

# John A. Logan College

## Board of Trustees Policy Manual

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To enrich lives through learning and community engagement.

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

**PHILOSOPHY**

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

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

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

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

**Student-Centered**

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

**Integrity**

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

**Respect**

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

**Community**

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

**Optimism**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**General Advisory Committee**

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

The duties and responsibilities of this committee are:

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

**Program Advisory Committee**

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

The duties and responsibilities of this committee are:

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

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

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

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

The purpose of the Dental Hygiene Clinic at John A. Logan College is to expand the learning environment of dental assisting students by offering basic dentistry services to Dental Hygiene Clinic patients of record.

Patients with oral health care needs beyond those offered by the Dental Hygiene Clinic (e.g., dental checks, radiographs, cleaning) must be consistent with dental assisting learning goals and objectives to be considered for treatment. In addition:

1. Basic dentistry service patients cannot carry dental insurance; and
2. Basic dentistry service patients cannot have a dental home (e.g., sought treatment from a dentist within the past 3 years).

ADOPTED:       OCTOBER 25, 2011

AMENDED:      AUGUST 28, 2018

REVIEWED:     JULY 18, 2018

LEGAL REF.:

CROSS REF.:

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

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

ADOPTED: NOVEMBER 28, 2017

AMENDED:

REVIEWED: OCTOBER 11, 2017

LEGAL REF.:

CROSS REF.:

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

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

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

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

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

The official seal of John A. Logan College is:



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

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

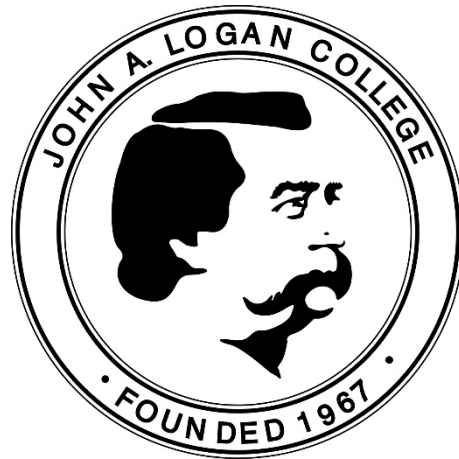
The official logo of John A. Logan College is:



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

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

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



**To Education Must We Look**

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



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

# John A. Logan College

Written & Composed by

## Alma Mater

*Karen Sala*

Adopted: February 1, 1972

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

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

A  
A  
R  
L  
C

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

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

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

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

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

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

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

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

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

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

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

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

ADOPTED: MARCH 12, 1984

AMENDED: MARCH 23, 2010

REVIEWED: NOVEMBER 10, 2015

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

CROSS REF.: ADMINISTRATIVE PROCEDURE 330

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

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

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

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

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

**NOTICE REGARDING DRUG-FREE WORKPLACE**

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

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

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

**(END OF NOTICE)**

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

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

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

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

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

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

**Medical Marijuana**

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

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

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

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

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

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

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

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

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

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

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

**ENFORCEMENT GUIDELINES**

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

ADOPTED: NOVEMBER 9, 1987  
AMENDED: **MARCH 22, 2016**  
REVIEWED: NOVEMBER 10, 2015  
LEGAL REF.:  
CROSS REF.:



Please refer to Board Policy 8317 – Title IX.

ADOPTED: JANUARY 11, 1988  
AMENDED: MARCH 22, 2016; NOVEMBER 22, 2016; **APRIL 27, 2021 (CONTENT MERGED INTO BOARD POLICY 8317, TITLE IX)**  
REVIEWED: NOVEMBER 10, 2015; OCTOBER 21, 2016; **MARCH 11, 2021**  
LEGAL REF.: 775 ILCS 5/2-105 (B)(5)  
CROSS REF.: **BOARD POLICY 8317**

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

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

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

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

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

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

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

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

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

8. **Offensive or Harassing Use Prohibited.** The electronic mail and Internet/LAN systems are not to be used to create or distribute any offensive or disruptive messages. Among those that are considered offensive are messages or material that contains sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, sexual orientation, religion, national origin,

ancestry or disability. In addition, the electronic mail and Internet/LAN systems shall not be used to communicate other improper messages, for example, messages or material that is defamatory, derogatory, obscene or otherwise inappropriate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADOPTED: APRIL 11, 1988  
AMENDED: JANUARY 14, 1992; APRIL 20, 1993  
SEPTEMBER 24, 1996; MAY 27, 2014; NOVEMBER 24, 2015 (*RETRO. TO JULY 1, 2015*)  
REVIEWED: NOVEMBER 12, 2014; OCTOBER 12, 2015  
LEGAL REF.: SMOKE-FREE CAMPUS ACT 110 ILCS 64/  
CROSS REF.:

**PURPOSE**

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

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

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

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

**SCOPE**

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

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

**EFFECTIVE DATE**

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

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

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

**Identity Theft Prevention Officer**

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

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

Design – Design policy guidelines and procedures as needed.

Implementation – Conduct training for employees on a periodic basis.

Monitor – Evaluate the policy and procedures regularly.

Enforce – Take disciplinary action with employees as needed.

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

**Employees and Service Providers**

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

ADOPTED: NOVEMBER 24, 2009

AMENDED:

REVIEWED:

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

CROSS REF.: ADMINISTRATIVE PROCEDURE 361

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

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

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



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

ADOPTED: JANUARY 24, 2017

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 3365, ELECTRONIC USE

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

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

**Exemptions:**

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

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

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

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

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

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

ADOPTED:           OCTOBER 26, 2010  
AMENDED:  
REVIEWED:       NOVEMBER 10, 2015  
LEGAL REF.:  
CROSS REF.:

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

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

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

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

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

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

This policy is to be implemented in accordance with Board Policies 5225, 8317, 8310, 8315 and as referenced in the appropriate Administrative Procedures.

ADOPTED: JUNE 24, 2014

AMENDED: **APRIL 27, 2021**

REVIEWED: **MARCH 11, 2021**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5225, 8317 8310, 8315; ADMINISTRATIVE PROCEDURE 361

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

Definitions

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

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

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

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

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

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

Exceptions – Exceptions to this policy are as follows:

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

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

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

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

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

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

**POLICY STATEMENT**

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

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

**DEFINITION OF FRAUD**

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

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

**STUDENT FRAUD**

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

**PROTECTION OF WHISTLEBLOWERS**

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

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

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

**FRAUD PREVENTION OFFICER**

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

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

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

**CONFIDENTIAL REPORTING**

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

**ACTING IN GOOD FAITH**

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

**RESPONSIBILITIES**

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

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

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

**WHISTLEBLOWER PROTECTION**

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



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

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

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

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

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

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

**Tips for Successful Whistleblowers**

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

ADOPTED: JUNE 27, 2017

AMENDED:

REVIEWED:

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

CROSS REF.: BOARD POLICY, 4211 ETHICS

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

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

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

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

**College employees should contact:**

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

**Students should contact:**

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

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

These agencies can be reached at:

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

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

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

ADOPTED: MARCH 8, 1976

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

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

LEGAL REF.:

CROSS REF.: BOARD POLICIES 3511, 3512, 5110, 5290, 8312, 8310;  
ADMINISTRATIVE PROCEDURES 308, 807

**STATEMENT**

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

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

**COMPLAINT PROCEDURE**

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

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

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

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

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

**3511**

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

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

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

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

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

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

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

ADOPTED: APRIL 9, 1990

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

REVIEWED: FEBRUARY 12, 2016

LEGAL REF.:

CROSS REF.: BOARD POLICIES 3510, 5290

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

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

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

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

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

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

ADOPTED: MARCH 2, 2010

AMENDED:

REVIEWED: NOVEMBER 10, 2015

LEGAL REF.: CAMPUS SECURITY ENHANCEMENT ACT OF 2008 (110 ILCS 12/20)

CROSS REF.: EMERGENCY RESPONSE PLAN; BOARD POLICY 7154; ADMINISTRATIVE PROCEDURE 360

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

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

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

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

ADOPTED:           OCTOBER 23, 2012  
AMENDED:  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:       ADMINISTRATIVE PROCEDURE 362

**PURPOSE**

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

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

**RESPONSIBILITY**

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

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

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

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

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

**CAMERA PLACEMENT**

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

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

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



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

**CAMERA USE AND MONITORING**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADOPTED:           SEPTEMBER 26, 2017

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.: