give directions or to address a College emergency, providing the posting is authorized by one of the individuals cited in No. 2 above.
4. Signs satisfying the above criteria may be posted on glass and plastic surfaces for appropriate, short periods of time, and the individual posting the sign is responsible for removing the sign and the fixative (adhesive tape, masking tape, or other fixative substance) as soon as the event or activity is concluded.
5. Signs may also be posted on office windows as appropriate.
6. Notices pertaining to classroom instruction (room changes, instructor's absences, and other instructions) may be temporarily taped to the door number plaques, and these signs should be removed immediately following the class or activity to which the sign pertains.
7. Improperly posted signs will be removed by custodians, Environmental Committee members, or administrators.
8. No signs or flyers may be placed on vehicles at any time.
9. **Brochures, flyers, or other materials for College-sponsored events, offices, departments, or clubs may be placed on tables in lounges, cafeteria, or other similar areas. These materials must be approved in the Office of Student Activities and Cultural Events with an official stamp.**
10. **Indoor bulletin boards are the responsibility of the Office of Student Activities and Cultural Events.**
 - a. **Postings on indoor bulletin boards require approval from Student Activities with an official stamp on the bottom right or other appropriate area of the posting. Approval will not be granted for postings that are:**
 - i. **handwritten;**
 - ii. **smaller than 5 ½" x 8 ½" or larger than 11" x 17";**
 - iii. **advertise the availability of alcohol;**
 - iv. **make false statements or claims;**
 - v. **intentionally harm the reputation of an individual, business, or organization;**

***Posting of Signs (Internal and External),
(continued)***

Administrative Procedure 310

- vi. endorse or oppose a political candidate, party, or issue;
 - vii. advertise illegal activity;
 - viii. include sexually suggestive images, words, or other content; or
 - ix. advertise sexually explicit performances, businesses, or activities.
- b. Exceptions will be considered on a case-by-case basis for College departments, offices, and clubs, and College-sponsored events. Approval of postings does not imply the College's endorsement of the information on the posting.
- c. Instructional materials posted by faculty on classroom bulletin boards do not require approval. Postings on bulletin boards reserved for College offices, departments, or clubs do not require approval from Student Activities; reserved boards are the responsibility of the respective office, department, or club. Boards may be reserved with approval from the director of Student Activities and Cultural Events.
- d. Once postings are approved, the individual may post on bulletin boards in classrooms and in the halls except for those boards that are reserved for College offices, departments, or clubs. Student Activities is not responsible for posting materials. Postings will be approved for 30 days or until the day after a date-specific event that the posting promotes. Postings must be hung with thumbtacks or push pins – not staples. Student Activities will remove postings when they expire.

All College personnel are requested to comply with this administrative policy and to assist in its implementation in an effort to provide an orderly and informative campus environment.

(Original signed by President Robert L Mees.

PRESIDENT

April 12, 2012

DATE

Adopted: May 8, 1987

Amended: November 20, 1987; July 1, 1996; **April 12, 2012**

Cross Ref.: Board Policy 7210

The Volunteer Hall of Fame has been established by the Board of Trustees as administrative policy in an effort to establish an orderly, formal process to honor outstanding athletes at John A. Logan College when such athletes meet the approved criteria that is contained in this policy. The Athletic Advisory Committee, named by the athletic director with the advice and consent of the administration of the College, provides the primary source of initial consideration of nominees to the Volunteer Hall of Fame. Criteria for consideration for selection to the Volunteer Hall of Fame follows.

1. Special Criteria

An athlete satisfying one of these specific criteria will be nominated to the John A. Logan College Hall of Fame by the athletic department after a five-year waiting period:

- A. professional athlete with a parent organization or club which will be evidence of ultimate in a career in a respective sport;
- B. first or second place in individual competition at the state level;
- C. first or second team All-American. (Academic All-American does not qualify);
- D. be a member of the United States Olympic Team; and
- E. the candidate must satisfy the above criteria at John A. Logan College or at a four-year college or university.

2. General Criteria

An athlete satisfying all five of the general criteria below may be nominated to the John A. Logan College Hall of Fame:

- A. must have been a competitor for a minimum of two (2) years and awarded a varsity letter in at least one of those years;
- B. must have been outstanding, as evidenced by such accomplishments as All-American status, a national champion or qualifier, recipient of various athletic awards and honors, special team nominations (all-state, regional), school records, statistics, professional teams, or international competition;
- C. must have exhibited acceptable standards of conduct during competition;
- D. graduation is preferred but not required; if the athlete did not graduate, the athlete must have ended his/her community college career at John A. Logan College; and
- E. must have been out of school for a minimum of five (5) years.

3. Nominations

- A. Nominations should be directed to the Hall of Fame Committee or to the Director of Intercollegiate Athletics. Each nomination should be submitted by an appropriate deadline determined by the committee.
- B. Any interested person(s) may submit the names of one or more nominees.
- C. If a nominee meets the recommended criteria, the Athletic Advisory Committee will then present the nominees to the president of the College and the Board of Trustees. At any of these levels, nominees may be returned to the Advisory Committee for recommendation.
- D. The Board of Trustees will consider nominees and make final selection and induction through regular administrative channels.

Volunteer Hall of Fame (Continued) Administrative Procedure 311

4. Removal Clause

A person may be removed from the John A. Logan College Hall of Fame by the following:

- A. if evidence to merit the removal is presented in writing to the committee by any person(s);
- B. if the committee deems the recommendation to have substance, it may recommend through regular administrative channels the removal of a particular individual from the Hall of Fame;
- C. the president may then recommend removal to the Board of Trustees.

(Original signed by President Ray Hancock)
PRESIDENT

June 13, 1988

DATE

ADOPTED: JUNE 13, 1988
AMENDED:
CROSS REF.:

The College receives credit hour grant funding from the Illinois Community College Board (ICCB) for all active courses approved as reimbursable on the ICCB course master file listing. Credit hour grants are covered by ICCB rules section 1501.507 and are commonly referred to as apportionment. In addition, the College receives funding known as equalization. This funding is dependent upon the data from the S3 report, as well as information compiled on students enrolled in approved cooperative agreements. To ensure the accurate, complete and timely reporting of credit hour grants via the S3, all divisions of the College have a burden of responsibility. However, the major responsibility falls on the Office of the Vice-President for Instructional Services. The S3 report is due thirty days after each semester.

The following is an itemized listing of responsibility by division.

Apportionment Steps:

1. Instructional Services
 - A. obtain ICCB approval for all courses producing credit hour grants;
 - B. input correct course data on the following:
 - (1) DCM;
 - (2) DCD, DCD2; and
 - (3) (check title, credit hours, reimbursement code)
 - C. return of midterms in a timely manner;
 - D. work with MIS staff to ensure computer parameters are correct;
 - E. conduct midterm check of midterm class lists with grades posted;
 - F. change staff to actual instructor by 3rd week of semester;
 - G. complete final check of class lists;
 - H. compare S3 with figures from check of class lists; and
 - I. check all columns of S3 for inconsistencies.
2. Administrative Services
 - A. Admissions
 - (1) enroll students;
 - (2) withdraw students;
 - (3) input midterm and final grades accurately; and
 - (4) request midterm and final grades from faculty
 - B. Special Programs
 - (1) submit forms for special courses in a timely fashion (do not hold); and
 - (2) input information into system on time.
3. Business Services
 - A. program computer;
 - B. assist with questions;
 - C. provide support;
 - D. provide S3;
 - E. file S3; and
 - F. identify concerns to instructional personnel.

Apportionment Process (Continued) Administrative Procedure 312

Schedule yearly meetings during the summer with key personnel in each division.

(Original signed by President Ray Hancock)
PRESIDENT

May 25, 1995
DATE

ADOPTED: MAY 25, 1995
AMENDED:
CROSS REF.:

Professional Consulting and Outside Employment

Administrative Procedure 313

Conflict of Interest

The College recognizes that its faculty and professional staff are trained experts in their chosen field, and from time to time they may be asked to participate in activities outside of the College for remuneration.

Employees of the College shall not be employed for remuneration (for research or consultation services) other than by the College when such outside employment creates a conflict with his/her employment with the College.

Faculty members shall not accept outside consultant assignments that shall conflict with their normal classroom hours, unless they have the approval of the President.

Professional staff shall not pursue outside consultant assignments (non-College-supported activities) during their normal work day, unless they use vacation or personal time.

Reporting and Approval

1. Any employee who intends to engage in professional consulting or research or anticipates that such activities will be forthcoming during the academic year shall submit a **Request For Approval form** to the President indicating the following:
 - A. the nature of the activities;
 - B. estimated amount of time which would be involved; and
 - C. the specific times which will be included, if possible.
2. The President shall determine whether the proposed consulting is disruptive or harmful to the College's operation in terms of time lost from the job, and if such is not the case, he/she shall approve the activity and send a copy of the approved request to the following:
 - A. the employee;
 - B. the employee's supervisor; and
 - C. the employee's personnel file.
3. The individual shall submit annually to the President (through his/her supervisor) a report of the actual date(s) and amount of time he/she has spent in this activity. A copy of this report will be maintained in the individual's personnel file.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

AUGUST 31, 2018

DATE

ADOPTED: OCTOBER 24, 1995
AMENDED: AUGUST 31, 2018
CROSS REF.: BOARD POLICY 5153

Classroom Contact Hour Calculation**Administrative Procedure 314**

Course credit hours are established in accordance with Section 1501.309 of the System Rules Manual of the Illinois Community College Board. Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.

Lecture/Discussion Courses. Lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours (750 minutes) of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.

Lecture/Discussion Instruction (1 credit hour = 750 minutes of instruction per semester)				
Credit Hour	Classroom Contact Hours Required per Credit Hour	Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours
1	1 classroom contact hour = 50 minutes	15	750	1:1

*total minutes of instruction remain the same for courses with modified start/end dates.

Laboratory/Clinical-Laboratory-Oriented Instruction. Courses in which students participate in laboratory/clinical-laboratory-oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours (1500-2250 minutes) of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

Laboratory/Clinical-Laboratory-Oriented Instruction (1 credit hour = 1500-2250 minutes of instruction per semester)				
Credit Hour	Classroom Contact Hours Required per Credit Hour	Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours
1	2 classroom contact hours = 100 minutes up to 150 minutes	15	1500 up to 2250	2:1 up to 3:1

*total minutes of instruction remain the same for courses with modified start/end dates.

Note: Programs leading to licensure and/or that are governed by a program accrediting body may require clinical-laboratory-oriented instruction up to 60 classroom contact hours (3000 minutes; 4:1 ratio) for each one semester credit hour.

Classroom Contact Hour Calculation (cont.) Administrative Procedure 314

Nonclinical Internship, Practicum, On-the Job Supervised Instruction. Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours (3750-7500 minutes) per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.

Nonclinical Internship, Practicum, On-the-Job Supervised Instruction (1 credit hour = 3750-7500 minutes of instruction per semester)				
Credit Hour	Classroom Contact Hours Required per Credit Hour	Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours
1	5 classroom contact hours up to 10 classroom contact hours = 250 minutes up to 500 minutes	15	3750 up to 7500	5:1 up to 10:1

*total minutes of instruction remain the same for courses with modified start/end dates.

Clinical Practicums. Students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours (1500-3000 minutes) per semester or equivalent.

Clinical Practicums (1 credit hour = 1500-3000 minutes of instruction per semester)				
Credit Hour	Classroom Contact Hours Required per Credit Hour	Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours
1	2 classroom contact hours up to 4 classroom contact hours = 100 minutes up to 200 minutes	15	1500 up to 3000	2:1 up to 4:1

*total minutes of instruction remain the same for courses with modified start/end dates.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

AUGUST 15, 2018

DATE

ADOPTED: AUGUST 15, 2018

AMENDED:

CROSS REFERENCE: BOARD POLICY 8230; 1501.309 SYSTEM RULES MANUAL OF THE ILLINOIS
COMMUNITY COLLEGE BOARD

The function of the Learning Resource Center is to provide resources and services to support the instructional programs of the College. In its supportive role the LRC provides these services.

1. **Orientation and Training**
 - a. orientation of students, faculty, and staff to the LRC
 - b. faculty/staff development activities
2. **Reference and research assistance to students, faculty, staff and community**
 - a. individual reference assistance
 - b. on-line data base searching
 - c. bibliographic instruction (classroom and individual)
3. **Circulation of Materials**
 - a. registration of borrowers (library cards)
 - b. charging out materials
 - c. over-due notices
 - d. book reserve service
 - e. copy machines
 - f. microfilm/fiche reader/printer
 - g. computer workstations and printers
 - h. government documents
 - i. audiovisual material
4. **Interlibrary Loan Services**
 - a. state and nation-wide library sharing
 - b. online catalog
 - c. transmission of periodical articles
5. **Production of bibliographies to support instruction**
6. **Consultation Services**
 - a. selection of materials for course application
 - b. assistance in using computers and other teaching materials in the classroom
 - c. assistance in using Scantron
7. **Learning Laboratory Services**
 - a. dispense audiovisual materials to students according to instructors' directions
 - b. assisting students with use of equipment
 - c. Test proctoring for make-up tests, second chance, self-paced course tests, online course testing.
8. **Distance Learning**
 - a. Coordination of online courses
9. **College Archive**
 - a. Collect and organize College archive

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

AUGUST 31, 2018

DATE

ADOPTED: APRIL 1, 1980
AMENDED: JANUARY 10, 1985; OCTOBER 22, 1996; AUGUST 15, 2006; DECEMBER 7, 2015;
AUGUST 31, 2018

CROSS REF.:

1. Background

As the College continues to provide needed training to its constituents, it is incumbent on the administration to establish guidelines under which these programs can operate efficiently and effectively. It is imperative that we offer high-quality programs with competent staff at a competitive cost. It is also essential that we develop a pool of highly qualified instructors. In order to do this, our rates of pay for this work must be attractive.

We must establish a philosophy and mission statement regarding training that is in keeping with the overall philosophy and mission statement of the College. This statement should set the overall parameters which will provide a basis for the program. All aspects of the program must be consistent with the statement of philosophy and mission.

In order to be effective, specific and measurable goals should be established for this effort in general, and for each program individually. These should be in writing established at the outset, and be a part of any agreement between clients and the College, and receive the same approvals as are given for other commitments, e.g., employment of staff, or expenditure of funds.

The responsibility of developing programs for training should fall primarily in the area of workforce development. However, all College personnel should assist with the initial stages of development by being familiar with programs being offered, and by being alert to the needs of the people and industries with which they come in contact. When a need is identified, the dean for workforce development and adult education and the dean for academic affairs will cooperate to coordinate and implement the program, utilizing the appropriate staff as needed.

Once a program is developed as to content, desired results, and basic approach, the College must seek the other essential ingredients--funding, staffing, and facilities--not necessarily in that order. If College facilities are to be used, we should be able to look to our policies regarding the use of College facilities for guidance. These policies set priorities and guidelines for the use of facilities, and establish the appropriate charges. Funding may be provided from a number of sources, and often will come from a combination of two or more sources. Whatever the case, these sources must be identified at the outset along with the stipulations that almost always go along with the use of outside funds. It will be necessary to involve the Business Office in order to establish an accounting structure, ascertain documentation and audit requirements, and billing procedures. Usually the best time to involve the Business Office is when the budget or cost estimate is being prepared.

Staffing, along with being the single most important ingredient contributing to the success or failure of any training program, will always require the most effort to accomplish. Staffing, as a function, includes not only the initial hiring but also the training, supervision, and evaluation of those people hired. Prior to hiring, it is essential that the terms of the employment be spelled out. What is to be done, how and for how much are the questions that must be answered.

Because these programs are unique and not repeated routinely, it will be impossible to establish hard and fast policies that will address precisely the responsibilities of each division of the College in carrying out this mission. It is important, however, that at least a framework be established that will aid in seeing to it that essential functions are accomplished and that necessary communication occurs--both horizontally and vertically within the organization.

2. Philosophy, Mission and Goals

We would propose the following statement of Philosophy, Mission and Goals be adopted for training at the College.

A. Philosophy

John A. Logan College is dedicated to the concept that education is important for upgrading basic skills of area employees; for training in new technology; for retraining of unemployed workers; and for customized productivity training for business and industry leaders.

Within the financial limits of the College's ability to acquire grants and to maintain a solid financial base, it will endeavor to provide low-cost traditional and nontraditional educational opportunities whenever, wherever, and however they are needed to provide a productive work force for the region.

B. Mission

We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.

C. Goals

- to foster an environment where diverse individuals, groups, and views are valued;
- to provide programs and services for lifelong learning that create and enhance opportunities for achieving career and personal goals in a changing society;
- to serve with integrity and accountability as a model of institutional excellence;
- to offer affordable programs and services enhanced by technology in an accessible and safe learning and working environment; and
- to be a center for intellectual, economic, cultural, and recreational resources for individuals and communities.

3. Administrative Procedures

In order to allow the College to be labor market responsive, the following policy will be followed whenever programs of this nature are established. Authority is granted to the president to organize customized training programs as requested.

A. Initiating a Training Program

Once a need for a training program is established, the College contact person must complete a Training Proposal (see Appendix A) and obtain the necessary approvals prior to making any formal commitments.

B. Facilities

If College facilities are to be used, they should be scheduled through the Facility Scheduling Office. Fees for use of facilities will be established in accordance with College policy. (See Facilities Usage Board Policy No. 7210.)

C. Staffing--General

Faculty or staff selected to provide training must, first of all, be qualified to teach the programs offered. Second, it is important to involve as many of the College staff in these programs in order to develop a substantial pool of interested and qualified training staff. This will help insure that we can respond to a need quickly.

D. Staff Selection

Generally, the selection, training, and evaluation of faculty to teaching training programs will be handled by the workforce development and adult education department through normal College procedures. The workforce development and adult education office will coordinate the hiring process through the department chairs, the associate deans, the dean for academic affairs, and the human resources office in an effort to select qualified faculty who are interested in participating in the work force training program. In addition, personnel from business and industry and individuals from the general public will be actively recruited to supplement the pool of teachers available at John A. Logan College. John A. Logan College faculty participating in work force training programs on- or off-campus must teach on their own time.

E. Conflict of Interest

A full- or part-time employee of John A. Logan College will not provide training to an entity within the College district without the training being arranged by the College's workforce development office.

F. Staff Compensation

All personnel utilized to lead or conduct these programs will be compensated under a contractual service agreement. The president is authorized to approve fee schedules for customized training programs.

- (1) Compensation for on-campus grant training programs should be established at a range of \$14 to \$65 per hour. Prep time, if necessary, should be established at \$35 per hour for the first time training is delivered. No preparatory compensation should be paid for subsequent training sessions covering the same subject matter. The amount of prep time necessary to teach the course will be determined by the workforce committee.
- (2) Compensation for off-campus grant training programs, which is primarily training for business and industry, should be established at \$14 to \$100 per classroom hour. The instructional fee includes consultation time, meetings, customizing, and necessary travel. Prep time should be established at \$35 per hour for the first time the training is delivered.

**Customized Training Programs,
(continued)**

Administrative Procedure 320

Prep time will not be required for subsequent training programs covering the same subject matter. The amount of prep time necessary will be determined by the work force committee. Other grants may dictate the rate of pay in the grant. In such instances the rate established in the grant will take precedence.

- (3) Compensation for industrial training done through private contractual arrangement will be based on the fair market value. The fair market value is normally determined by the type of training, the amount of prep time, the availability of teachers, and the expertise required. In this area, the fair market value is normally \$100 per hour plus prep time. Prep time is situation dependent and will be determined by the workforce committee.
- (4) The total amount of extra compensation which one can earn from training programs for performing work outside of the regular job duties is limited to 20% of the employee's regular, monthly salary for each month.

4. Funding

Once the program is approved, a budget must be prepared showing sources of funding and projected expenditures. The Business Office should be involved in this process. It will determine documentation and audit requirements as well as obtain necessary billing information at that time.

It should be the goal of the training staff to price programs so as to include a 30% margin above direct cost for overhead on programs conducted on campus and 20% for overhead on programs not using College facilities. Consideration should also be given to charging additional fees for the use of computers or other technologies where unusual costs are incurred.

5. Evaluation

The workforce development office will work with the instructor to develop an appropriate method of evaluating each training program. Results of evaluations will be reported to the deans, vice-presidents, president, and Board of Trustees, and maintained in College files for future reference. The basis for evaluation should be the goals that were established and written into the contract or grant proposal.

Exceptions to this policy and the following administrative procedures must have prior written approval of the president.

Original signed by President House
PRESIDENT

OCTOBER 31, 2016
DATE

ADOPTED: OCTOBER 24, 1995

AMENDED: JULY 25, 1996; NOVEMBER 4, 1996; OCTOBER 25, 2006; OCTOBER 1, 2007;
OCTOBER 31, 2016

CROSS REF.:

TRAINING PROPOSAL

JOHN A. LOGAN COLLEGE

providing training services to

[*Business Name*]

PLAN: The Center for Business and Industry at John A. Logan College will offer [*Name of training to be offered*] to the employees of [*Business Name*], [*Business Address*]. This training will be held at [*Business Location*] as follows:

BIN 300, Summer Semester

Sec. 54: June 6, 2006 8:00 a.m. - 4:30 p.m.

BIN 300, Summer Semester

Sec. 55: June 7, 2006 8:00 a.m. - 4:30 p.m.

REGISTRATION: All students will be registered at the beginning of each class by the trainer.

EVALUATION: All students will evaluate the trainer and course at the end of training using appropriate College forms. Upon successful completion, students will receive .5 college credit(s) for each class.

TRAINER: The trainer for the course will be [*Trainer Name*].

COST: Upon completion of the training, the College will invoice [*Business Name*] a total of [\$].

Upon signature of this proposal, all parties agree to perform the duties stated within. Please sign and return this contract in its entirety.

SIGNED:

[*Business Contact Name* Date
[*Business Name*
[*Street Address*
[*City, State, Zip*

[*Name* Date
Dean for Workforce Development & Adult
Education, John A. Logan College

[*Name* Date
Director of [*Corporate Training/B&I Training*]
John A. Logan College

[*Name* Date
President, John A. Logan College

Travel/Study Course Procedure

Administrative Procedure 321

A travel/study course is one which is taught in a location other than John A. Logan College, normally offered during a time period of less than six weeks, offered for regular academic credit, and also available for a one-hour pass/fail credit for those individuals who are primarily interested in participating in the travel portion of the course. The course includes travel to a foreign country or a location within the United States which offers a particular educational opportunity.

Anyone interested in participating in such a course must register for regular academic credit (usually three semester hours) or a one-hour pass/fail credit. Students registering for the one-hour option will have the tuition waived but will be required to pay a \$10 lab fee and complete a modified registration form. Students registering for the regular academic credit will follow usual registration procedures and pay tuition as required. Age restrictions may be applicable for some courses. Students may take the one-hour credit option more than once.

Instructors teaching such courses will be reimbursed at the modified rate for those students taking the course for regular academic credit and at a rate of \$20 per student for each student taking the course for the one-hour pass/fail option.

Faculty and/or staff members who wish to develop and organize such a course should follow these procedures:

1. Submit a request to implement the course to the International Education Committee.
2. The request to implement the course should answer the following questions:
 - a. How is the course related to your academic/professional area?
 - b. Does the course fit a current course offering or will a new course need to be developed and taken through College and state channels? If so, consider the time needed to have this done before the course can be offered.
 - c. Is a syllabus available?
 - d. What travel agent/tour company is being used? Does the company keep payments in an escrow account? Are commercial flights used for travel? Is insurance a part of the package?
 - e. What do you estimate will be the enrollment for the regular academic credit and for the pass/fail option?
 - f. Any other pertinent information?
3. The International Education Committee will review the request and make a recommendation to support or not support the course or may request additional information or a meeting with the person making the request.

(Original signed by President Ray Hancock)
PRESIDENT

June 3, 1997
DATE

ADOPTED: JUNE 3, 1997
AMENDED:
CROSS REF.:

Use of Copyrighted Materials Administrative Procedure 330

The Learning Resource Center will publish educational material and establish training to educate faculty and staff about the provisions of US copyright law and to provide more specific guidance for those seeking to use copyrighted material. Information will be published on copyrighted material already licensed by the College and on sources of non-copyrighted materials for educational use. However, it is the responsibility of the user to determine the copyright status of materials or works used.

There are three instances in which copyrighted works may be used when the copyright is held by a third party:

1. License the use of material (e.g., course packs);
2. Obtain permission from the copyright holder;
3. Use under the "Fair Use" Provision of Title 17, Section 107 of the United States Code

Whenever using copyrighted material, the best practice is to seek approval for use of the material or license the use of the work. Asking for permission often results in permission being granted without charge as long as the material is used within certain guidelines (i.e., distributed to a limited audience, used for a limited amount of time, etc.). Less preferable is to license the use of material through the appropriate market or clearing house. Print material, for example, has a robust market developed to license copyrighted works, and nearly all print material can be licensed through the Copyright Clearance Center (www.copyright.com). Student packs are also a preferred way of licensing copyrighted information for student use. The John A. Logan College Bookstore and other bookstores offer this service. Please Note: Licensing material through either of these two ways will always result in a fee being charged, whereas seeking permission through the copyright owner often results in free use within certain guidelines. That is why seeking permission through the copyright owner often results in free use within certain guidelines. That is why seeking permission directly from the copyright holder is the preferred method.

If a license for the work is required, it should be purchased or obtained through the appropriate College purchasing/requisition procedures or a course pack should be developed through an appropriate vendor. Permission should be granted by the copyright holder or clearance of licenses should be obtained prior to using or duplicating the copyrighted material. The Copy Center reserves the right to refuse to duplicate material without the appropriate clearances. Material refused by the Copy Center should not be duplicated on other John A. Logan College copiers nor on computer printers. Furthermore, appropriate approvals and licenses are also required before copyrighted material is used electronically on one of John A. Logan College's learning management platforms.

The fall-back position is to use the material under the "fair use" provision of the United States Code. One must keep in mind, however, there is no definitive line that can be drawn between "fair use" and infringement of copyright. The "fair use" provisions are not set in stone, but rather are a set of four guidelines that create a "balancing test" that must be applied to satisfy each fair use claim. The four factors to be considered, as defined in Title 17 of the United States Code, are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Use of Copyrighted Materials, cont. Administrative Procedure 330

These four factors must be considered in each case where fair use is to be claimed. In addition to these factors, there are other considerations that must be taken into account. This is especially true of online usage of copyrighted material.

Other considerations when looking at fair use claims include the following:

1. Whether or not there is a method, or a market, for requesting or purchasing the right to use copyrighted materials;
2. Whether or not the ownership of copyright is easily determinable;
3. Timeliness;
4. The guidelines established by the conference on Fair Use (CONFU); and
5. The provisions enacted in the TEACH Act regarding fair use and distance learning.

When it is still unclear whether a work may be used under the “fair use” provision, it is best to obtain permission from the copyright holder.

Faculty and staff are encouraged to attend training sessions and learn more about copyright law in order to ensure legal use of copyrighted materials.

Original signed by President Robert L. Mees
PRESIDENT

APRIL 9, 2010_____

ADOPTED: MARCH 23, 2010
AMENDED: **APRIL 9, 2010**
CROSS REF.: BOARD POLICY 3361

John A. Logan College Library
Interlibrary Loan Procedure

Administrative Procedure 331

Within the Illinois Heartland Library System

All John A. Logan College faculty, staff, students and community borrowers may request material from within the Illinois Heartland Library System. A library barcode and PIN number are required.

Outside the Illinois Heartland Library System

John A. Logan College faculty, staff and students may request material from outside the Illinois Heartland Library System. To do this an interlibrary loan form from the circulation desk or the online form from the Library website are required.

The lending library specifies the due date.

Items may be renewed once **if the lending library allows.**

A renewal request must be made before the item is due.

A maximum of seven interlibrary loan items may be checked out at one time.

Textbooks will not be requested.

The following items are NOT generally available through interlibrary loan:

- Reference books
- Rare and other non-circulating books
- Periodicals (photocopies of specific articles may be requested)
- Audio-visual materials
- Computer software
- Bulky or fragile materials which are difficult to ship

John A. Logan College community borrowers and students enrolled in continuing education classes are NOT eligible to request interlibrary loan materials from outside the Illinois Heartland Library System. It is recommended that these individuals seek the services of a local public library.

(Original signed by President Mike Dreith)
PRESIDENT

October 9, 2012

DATE

ADOPTED: OCTOBER 9, 2012
AMENDED:
CROSS REF.:

Emergency Response Exercises

Administrative Procedure 360

Emergency response exercises are to be planned and carried out in accordance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) and this administrative procedure. This includes training and exercises for the Emergency Response Plan a minimum frequency of once per year. The Emergency Operations Committee shall determine the training exercise type and exercise objectives. No more than two (2) exercise objectives should be evaluated as part of the exercise. In all exercises, the safety of the participants is to be the central focus. The following procedures are to be used when planning an emergency response exercise.

1. Planning Committee
 - a. Each training exercise shall be guided by a planning committee.
 - b. The planning committee shall include the following positions:
 - i. Incident commander (chairperson)
 - ii. One of each command staff positions
 - iii. One of each general staff positions
 - iv. Minimum of one municipal, county, or regional emergency management official to be named by the chairperson
 - v. Training exercise observer(s) with appropriate NIMS certification(s), which may be from the College or may be an external observer(s).
 - c. The planning committee shall create the training scenario and place it in written form for presentation to the Emergency Operations Committee for review and revision as needed.
 - d. The members of the planning committee shall not participate in the emergency response with the exception of two (2) persons, which are the **Police** Officer and the Observer(s).
2. Emergency Operations Committee
 - a. The Emergency Operations Committee shall present the training scenario to the president for approval, and if approved, shall present it to the Board **Building, Grounds and Safety** Committee for approval. Only upon approval by the Board Safety Committee may the training exercise be conducted. Any material change to the exercise following approval by the Board **Building, Grounds and Safety** Committee requires approval by the committee.
3. After Action Meetings(s) and Report
 - a. Immediately following a training exercise, an initial after action meeting is to be held and will include all primary supervisors. Within 72 hours from the end of the training exercise, the planning committee and the Emergency Operations Committee shall conduct an after action meeting and begin completion of the After Action Report, complete with a corrective action plan.
 - b. The After Action Report shall be presented to the Emergency Operations Committee, the College president, the Board **Building, Grounds and Safety** Committee, and any participating agency. This report shall be considered confidential and not subject to Freedom of Information Act (FOIA) requests unless determined otherwise by College legal counsel because it may contain sensitive information that if released, might jeopardize the safety of College students, staff and members of the general public.

PRESIDENT

SEPTEMBER 30, 2016
DATE

ADOPTED: MARCH 2, 2010
AMENDED: **SEPTEMBER 30, 2016**
CROSS REF: BOARD POLICY 3610; 110 ILCS 12 (CAMPUS SECURITY ENHANCEMENT ACT OF 2008)

***Removal from Campus
(Student, Guest, or Employee)***

Administrative Procedure 361

Due to the potential for the occurrence of violence associated with the removal of a student, guest or employee from the campus due to the suspension or termination of status, regardless of cause, the Campus Police Department will take the following actions.

The official(s) in charge is to notify the Campus Police Department of the potential of removal. Two (2) armed police officers will be assigned to the immediate area of the space, or room, where the individual is being notified of the suspension/termination. At the request of the official in charge of the meeting, the officers will be in the room where the meeting is taking place.

At the time the individual is being removed from the campus, both a verbal and a hand delivered written notice shall be given informing the student/guest/employee that s/he is not permitted to return to the campus without first receiving a written authorization signed by the College official authorizing the person's return to the campus. The written notice removing the individual from campus shall inform the person if s/he returns to campus without prior receipt of written authorization, this conduct will be treated as criminal trespass to the College, making the person subject to arrest and possible prosecution.

Campus Police shall retain a copy of both the notification of removal and the authorization to return, as well as an incident report of the circumstances or event leading up to the action to remove the person from campus.

Immediately following the meeting, the officers will escort the employee from the premises of the College campus. Based on the overall circumstances, the official in charge and officers will determine if the employee will be allowed to gather personal belongings prior to leaving the building, or if the personal belongings will be given to the employee in another manner.

The appropriate vice president in charge of the suspension/termination and director of emergency planning and risk management will determine if the employee's work area will be searched for potential weapons prior to the employee being allowed to gather their belongings, as well as, determining whether or not the employee's work area should be secured and access to the employee denied. In no case, should the suspended or terminated employee be given access to the work area without attendance by someone from Campus Police.

The banned person's photograph will be made available to the Campus Police staff, when possible. Also, the information regarding the banned employee's vehicle will be made available to Campus Police staff.

(ORIGINAL SIGNED BY PRESIDENT MIKE DREITH)
PRESIDENT

DECEMBER 18, 2013
DATE

ADOPTED: DECEMBER 18, 2013
AMENDED:
REVIEWED:
CROSS REF.: BOARD POLICY 3367, 3372, 5225, 8315

Introduction

This administrative procedure supports Board Policy 3620, Workplace Health and Safety.

All incidents which affect the health and safety of College employees, contractors, students and members of the public when an incident occurs where anything other than first aid is rendered and/or where there has been lost time at work or any significant property damage occurred, or where the potential for a serious event exists, shall be investigated promptly. Incidents of this nature are to be reported to John A. Logan College Campus Police immediately by calling extension 8218, 8500, and if there is no response and serious injury has occurred to 911. Campus Police will then take the necessary steps to report recordable serious accidents by telephone or fax to the appropriate federal, state, or local authorities.

Explanation and Purpose

Incident investigation takes place after an incident has happened, and is intended to prevent the incident from happening again. Every incident has a cause, and those involving only a slight injury may reveal just as much about inadequate safety measures as one that results in a serious injury. All occupational incidents, illnesses and near misses (those unplanned events that do not result in injury, financial loss, or property damage) should be investigated.

Every Investigation must answer the following questions:

- How was the injury or the damage incurred?
- Exactly what happened where?
- Under what accompanying or special circumstances did the incident occur?
- What should be done to eliminate or control the hazard(s) that caused the incident?

Because the immediate supervisor and Campus Police staff are usually first on the scene, they should be trained in how to begin the investigation. It is extremely important to speak to any eyewitness before the facts get fuzzy or before people have a chance to change their minds about what they saw.

A productive incident investigation is prompt, thorough, and objective.

Who Comprises the Incident Investigation Team?

The incident investigation team shall consist of one (1) member of the Injury Illness Prevention Program (I2P2) Committee as team leader, the supervisor immediate supervisor of the employee involved or by the immediate supervisor of the employee or the supervisor who is in charge of the property or area where the incident occurred, and a designee from the Campus Police Department. In cases where the affected party is not an employee, the instructor or administrator responsible shall serve in the supervisor role.

Upon notification of the incident to be investigated by Campus Police, the I2P2 committee chair shall designate the member of the committee to serve as team leader on a case by case basis as best fits the incident being investigated. All members of the I2P2 committee shall be trained in accident investigation.

Timeliness of Initial Notification of an Incident

The Campus Police Department shall be notified of all incidents immediately upon occurrence. Following initial response, the Campus Police Department shall notify the vice president for business services and the chair of the I2P2 committee within 24 hours of the incident.

Timeliness of Investigation

Incident investigations should conclude within 72 hours of the incident itself.

Steps to Follow when Conducting the Investigation

Immediately following an incident, the Campus Police staff are to interview the injured employee and any bystander who may have witnessed the incident:

- If the employee does not need immediate medical treatment and is physically able to talk about the incident, ask him what happened.
- Stress the fact that you want to discover the facts, not find fault or place the blame on anyone.
- Interview any participants in, or witnesses to, the incident. Allow them to speak freely, without interruption. If there is a disagreement that cannot be resolved, make a note of it for further investigation.

Write down the facts:

- What was the nature of the injury?
- What part of the body was injured or affected by the incident?
- What was the source of the injury, the object, substance, or bodily motions that produced it?
- What type of incident was it, or in what manner was the person injured?
- What was the hazardous condition or circumstances involved?
- What was the cause of the incident, the object, substance, or part of the premises in which the hazardous condition existed? Be specific.
- What was the unsafe act, if any, which permitted the incident to occur?

Incident Investigation

The incident investigation has only one purpose: the determination of the basic cause of the incidents so future incidents may be prevented. The Supervisor's Investigation Report attached is intended to develop the information for this purpose, and must be used for all such investigations.

All incident investigation team members are to review the statements provided by the supervisor, the affected party(s) and witness(s) in advance of the investigation.

The Supervisor will be made aware of a recordable injury by his/her personal observation of an incident or being notified by others shortly after the incident.

The Supervisor must complete the form by the end of the work day of the incident.

Since conditions change and memories fade quickly, investigation shall be conducted as soon as possible after the accident. However, make certain all necessary steps have been taken to prevent further injury or damage before beginning the investigation. Make certain the injured person is being cared for.

In conducting the investigation, avoid blame fixing or fault finding. Develop the facts of the incident from the person involved and from witnesses.

Remember, the immediate or apparent cause (an unsafe act and/or condition) is the real or basic cause of the accident. This is the point at which corrective action should be directed. Make certain the action taken will, in fact, correct this basic cause. Also make certain the corrective action will not create other problems, which can result in incidents.

Analyze the Incident and take steps to ensure that it does not happen again:

- Correct the hazard, immediately, if possible. This should be done by the supervisor, facility staff or Campus Police.
- Provide the employees with additional safety training where appropriate.
- Review incident statistics to find out if the incident is part of a pattern of incident occurrence within the department affected. Check the employee's past record and what safety training he or she has received.
- Study the possibility of changing methods, procedures, equipment, layout, etc., to reduce the hazard.
- If equipment is involved, track the problem to its source through the chain of events.
- Request a copy of the Job Hazard Assessment (JHA) Form for the work procedure being performed when the injury occurred, if appropriate.

The incident investigation team should make recommendations for an appropriate remedy will include one or more of the following:

- Modifications to equipment
- Modifications to procedures
- Additional training
- Request for a review by other individuals

Any judgmental or demeaning remarks are unprofessional, non-productive, and will not be tolerated. Furthermore, it is not the role of the incident investigation team or incident investigation process to recommend disciplinary action.

The I2P2 Committee will review all investigation reports at its next monthly meeting. The supervisor is to be notified by the team leader that s/he may be invited to attend the I2P2 meeting when the incident investigation report is presented to the committee. Incomplete or improperly completed reports will be returned to the individual making the report for proper completion.

Completing the Investigation Report

Once the investigation process is complete and the facts are known, preparing the report should not be difficult. The incident investigation team leaders is to submit the form to the vice president for business services or designee, who shall review the Incident Investigation Report for completeness and accuracy, initial and date the report, and forward it to the I2P2 Committee Chair for further processing.

(ORIGINAL SIGNED BY PRESIDENT MIKE DREITH)
PRESIDENT

DECEMBER 18, 2013
DATE

ADOPTED: DECEMBER 18, 2013
AMENDED:
LEGAL REF.:
CROSS REF.: BOARD POLICY 3620

PURPOSE

The purpose of this directive is to establish procedures for items that are lost or found on the John A. Logan College campus, including the extension centers in DuQuoin and West Frankfort.

The Campus Police Department provides a location to store/house items that are lost or found on campus. It is the responsibility of Campus Police to attempt to contact the owner of said property and reunite them with the property and ensure posters/signs are posted around campus instructing students of the procedures for lost and found items.

PROCEDURE

- 1) When items are brought to Campus Police as a lost item, it will be logged in the "Lost and Found Log" indicating the date and location of where the item was found.
- 2) When an individual reports a lost item to Campus Police, the Lost and Found Log should be checked to see if the item had been turned in. If it is not found, the information will be added to the log with a description of the item, where it may have been lost, and a contact number for the individual reporting the lost item.
- 4) Unclaimed items will be placed in the Lost and Found cabinet in the Campus Police Department. The items will be held through the end of the following semester.
- 5) At the end of the following semester, unclaimed items will be discarded in an appropriate manner. A record of that disposal will remain in a "Lost and Found" file within the Campus Police Department.

ORIGINAL SIGNED BY PRESIDENT RON HOUSE

PRESIDENT

SEPTEMBER 3, 2019

DATE

ADOPTED: SEPTEMBER 3, 2019

AMENDED:

CROSS REF.:

In order to clarify the College’s protocols regarding closures, the following definitions have been developed. While these definitions are intended to guide the College’s decisions, circumstances may arise in which a combination or alternate definition may be implemented.

A. Class Cancellation

Students are not required to attend lectures, tests, or other sanctioned activities that require a physical presence on campus.

B. Suspended Operations

All campus offices are closed. Staff and faculty are encouraged to avoid campus. Essential employees must report to work if notified by their supervisor

C. Total Closure

All classes are canceled, all campus operations are suspended, and all personnel are prohibited from being on campus, except emergency personnel needed to maintain life, safety, and security, of JALC property.



PRESIDENT

JULY 29, 2021

DATE

ADOPTED: JULY 29, 2021
AMENDED:
REVIEWED:
CROSS REF.: