

# John A. Logan College

## Administrative Procedure Manual

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The Purchasing Policies and Procedures Handbook is a comprehensive outline of the College's purchasing policies and procedures. This document is located via the JALC SharePoint Intranet homepage, <https://jalcollege.sharepoint.com>, by clicking on the *Forms* tab and then choosing *Category: Purchasing*. Select the file, *Purchasing Policies and Procedures Handbook*.

A printed copy may be requested from the Purchasing and Auxiliary Services Office.

(SIGNED BY PRESIDENT RON HOUSE)  
\_\_\_\_\_  
PRESIDENT

OCTOBER 1, 2020  
\_\_\_\_\_  
DATE

ADOPTED:       APRIL 1, 1980  
AMENDED:       APRIL 11, 1992; JUNE 27, 2017; **OCTOBER 1, 2020**  
CROSS REF.:     BOARD POLICY 7154

Portable devices referred to in this procedure are considered to generally be tablets and phones.

#### Purchases Made with College or Grant Funds

When portable devices are purchased, funding will be supplied by the requesting department and not by Information Technology (IT). Technical support for phones is available as described below. Purchase of phones is a personal expense as the College does not purchase phones, cellular plans, accessories or other items related to phone usage.

When an employees' desktop or laptop reaches the point of replacement, s/he may choose a desktop or laptop as a replacement computer, but not both. Those employees will be eligible to receive a portable device in addition to a desktop or laptop after departmental approval. Purchase of a portable device is subject to available departmental funding.

IT will make technical specifications of Apple IOS and Android portable devices available to departments to be used for purchase requisitioning. Each purchase requisition will be marked for delivery to IT. Acquisition of portable devices that qualify as capital outlay items under College guidelines as defined by Administrative Procedure 701 will be inventoried by Central Receiving even if acquired by means other than a College purchase order. Portable devices will be delivered to IT for configuration prior to deployment.

IT will provide the following limited support for **Apple IOS** and Android based devices:

- Network connectivity setup, **security configuration** and troubleshooting
- Email setup and troubleshooting

Warranty considerations prohibit IT from repairing hardware or other software related issues. It is required that **users of Apple IOS devices** purchase Applecare which consists of a second year of warranty coverage and free phone support. IT also encourages the purchase of extended warranties on Android devices when available.

Other than network connectivity and email issues, the user will be responsible for contacting the manufacturer for repair service.

Since configuration of JALC email circumvents the need for a domain password on tablets and phones, users checking their email with an email application will need to protect their device with a passcode (often a four digit number) to ensure it will lock when not in use. However, if the user elects not to accept the passcode requirement, s/he may still check email on the device by using Outlook Web Access, **but no email application will be installed on or configured for the portable device.**

**Portable devices will be configured for inactivity locking after a specified period of time. In instances where the device will allow for remote removal of data if lost or stolen, the device will be configured with that option. Devices that allow encryption will be configured to take advantage of that feature. Applications management and licensing for mobile devices will be routed through IT when College or grant funds are used for purchase. Employees who choose to purchase applications themselves may do so with personal (non-college budget) funds. When college-wide demand necessitates, software site licenses may be purchased in coordination with IT staff.**

Portable devices are intended to be used as Wi-Fi devices. The College will not purchase cellular plans for portable devices.

Purchases Made by Employees

IT will provide the following limited support for Apple IOS and Android based devices:

- Network connectivity setup and troubleshooting
- Email setup and troubleshooting

Since warranty considerations prohibit IT from repairing hardware or other software related issues, the purchase of extended warranties is encouraged.

Other than Network connectivity and email issues, the user will be responsible for contacting the manufacturer for repair service.

Since configuration of JALC email circumvents the need for a domain password on tablets and phones, users checking their email with an email application will need to protect their device with a passcode (often a four digit number) to ensure that it will lock when not in use. However, if the user elects not to accept the passcode requirement, they may still check their email on the device by using Outlook Web Access.

*(Original signed by Robert L. Mees)*

PRESIDENT

APRIL 10, 2012

DATE

ADOPTED: MAY 16, 2011

AMENDED: APRIL 10, 2012

CROSS REF.: BOARD POLICY 7154, ADMINISTRATIVE PROCEDURES 701, 720

The College understands that commitment to and participation in the Business Enterprise Program (“Program”) for Minorities, Females, and Persons with Disabilities Act (“Act”) (30 ILCS 575/1 *et. Seq.*) is critical to the success of the program. The College commits to the Program and will comply with the statewide statutory requirements of the Act.

1. The College administration has the responsibility to develop policies which include the College’s plan and implementation procedures to achieve the goals of the Act.
2. The College sets an aspirational goal to award 20% of contracts to businesses owned by minorities, females and persons of disabilities.
3. The President shall appoint a Liaison to the Business Enterprise Council (“Council”) which serves to implement, monitor, and enforce the goals of the Act, and names the Director of Purchasing and Auxiliary Services to serve in the position.
4. The Liaison will provide the required documents and all reporting to the Council and act as the College’s point-of-contact to the Council.
5. The Liaison will file an annual compliance plan with the Council which will include, but is not limited to:
  - a. the College’s Disadvantaged Business Enterprise Policy (“Policy”) signed by the President,
  - b. an outline and summary for the current fiscal year of the College’s goals for contracting with businesses owned by minorities, females, and persons with disabilities,
  - c. the manner in which the College intends to reach these goals,
  - d. a timetable to reach these goals,
  - e. procedures to support the Policy as specified by the Act including, but not limited to:
    - i. procedures to distribute to potential contractors and vendors the list of all businesses legitimately classified as Business Enterprise Program certified,
    - ii. procedures to set separate contract goals on specific prime contracts and purchase orders with subcontracting possibilities based upon the type of work or services and subcontractor availability,
    - iii. procedures to assure that contractors and vendors make good faith efforts to meet contract goals,
    - iv. procedures for contract goal exemption, modification and waiver, and
  - f. the delineation of separate contract goals for businesses owned by minorities, females, and persons with disabilities.
6. The College Liaison will file an annual report with the Council which will include, but is not limited to:
  - a. the utilization of businesses owned by minorities, females, and persons with disabilities during the preceding fiscal year, and
  - b. a self-evaluation of the College’s efforts to meet its goals under the Act.
7. The College Liaison will provide notice to the Council for proposed contracts for professional and artistic services.

8. The College shall use bid forms identifying the bidder's percentage of disadvantaged business utilization plans and percentage of business enterprise program utilization plan.
9. The College shall comply with all other requirements of the Act.

*(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)*

\_\_\_\_\_  
PRESIDENT

MAY 22, 2017

\_\_\_\_\_  
DATE

ADOPTED: MAY 22, 2017

AMENDED:

LEGAL REF.: 30 ILCS 575/1; PUBLIC ACT 99-0462

CROSS REF.: BOARD POLICY 7126

**GENERAL GUIDELINES**

The following guidelines and procedures will apply when administering board policy 7180, Debt Collection:

Multiple statements will be emailed to the students during the semester in which a balance is due. A minimum of one (1) per semester will be sent in hard copy. A statement will be emailed to students with a remaining balance at the conclusion of each semester.

A “final bill” will be sent via email and in hard copy to the students with past due balances.

If it is determined third party assistance, including but not limited to the Illinois Debt Recovery Program, is needed as part of the College’s collection program, a pre-collection letter will be sent **no earlier than 15 days following the “final bill”** notifying the student s/he has a past balance and s/he has two (2) weeks to make arrangements with the Bursar’s Office to pay the balance or the balance may be turned over to the College’s collection program.

Balances may be turned over to the College’s chosen collection program vendor after three (3) weeks from the date of the pre-collection letter (at the discretion of the John A. Logan College administration).

*(Original Signed by President Ron House)*  
\_\_\_\_\_

PRESIDENT

January 25, 2017  
\_\_\_\_\_

DATE

ADOPTED:           OCTOBER 31, 2016  
AMENDED:           **JANUARY 25, 2017**  
AMENDED:  
CROSS REF.:        BOARD POLICY 7180, DEBT COLLECTION

**Pay Periods and Pay Distribution**

**Administrative Procedure 719**

Employees other than faculty shall be paid on the basis of twenty-four (24) installments per contract year. If a pay date falls on a Saturday, Sunday, or a holiday, the employee will be paid on the last work day preceding the scheduled pay date. The pay periods are defined as the 1<sup>st</sup> – 15<sup>th</sup> and the 16<sup>th</sup> – last day of the month. Unless stated otherwise in an employment contract, pay dates are the 5<sup>th</sup> and the 20<sup>th</sup> of each month following the end of the preceding pay period. Also, unless stated otherwise in an employment contract, effective for the pay period beginning July 1, 2011, pay dates will be moved to the 7<sup>th</sup> and the 22<sup>nd</sup>, respectively.

*(Original signed by President Robert L. Mees)*  
PRESIDENT

February 8, 2011  
DATE

ADOPTED: FEBRUARY 8, 2011  
AMENDED:  
CROSS REF.: BOARD POLICY 7190



The IRS has determined certain fringe benefits are taxable to the employer and employee as income due to the personal use of college-provided equipment or benefit. In order to ensure compliance, the following guidelines will be followed to determine the appropriate income amount and the subsequent collection of related taxes.

**GENERAL GUIDELINES**

1. Communications Stipend

A communications stipend will be awarded to employees who have bona fide job-related requirement that s/he be contacted at any time or place by the college. The requirement must be stated in the job description and approved as a requirement by the Vice President for Business Services and College Facilities. The stipend may be used for employee communication technology expenses which include, but are not limited to, personal cell phone, PDA, hybrid cell phone, or wireless internet service, etc. The stipend is not intended to cover 100% of the cost as there is an acknowledgement that these devices and services will have personal use. The communications stipend is a taxable fringe benefit. Responsibility for any exclusion from taxation rests with the employee and his/her financial advisor. The level of the stipend is presented on the following table:

Level	Amount
President & Vice President	\$90 per month
All Other	\$60 per month

**Effective July 1, 2016, there will be no communication stipends awarded unless specifically included in the employee’s personal employment contract or specifically included in a collective bargaining agreement.**

2. Taxable Benefit for Personal Use of College-Provided Laptops or Portable Computing Devices

At the time of issuance, the receiving employee will sign an acknowledgement that s/he understands the equipment is a taxable fringe benefit. The signed statement will be maintained by the Business Office. The value to be used for purposes of collection of taxes will be determined as follows:

- a. Personal use of the equipment will be assumed at 10%, which is four (4) hours per week, unless substantiated otherwise by the employee.
- b. The life expectancy of the equipment shall be the lesser of four (4) years or the time a replacement is issued, whichever is less.
- c. The value of the equipment at time of issuance will be the average purchase cost for the most recent period assessed, rounded to the nearest \$100.
- d. Example: Annual Taxable Benefit = Value of Equipment divided by Life Expectancy X Personal Use:  
 $\$1,600/4 \times 0.10 = \$40$   
\$40 per year as taxable income

\_\_\_\_\_  
PRESIDENT

December 16, 2015

\_\_\_\_\_  
DATE

ADOPTED: JANUARY 22, 2008  
AMENDED: JULY 1, 2011; **DECEMBER 16, 2015**  
CROSS REF.: ADMINISTRATIVE PROCEDURE 702

***District Site and Construction  
Master Plan Review and Update***

***Administrative Procedure 721***

In an effort to maintain compliance with the Administrative Rules of the Illinois Community College Board, Section 1501.602(c), regarding submission of a “District Site and Construction Master Plan” and to ensure the College does appropriate planning for the facility needs of the present and the future, the following review and update schedule shall be maintained.

**Biennial Review**

The College shall conduct a biennial review of the current master plan every even year (i.e. 2012, 2014, etc.). The review shall be conducted by an ad hoc committee and shall consist of the following personnel with additions to be determined by the College President or designee as may be needed from time to time:

Vice President of Business Services and College Facilities (*chairperson*)

**Provost**

Director of Buildings and Grounds

**Five Year Review**

In years ending in “5” (i.e., 2015, 2025, etc.), a formal, broad-based master plan review shall be conducted by asking each department on campus to review the current master plan and to provide formal feedback to the Vice President for Business Services and College Facilities as to whether the plan meets the needs of the department for the future and if not, what should be included or removed from the plan. The suggestions will then be presented to the College President for consideration. At the president’s discretion, she/he may activate an ad hoc committee of his/her choosing to evaluate the requests.

**Ten Year Review**

Approximately every ten (10) years (in years ending in “0”, i.e., 2020, 2030, etc.), the College shall commission the creation of a new District Site and Construction Master Plan. The plan shall be developed by an ad hoc Site and Construction Master Planning Committee named by the president or his/her designee with representation from all departments and employee groups of the College, from the communities served by the College, at least one (1) student representative to be selected from the Student Senate, and the Board Building Committee. The ten-year review shall include an opportunity for the public to provide input through at least one advertised public forum prior to the creation of the new plan. The plan shall be submitted to the board for a first reading. Following the first presentation, the draft plan shall be made available for public comment via the College’s website for a period of time not less than thirty (30) days prior to final approval by the board.

The Board Building Committee must approve any and all changes to the College’s master plan document resulting from biennial or five-year reviews. The College’s Board of Trustees must approve all new ten-year District Site and Construction Master Plans. Any revision or update is to be communicated to the Illinois Community College Board by sending a copy of the revised or updated plan.

(Original Signed by President Ron House)

PRESIDENT

January 17, 2017

DATE

Adopted: August 16, 2010

Amended: March 17, 2014; **January 17, 2017**

Cross Ref.: Administrative Rules of the Illinois Community College Board, Section 1501.602(c)

**Facility Rental Fee Schedule**

**Administrative Procedure 721.5**

The following is a schedule of fees which may be charged by the College for use of facilities. These fees may vary depending on the amount of maintenance and utilities that will be requested for a particular group or activity. These charges are for the facility and do not include special equipment and/or services. If additional support staff services are required, the user shall pay for the service as billed at the scheduled rate. All rates are quoted as daily rates. Hourly rates are not permitted.

<u>FACILITY</u>	<u>FEE</u>
Mees Village Center	300.00
O'Neil Auditorium	250.00
Main Dining Room	150.00
Terrace Dining Room	150.00
Classroom	Maintenance Only
Classroom for Profit	50.00
Computer Lab	(per person) *10.00
Piano Lab	(per person) **30.00
Gymnasium	250.00
Multipurpose Room	100.00
Hall of Fame Room	50.00
Tennis Courts	(group use) 100.00
Conference Room #1	***250.00
Conference Room #2	***250.00
Conference Room #3	***250.00
Conference Room #4	***250.00
C123A Library Conference Room	50.00
C138 Small Auditorium	150.00
Informational Table (NO SALES)	****No Charge
Sound Technician (O'Neil Auditorium)	<u>Current</u> Hourly Rate

**(For outside events with more than 500 persons anticipated, the sound is to be contracted through an outside vendor and paid for by the facility user. Outside vendors must be approved by the Facility Scheduling Office in advance.)**

\*Computer labs are reserved with the written permission of the vice-president for instruction or the dean for academic affairs.

\*\*Piano lab is reserved with the written permission of the vice-president for instruction or the dean for academic affairs.

\*\*\*Room rental is waived if food is greater than \$250.00

\*\*\*\*Must have prior approval and be subject to regulations.

(Original Signed by President Ron House)

PRESIDENT

October 31, 2016

DATE

ADOPTED: **OCTOBER 31, 2016**  
REVIEWED:  
AMENDED:  
CROSS REF.: BOARD POLICY 7210

It shall be the procedure of John A. Logan College, as a political subdivision of the State of Illinois, to negotiate and enter into contracts for architectural, engineering, and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable compensation.

1. EVALUATION COMMITTEE

The Professional Services Evaluation Committee shall be comprised of the Board of Trustees' Board Building Committee members, President, vice-president/provost, director of buildings, a member of the campus committee charged with sustainability efforts (Green Committee), and one (1) administrator most closely associated with the use of the project space. The evaluation committee shall be chaired by the Vice-President for Business Services. When engineering or surveying professional services are being evaluated, the evaluation committee **shall include** the campus architect (or representative). On Capital Development Board (CDB) managed projects, the committee chair shall offer CDB representation on the evaluation committee.

2. EVALUATION COMMITTEE CHARGE

The Evaluation Committee shall conduct discussions with and may require presentations by firms deemed to be the most qualified regarding qualifications, approach to the project, and ability to furnish the required services. It shall then rank, in order of preference, the top three (3) firms considered as best meeting the selection criteria for the project. Persons who do not attend all of the firm interviews shall be disqualified from voting on any firms being considered. Professional services firms doing work as sub-contractors to a selected firm are not required to be evaluated in the QBS process.

3. DEVELOP SELECTION CRITERIA

Specific qualifications-based criteria shall be developed for each project. The criteria will include the firm's qualifications, the ability of professional personnel, past record and experience, performance information, willingness and ability to meet the time requirements, location, workload of the firm, familiarity with building type, the size of the organization, and any other project-specific criteria deemed appropriate (e.g., the proximity of the firm to the project site). Criteria for each firm shall comply with requirements within the Licensing Acts for Illinois Architects, Engineers, Land Surveyors, and Landscape Architects; authorization to do business in Illinois; and prequalification with the CDB. Recommended selections shall consider if all else is equal, a distribution of the College's work among firms.

Preference shall be given to firms headquartered in Illinois and firms with a significant working branch office in the state. Firms without an Illinois office shall not be selected except as (1) a sub-consultant to an Illinois professional services firm of record; (2) when a donor makes a stipulation as part of the gift agreement (significant naming gift); or (3) when no Illinois firm meets the selection criteria for the project.

4. ADVERTISEMENT

When the project-specific selection criteria have been identified, an advertisement for professional services shall be prepared by the Office of the Vice-President for Business Services and placed in a daily newspaper of general circulation throughout the College district and shall post on the College website a notice requesting a "Statement of Interest" in the specific project(s) and requesting statements of qualifications and performance data from those firms. This advertisement shall state the selection criteria and give information regarding the submittal

and selection process. Such advertisement shall state the day, hour, and place the statement of interest, and the statements of qualifications and performance data shall be due. See Appendix B.

5. **REVIEW OF SUBMITTALS**

The evaluation committee shall review all of the submittals meeting the minimum qualifications requested in the advertisement.

6. **SHORTLIST FIRMS**

Each member of the evaluation committee shall rank the firms on forms provided by the committee chair. Committee discussions to select firms to be shortlisted should be limited to the criteria as listed in the advertisement. Discussions with the professional services firms shall not include the cost of the services, either direct fees or reimbursable expenses (except for evaluations of construction managers). The evaluation committee is expected to arrive at a consensus for a shortlist of three (3) to five (5) firms.

7. **DETERMINATION OF NEED TO INTERVIEW**

The committee shall determine if it is in the best interest of the College to interview the shortlisted firms. Reasons for not interviewing the shortlisted firms may include familiarity with the campus construction unit of the shortlisted firms or if a particular firm is obviously most qualified for a specific project. If the committee determines it is unnecessary to interview, they will conclude their evaluation responsibilities for the project by ranking the top three firms in priority order and filing a written executive summary of their recommendation to the College President.

On Capital Development Board (CDB) managed projects, their rules require three (3) or more firms for projects with fees larger than \$300,000 to be interviewed.

8. **NOTIFY FIRMS OF SHORTLIST**

The firms to be interviewed are notified by the committee chair. The selection criteria developed by the evaluation committee shall be included in this notification along with the interview time, place, and agenda (see Appendix C for a sample letter), as well as other information the committee deems important. The committee chair shall instruct each firm to be interviewed that only the key project-specific leaders will be allowed to verbally participate during the interview. The committee chair shall notify firms not selected for the shortlist (see Appendix D for example notification).

9. **REFERENCE PHONE CALLS**

After consultation with the committee regarding issues and concerns, it is recommended the Committee Chair make reference calls on all shortlisted firms. Questions may be asked to determine the performance of the firm's team leaders on past projects for which they had similar responsibilities.

10. **RECOMMEND AND RANK THE TOP THREE FIRMS**

After the interview process, if interviews are conducted, each evaluation committee member shall individually rank the performance of the firms relative to the pre-defined criteria on forms provided by the committee chair. The evaluation committee shall conclude with a ranking of the top three (3) firms in priority order. All evaluation committees shall strive for a consensus

recommendation. In the absence of consensus, the committee shall conduct a vote in accordance with its own procedure and determine a ranking by majority vote. The committee chair shall preside over all deliberations and shall have an equal voice and vote. The committee chair shall prepare a written executive summary listing all evaluation committee members and the results of the committee as a whole or the majority rating of the interviewed firms (not individual member ratings), including an average of matrix scores and any specific strengths or weakness of the top three (3) firms (see Appendix E for examples).

11. NOTIFY FIRMS

Each of the top three (3) interviewed firms shall be notified by the committee chair. If a firm requests comments on its interview; they shall be given by the committee chair. Firms ranked below the top three (3) shall be notified they were not chosen for further consideration (see Appendix F for example).

12. FINAL SELECTION APPROVAL

a. Capital Development Board (CDB) Project:

If the project is a Capital Development Board (CDB) managed project, the Board of Trustees **shall** approve the selection and forward it to CDB for final approval, fee negotiations, and contracting.

b. For College Projects:

The Vice-President for Business Services shall negotiate a scope of services, a list of deliverables, and a fee with the top-ranked firm. If acceptable scope, deliverables, and fee cannot be negotiated, further negotiations with this firm shall be terminated. The second-ranked firm shall be contacted, and negotiations begin with that firm. This process shall be continued until a contract is successfully negotiated. If the campus construction unit is unable to negotiate a contract with any of the top three (3) firms, the selection process shall be repeated, beginning with re-advertising for services.

The final contract shall be submitted to the entire board of trustees for consideration at the next available regular board meeting.

ORIGINAL SIGNED BY PRESIDENT RON HOUSE  
PRESIDENT

SEPTEMBER 21, 2018  
DATE

ADOPTED: SEPTEMBER 7, 2012  
AMENDED: **SEPTEMBER 21, 2018**  
LEGAL REF.: 50 ILCS 510, LOCAL GOVERNMENT PROFESSIONAL SERVICES SELECTION ACT  
CROSS REF.:

**Capital Assets are categorized as follows:**

1. Capital Assets – Assets having a value of \$5,000 or greater and an estimated useful life greater than one year. These assets must be capitalized according to the capitalization thresholds listed below, depreciated, and have a unique inventory identifier for inventory control. Assets in this category include, but are not limited to, fixtures, equipment, vehicles, etc. Software is also included in this category as long as it meets the requirements set above for capital assets.

<b>Capital Asset Category</b>	<b>Capitalization Threshold</b>	<b>Depreciable Life</b>
Equipment	5,000	8 years
Service Equipment	5,000	8 years
Vehicles	5,000	5 years
Computer Software	5,000	3 years
Site Improvements	50,000	10 years
Leasehold Improvements	20,000	15 years
Building Improvements	50,000	50 years
Buildings	100,000	50 years
Site	25,000	

2. Inventoried Assets – Assets **other than real property valued at \$1,000 to \$4,999** and with an estimated useful life of more than one year. These assets **are not depreciated and have a unique inventory identifier for inventory control** but are neither capitalized nor depreciated.
3. **Technology Assets – Certain technology assets will be separately inventoried by the information technology department if valued at less than \$1,000.**
4. Real Property – Assets such as land, buildings, improvements to land or buildings or infrastructure. Capitalization of land improvements, infrastructure, or building improvements shall include costs that are above the capitalization threshold and extend the useful life, increase the capacity and/or the efficiency or employ a new use. General maintenance and repair projects shall not be capitalized. See the above table for thresholds.

**Inventory Procedure**

Every geographic location will have a responsible party identified. This person may or may not be the person who purchased or authorized the purchase of the inventoried item. Disagreement about which person is the responsible party will be arbitrated by the respective dean or vice president.

1. On an ongoing basis, the College will require responsible persons to validate the location and condition of inventoried items, both capitalized and non-capitalized. This will be done by the **Director of Purchasing and Auxiliary Services**, delivering to the responsible party a listing of inventory items.
2. Inventory sheets are to be returned to the **Director of Purchasing and Auxiliary Services**. If necessary, the discrepancies will be discussed with the respective dean or vice president for reconciliation.

3. If items are unaccounted for, **the Vice-President for Business Services** will determine if an investigation is necessary.
4. The **Director of Purchasing and Auxiliary Services** will provide information on any unaccounted for item to the Business Office to **record a disposal date**. If there is an undepreciated value, the loss will be recorded.
5. **If inventoried assets cannot be located and are beyond the depreciable life, a disposal date will be recorded as the date the attempt to locate occurred.**

**Inventory Internal Audit**

A sample selection not to exceed 5% (can be expressed as % of geographic spaces, inventory items, or responsible parties) shall be selected. **The Director of Purchasing and Auxiliary Services, working with the vice president of business services and college facilities, shall assign an employee(s) to conduct the audit of previously completed inventories.** In doing so, the **employee(s)** will arrange a meeting with the responsible party or parties prior to an audit of a particular building space(s) **or inventory list**. The **employee(s)** will verify the information on the inventory sheet, then resume the above process at step #2.

ORIGINAL SIGNED BY PRESIDENT RON HOUSE

PRESIDENT

AUGUST 15, 2019

DATE

ADOPTED: MARCH 5, 2014  
AMENDED: MAY 2, 2016; **AUGUST 15, 2019**  
CROSS REF.:



The College disposes of surplus property in accordance with the Illinois Public Community College Act 110 ILCS 805/3-41. If the item was purchased with state or federal grant funding, disposal must also follow the Code of Federal Regulations Procurement Standards (§§200.310-316).

The following procedures are to be followed in handling the disposal of the College's surplus property:

1. A department requestor declares an item surplus by completing the *item description, location, serial number/JALC inventory number, and estimated market value* fields on the Surplus Property Disposal Request (Form 724A).
2. Forward Form 724A for supervisory approval in accordance with the market value threshold. Use Board Policy 7154 - Purchasing for the dollar threshold to determine what signatures must be on the approval to dispose of this property.
3. **Following approval by the supervisor, Form 724A is to be sent to the Director of Purchasing and Auxiliary Services.**
4. Assets may be disposed of by sale, donation, salvage, or recycling.
  - Items of value less than \$50 may be disposed of without sale and recycled where possible. The director of purchasing and auxiliary services will process these items.
  - Items of value of \$50 - \$249 will be disposed of using the method chosen by the director of purchasing and auxiliary services.
  - Items valued at \$250 or greater will be disposed of by the director of maintenance via sealed bid or online auction after the public advertisement. An annual advertisement in a local newspaper will be deemed sufficient to meet this requirement. Employees of the College may participate in sealed bids and online auctions.
  - Donations may be made to charitable or educational organizations within the College district with the president's approval. A memo outlining the donation details and signed by the president must be attached to Form 724A for accounting records.
5. If the market value is **estimated** at \$5,000 or greater, the board of trustees must approve the disposal. Take Form 724A to Shipping & Receiving, where the fields for *purchased with account number* and *year purchased* will be completed by the receiving clerk. Direct the form to the Vice-President for Business Services to be presented to the board for disposal approval at the next board meeting.
  - The Vice-President for Business Services shall have the right to reject any or all bids received for obsolete/surplus equipment when the bids are not in the best interest of the College.
6. If the item is sold, the Director of Purchasing and Auxiliary Services or the Director of Maintenance will complete the *date sold and sold amount* fields.
7. No Items will be allowed to leave the surplus property unless they have been paid for.
8. After disposal, Form 724A is directed to Shipping & Receiving. The receiving clerk will complete the *purchase with the account number, year purchased, removed from inventory, and method of disposal* fields on the form as well as update the electronic record to remove the item from inventory.

**Disposal of Surplus Property**

**Administrative Procedure 724**

9. Once the electronic record is updated, Form 724A is forwarded to the business office for accounting records.
10. If purchased with state or federal grant funds and the item is sold for \$5,000 or greater, the director of accounting will notify the awarding grant agency, if required. Purchasing will submit a copy of the notification along with Form 724A to the business office for accounting records. If purchased or received from sources which restrict the sale or disposal, then the proceeds shall be delivered in conformity with those restrictions.
11. Proceeds from the sale of property will be deposited in the **fund chosen by the director of accounting services and recorded as revenue to that fund. A subsequent budget transfer equivalent to the revenue from the appropriate contingency expenses account will be initiated by the director of accounting services to the appropriate departmental expense account will occur for sales of individual items in excess of \$1,000.**

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

AUGUST 15, 2019

DATE

ADOPTED: MARCH 10, 2014

AMENDED: JUNE 11, 2014; MAY 12, 2017; **AUGUST 15, 2019**

CROSS REF.: BOARD POLICIES 7154 AND 7240

### **MAILROOM POLICY**

The John A. Logan College (JALC) campus Mailroom is responsible for the prompt and accurate daily delivery of interoffice and United States Postal Service (USPS) mail to the College community and for the preparation of outgoing mail. The JALC Mailroom services are for business-related mail only. JALC business-related correspondence should not contain any cash or any material that is in conflict with any College codes of conduct or policies. The Mailroom and the College are bound by USPS regulations regarding the handling of incoming and outgoing USPS mail, but they are not affiliated with the USPS, nor do they provide the same services.

### **CAMPUS DELIVERY AND PICK UP**

The Mailroom has two scheduled runs – one in the morning and one in the afternoon - for delivery and pick up of mail to/from departments on campus. If the Mailroom is short on delivery personnel, an e-mail will be sent out to notify the campus so that departments can make alternate arrangements for picking up or dropping off mail.

### **ACCESSING MAILBOXES**

Faculty and staff who have been assigned an individual mailbox must have the mailbox key to access the mailbox. Mailroom personnel are not permitted to remove mail from mailboxes in the event you do not have your key. Faculty and staff who are assigned an individual mailbox are expected to remove mail on a regular basis. Faculty and staff must provide written permission to the Mailroom for another JALC individual to access their mailbox. This permission will only be accepted under special circumstances involving extended absence from the campus of the mailbox owner.

### **INCOMING/OUTGOING USPS MAIL**

Incoming USPS mail is delivered to the Mailroom once a day but at various times. Outgoing mail is picked up by the USPS driver at the time incoming mail is dropped off. If an office has mail that must go to the Post Office the same day and the USPS driver has already been to the College Mailroom, the sending office must be responsible to get the mail to the Post Office. The Post Office must receive this mail no later than 2:45 p.m. to be considered same-day mail. The Mail Room will process the mail with postage right away so that someone can take it to the post office. *NOTE:* Incoming deliveries from other entities, including Fed Ex, UPS, messenger, etc., are delivered directly to Central Receiving. No student or employee other than a central receiving employee is allowed to remove mail or packages from the shipping and receiving area.

All outgoing mail to be meter stamped must have the John A. Logan College return address, including the department name (College accounts only) or account number (grants and clubs). This identification will be used to chargeback postage usage to departments.

### **TIME/ACTION SENSITIVE MAIL**

Mail that is time-sensitive or action sensitive – often in the form of Certified Mail, Express Mail, Overnight Mail, etc. will be given prompt attention. Upon receipt, a date received stamp will be applied by the Mailroom or central receiving department to the exterior of the envelope. The addressed office/individual will be immediately notified via a phone call. If there is no answer, an e-mail will be sent to the office/individual. It is the responsibility of the office/individual to pick up the mail. In some instances, Mailroom delivery personnel may be able to deliver the item if a recipient is available. This type of mail will not be left under locked doors.

### **PARCELS AND PACKAGES**

All incoming parcels and packages, including United States Postal Service (USPS), FedEx, United Parcel Service (UPS), messenger, etc., are processed by the Central Receiving department. Incoming parcels and packages are delivered daily to all departments.

### **PERSONAL MAIL**

Faculty and staff are prohibited from using the College's facilities and address for the mailing and receipt of personal mail. The College will not process personal mail and does not assume responsibility or liability for personal items sent or received by the Mailroom. Outgoing personal mail will be returned to the sender.

### **INTERNATIONAL MAIL**

International mail sent via USPS should be singled out and identified so mailroom personnel can apply the proper postage. Packages will require documentation. The sending department must complete any required international mail documentation in compliance with USPS regulations before bringing the package to the Mailroom for postage.

### **INTEROFFICE MAIL**

Recycled/used envelopes are acceptable and should be used when sending interdepartmental mail. The Mailroom maintains a supply of used interoffice envelopes. If an office has accumulated a large number of interoffice envelopes, the extra envelopes may be sent to the Mailroom. When **addressing** an interoffice envelope, be sure all previous markings have been crossed out to ensure proper delivery. Please print clearly and use the full name of the sender and the intended recipient. Interoffice mail envelopes should not contain cash. The Mailroom assumes no responsibility for envelopes containing cash.

### **MAILROOM SPECIAL SERVICES**

Along with routine delivery and pick up of mail to/from the campus offices and mailboxes, the Mailroom also offers some special services, including standard mail bulk mailing, business reply mail, and certified mail.

### **STANDARD MAIL BULK MAILINGS**

Mailings of 200 or more pieces that do not contain personal information are eligible to be mailed under standard mail bulk mailing postage rates. Considerable cost savings can be achieved through the use of the JALC Standard Mail Permit 14 at the Carterville Post Office. Contact the Mailroom at extension 8603 for details on this service. Mailings must be delivered to the Mailroom no later than 10:00 a.m. with correct addressing and completed paperwork in order to be processed for same-day delivery to the post office.

### **BUSINESS REPLY MAIL**

Business Reply mail enables mailers to receive replies by First Class mail by paying a reply postage fee only on the mail which is returned to them. JALC business reply envelopes are available for purchase in the College stockroom. Contact the Mailroom at Ext. 8603 for current rates.

### **CERTIFIED MAIL**

Certified mail provides a mailing receipt to the sender with a record of delivery maintained at the destination post office. No record is kept at the entry post office, and no insurance coverage is provided. Certification may be used only on First Class Mail. A return receipt to provide proof of delivery by

## ***Mailroom Procedures***

## ***Administrative Procedure 725***

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identifying the article number of the mailing, the person who signed for the article, and the date it was delivered can be obtained for an additional fee. A numbered label and completed return receipt must be filled out and affixed to each letter. Labels and return receipts can be obtained from the Mailroom. Contact the Mailroom at Ext. 8603 for current rates.

*ORIGINAL SIGNED BY PRESIDENT MIKE DREITH*  
PRESIDENT

APRIL 8, 2014

DATE

ADOPTED: APRIL 8, 2014

AMENDED:

CROSS REF.:

**Non-Credit Refund Procedures**

**Administrative Procedure 732**

Refunds for non-credit classes, training, and events vary depending upon originating departments. Participants who fail to cancel enrollment during the designated drop period will not be eligible for a refund. Refunds for extenuating circumstances will be considered if made in writing to the administrator of the respective department below.

**CENTER FOR WORKFORCE DEVELOPMENT**

Refunds of 100% will be made for the non-credit workforce and vendor-sponsored workforce training classes/events if cancellation is received two business days prior to the start date of the training. Participants should contact the Center for Workforce Development to cancel enrollment.

**COMMUNITY EDUCATION**

Refunds of 100% will be made for non-credit community education public service classes/events if cancellation is received two business days prior to the start date for classes meeting one or two sessions or prior to the beginning of the third session for classes meeting three or more sessions.

Students may cancel enrollment online through their Higher Reach account or by contacting the Community Education department.

**LOGAN FITNESS**

Refunds of 100% will be made for non-credit fitness classes if a cancellation request is received prior to the beginning of the third class session.

(ORIGINAL APPROVED BY PRESIDENT RON HOUSE) \_\_\_\_\_  
PRESIDENT

SEPTEMBER 26, 2019 \_\_\_\_\_  
DATE

ADOPTED:           SEPTEMBER 26, 2019  
AMENDED:  
LEGAL REF.:  
CROSS REF.:       REFUND POLICY, 7320



***Travel Authorization and Travel  
Reimbursement on College Business***

***Administrative Procedure 742***

In accordance with Board Policy No. 7420 (Travel on College Business), it is understood that College business may require staff/faculty to travel. John A. Logan College will pay for normal, reasonable, and prudent business-related expenses that are incurred by individuals traveling on official College business whose purpose is to further the mission of John A. Logan College. Individuals should conduct their travel with an awareness that they are using College funds.

**A. RESPONSIBILITY**

The President, Vice Presidents/Provost, and Assistant Provosts are responsible for assuring within their administrative units:

1. Budgeted funds are available to meet all travel or business-related commitments.
2. Proper authorization for travel is obtained before any commitments are made.
3. The potential benefits of the trip justify its time and expense after considering more cost-effective alternatives.
4. All expenditures follow appropriate John A. Logan College policies, regardless of the source of funds. Any exceptions should be noted, documented, and approved by the President.
5. Travel that is funded by grants or contracts must adhere to all John A. Logan College policies and procedures as well as any additional restrictions required by the grant or contract authority.

**B. TRAVEL AUTHORIZATION**

1. Authorization for overnight travel must be obtained in advance. An individual must file a travel request form with the appropriate dean or vice-president a minimum of two (2) weeks in advance of the travel when possible. It is the decision of individual departments if they choose to require approval for same-day travel.
2. After travel has been approved, a travel advance may be requested as follows if needed:
  - a. The total cost of travel must exceed \$50.
  - b. The advance will not be issued more than fifteen (15) days prior to commencement of travel.
  - c. Payments for public transportation, lodging, or registration fees due more than fifteen (15) days in advance may be requested as a direct payment to the vendor or handled on a reimbursement basis.
3. If no travel advance was requested, the original approved travel request form should be attached to the travel voucher requesting reimbursement. If a travel advance was received, a copy of the approved travel request form should be attached to the travel voucher.

**C. MODES OF TRANSPORTATION**

Employees will be reimbursed for the mode of least cost travel. In instances when airfare is the cheapest mode of transportation, employees should make every effort to book their flight in advance in order to obtain the best rate between airlines. No first-class accommodations will be reimbursed. The Enterprise trip optimizer, available via a link through the College website, may be used by employees wishing to compare the cost of driving a personal vehicle with renting a vehicle. Such comparison is not required and should not be presented to the Business Office with the approved travel voucher submitted for reimbursement.

As previously mentioned, supervisors will be responsible for seeing that employees have made every attempt to procure the least expensive mode of travel and will approve travel expenditures accordingly.



**D. PAYMENT METHODS**

Previously approved travel vouchers should be submitted within thirty (30) days of the completion of travel for reimbursement.

1. If traveling by private automobile, the employee will be reimbursed at the current Internal Revenue Service approved rate by submitting mileage information on the travel voucher.
2. If traveling by rental car, gas receipts can be submitted for reimbursement on a travel voucher if these charges were not charged to the employee's P-Card. John A. Logan College has an account set up with Enterprise for college vehicle rentals which offer a very competitive rate. The cost of the rental car should be set up to be billed directly to the College. Classes of rental vehicles eligible under this policy are compact, intermediate, and standard unless special accommodations are necessary.
3. Costs of lodging and public transportation are reimbursable and require receipts. These charges should not be submitted for reimbursement on the travel voucher if they were charged to the employee's P-Card.
4. Reimbursement for the cost of meals will be on a per diem basis. Employees traveling outside of the College district will receive per diem of **\$59 per whole day and \$44 per partial day**. A whole day is a day between two (2) overnight stays. A partial day is any day with an overnight accommodation on only one end or no overnight accommodation at all.
5. The fixed per diem rate is intended to provide for meals, tips, and related items, i.e., incidentals. These related items include fees and tips for porters, baggage handlers, and other personal service employees.
6. Meal charges for out-of-district travel charged to P-Card shall disqualify the traveler for per diem during the day the P-Card was used. Meals and incidentals charged to P-Card should not exceed the approved per diem rate.
7. There is no meal reimbursement for in-district travel.

*Kirk E. Overstrom, Ph.D.*

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PRESIDENT

JULY 1, 2022

DATE

ADOPTED: JULY 1, 2010  
AMENDED: DECEMBER 15, 2017; **JULY 1, 2022**  
CROSS REF.: BOARD POLICY 7420

***Mileage Reimbursement for Adjunct Faculty  
for Off-Campus Assignment***

***Administrative Procedure 742A***

In accordance with Board Policy No. 7420 (Travel on College Business) and Administrative Procedure No. 742 (Travel Authorization and Travel Reimbursement on College Business), it is understood that term faculty assigned to classes taught off campus are eligible to be reimbursed for the difference between miles driven for off-campus instruction compared to on-campus instruction via a correctly completed travel voucher. Reimbursements will be calculated using the current IRS mileage rate.

**CALCULATION METHOD**

Previously approved travel vouchers should be submitted no more frequently than monthly and no later than thirty (30) days from the completion of the term for which mileage reimbursement is requested. Reimbursement will be at the current Internal Revenue Service approved rate by submitting mileage information on the travel voucher.

1. Example I: The instructor travels from home (Carbondale) to the off-campus site (DQ Ext. Center) and then back home. Miles from home address to off-campus site is 20. Miles from the home address to the main campus is 9 miles. A difference of 11 miles and a total of 22 miles are eligible for re  
imbursement for the round trip. (Mileage Reimbursement = Distance to be Reimbursed X IRS Mileage Rate X #trips)
3. Example II: The instructor travels from home (Marion) to the off-campus site (WF Ext. Center) and then must travel directly to the College to teach an assigned class. Miles from home address to off-campus site is 12 miles. Miles from the home address to the main campus is 9 miles. This is an excess difference of 3 miles. In addition, mileage reimbursement will also include traveling from the off-campus site to the main campus, which is an additional 20 miles, making a total of 23 miles eligible for reimbursement.

(Original Signed by President Mike Dreith)  
PRESIDENT

DECEMBER 12, 2014  
DATE

ADOPTED: DECEMBER 12, 2014  
AMENDED:  
CROSS REF.: BOARD POLICY 7420, ADMINISTRATIVE PROCEDURE 742

***Mileage Reimbursement for Adjunct Faculty  
for Off-Campus Assignment***

***Administrative Procedure 742A***

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In accordance with Board Policy 7430, the following are procedures to be followed in evaluating the motor vehicle driving record (MVR) of an employee to determine eligibility to operate a College vehicle.

1. The employee must complete *John A. Logan College Consent to Driver's License Check* form along with a copy of his or her driver's license and return it to the director of campus safety.
2. The Campus Safety Department will complete the *Driving Record Abstract Request Form* and submit the request to the Illinois Secretary of State's Office (or to the appropriate state).
3. Upon receipt of the motor vehicle driving record (MVR), the coordinator of campus safety will review and evaluate the employee's driving record using the John A. Logan College Driver's Evaluation System form.

Drivers with 0 to 4 points will be allowed to drive a College-owned vehicle, rented vehicle, or leased vehicle on College business.

A driver without a valid license will not be allowed to drive or operate College vehicles, rented vehicles, or leased vehicles.

(ORIGINAL SIGNED BY PRESIDENT ROBERT L. MEES)

PRESIDENT

MARCH 2, 2010

DATE

ADOPTED: MARCH 2, 2010

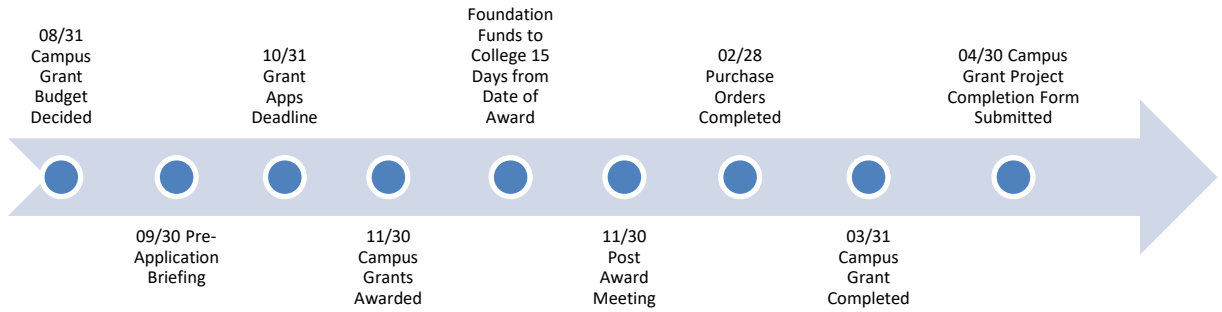
AMENDED:

CROSS REF: BOARD POLICY 7430

In order to efficiently administer **Campus** Grant Awards from the John A. Logan College Foundation, the following administrative procedure shall apply.

1. The Foundation Finance Committee will determine the **funds to be distributed** no later than **August 31**.
2. A pre-application briefing will be held no later than **September 30** with attendance by grant applicants strongly encouraged.
3. **Campus** Grant Award applications shall be due to the Foundation **October 31**.
4. The **Campus** Grant Committee shall meet and make awards for the academic year no later than **November 30**, with copies of approved applications provided in PDF format to the Executive Assistant to the Vice President for Business Services.
5. The Foundation shall provide funding to the College via individual checks or transfers for each specific award amount no later than **fifteen (15) days from the date of the award**.
6. Post-award project meetings will be individually scheduled for each grant awarded no later than **November 30, by the Executive Assistant to the Vice-President for Business Services**. The positions attending these meetings shall be as listed. No spending for the project shall be authorized until after the post-award project meeting. **Items that need to be bid will be scheduled first.**
  - a. Project Director (explanation of project)
  - b. Director of Purchasing and Auxiliary Services (compliance with purchasing policies)
  - c. Staff Accountant (assignment of account numbers)
  - d. Executive Assistant to the Vice President for Business Services (organization and purchasing)
  - e. Other impacted individuals as identified by the Executive Assistant to the Vice President for Business Services and Project Director.
7. Purchase orders for equipment, materials and supplies shall be completed no later than **February 28**.
8. All work associated with the **Campus** Grant shall be completed no later than **March 31**.

9. Project Completion form shall be **completed by the Project Director with Assistance from the Executive Assistant to the Vice President for Business Services** no later than **April 30**. The purpose of this **document** is to ensure all facets of the project have been completed with appropriate accounting. Excess **money** remaining in aggregate from that year’s grant awards shall be refunded to the Foundation with a posting date of June 30<sup>th</sup>.



ORIGINAL SIGNED BY PRESIDENT RON HOUSE  
PRESIDENT

SEPTEMBER 21, 2018  
DATE

ADOPTED: AUGUST 20, 2018  
AMENDED: **SEPTEMBER 21, 2018**  
CROSS REF.: BOARD POLICY 7154, PURCHASING

## **Institutional Review Board**

## **Administrative Procedure 751**

In accordance with Board Policy 7174 and US Department of Health and Human Services Code of Federal Regulations, John A Logan College has an Institutional Review Board (IRB) charged with reviewing all research, whether funded or not, involving human subject and/or animals. The College's IRB is composed of:

- Director of Institutional Research
- One John A. Logan College administrator (dean level or higher)
- Two faculty members
- One community member external to John A. Logan College (not affiliated with John A. Logan College and not a part of the immediate family of a person affiliated with the College)

When the IRB is considering approval of research projects involving human subjects, a majority of members must be present to constitute a quorum. Approval of a project requires the affirmative vote of a majority of the members present at a meeting with a quorum. The IRB shall review, approve/disapprove, and audit research projects involving human subjects as required by federal and state law and College policy.

*ORIGINAL SIGNED BY PRESIDENT MIKE DREITH*

FEBRUARY 24, 2015

DATE

ADOPTED: FEBRUARY 24, 2015

AMENDED:

CROSS REF.: BOARD POLICY 7174

**Implementation of Board Policies  
Concerning Food Products and  
Concessions on Campus**

**Administrative Procedure 761**

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John A. Logan College has an increasing number of large activities sponsored by outside groups and inside groups utilizing both internal and external facilities and in many cases involving large numbers of the public and students. In an effort to protect its facilities, grounds, and equipment, the College has policies and procedures that must be followed by administrative, supervisory, and security staff in an effort to utilize those facilities effectively, efficiently, and economically by both public and staff. Because food service and concessions are an important part of major campus events, the College has special facilities for such services.

For the past several years, the College has contracted its food service to an outside vendor. Such a contractual arrangement provides for both restrictions and opportunities to both of the contracting parties. In an effort to meet those contractual obligations and maintain the cleanliness and integrity of the facilities and equipment, this administrative policy provides the following guidelines for food products and concessions on campus:

1. When the College, either itself or by its contracting agencies, does not provide food service for a campus event, inside or outside groups may provide such service when it is approved as part of the facility request that is approved by the College Business Office and also by the College's outside vendor.
2. Regular College student and staff organizations may hold bake sales, run concession stands, and conduct other athletic/cultural/fund-raising activities that student and staff organizations normally do through the regular administrative approval process involving the Business Office and the outside vendor.
3. Outside vendors are limited to selling types of food products that would normally not be consumed on campus, such as baked breads, cake, jams and jellies, packaged food products, and other types of items that people would normally take home with them. Home-prepared canned food items are prohibited.
4. Through arrangements with the College's contracted food service provider, outside vendors and internal staff persons would be allowed to make arrangements to sell food products of a specialty nature through the food service provider as long as such arrangements are approved in advance by the foodservice contractor and the College Business Office. Normally, the sale of any food product items should be restricted to the cafeteria/food service area of the College.
5. Interpretations of the above policy or any waiver requests should be submitted in writing and approved by the Business Office prior to implementation. Any appeal of the Business Office decision on these matters should be made in writing through the proper administrative channels of the College.

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)  
PRESIDENT

JULY 15, 1996  
DATE

ADOPTED:       OCTOBER 20, 1986  
AMENDED:       JULY 15, 1996  
CROSS REF.:     BOARD POLICY 7210



***Use of Food Products,  
and Other Consumable Items in  
College Buildings***

***Administrative Procedure 762***

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Food and drink products are allowed in College classrooms when regularly scheduled College classes are in session at the discretion of the instructor. Some areas of campus are restricted from use of food and drink products, including the Learning Resource Center, computer labs, and O'Neil Auditorium.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)  
PRESIDENT

DECEMBER 7, 2015  
DATE

ADOPTED:       OCTOBER 9, 1986  
AMENDED:       JULY 24, 1996; AUGUST 27, 1997; AUGUST 1, 2007; JANUARY 9, 2008; **DECEMBER 7, 2015**  
REVIEWED:       OCTOBER 12, 2015  
CROSS REF.:

College staff with a work-related need to meet the public or cultivate businesses and individuals with the potential to assist the College should be made aware of upcoming charitable fundraising events (golf scrambles, dinners, etc.) through the executive assistant to the president/foundation.

Should individual staff members decide to participate in charitable events, they should make arrangements in their division for time away and reimbursement.

No college funds should be expended on charitable or fundraising events. All reimbursement for tickets or entry fees should be paid from foundation accounts only.

No College or foundation funds should be used for fees or tickets related to events benefitting political parties, causes, or candidates.

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)  
PRESIDENT

MAY 22, 1997  
DATE

ADOPTED:       MAY 22, 1997  
AMENDED:  
CROSS REF.:

The information below is the procedure for scheduling the College's facilities for on-campus and off-campus organizations:

1. Call the Facility Scheduling Office at Ext. 8343, Monday through Friday, 8:00 a.m. until 4:30 p.m.
2. Facility reservations should be requested at least two (2) weeks in advance of the event. Details for setup and equipment must be made at the time of the facility request.
3. Individuals or organizations requesting the waiver of any facility usage charges will be required to complete and submit a facility request form for approval by either the College President or vice-president/provost.
4. The Facility Scheduling Office will provide a confirmation copy of the work order/agreement for the use of the College facilities, which must be signed by the contact person. The signed work order/agreement should be returned to the Facility Scheduling Office within five (5) days.
5. The Facility Scheduling Office should be notified if sound/light technicians should be present at the event. Additional charges will apply.
6. Any major changes in the setup of the facility after the signed work order/agreement is received in the Facility Scheduling Office will result in additional setup charges.
7. The Facility Scheduling Office will distribute the work order to the proper personnel involved in the setup. This may include the food service, maintenance and/or media distribution departments.
8. Billing for the use of the facility is handled by the Facility Scheduling Office.
9. The Director of Food Service should be contacted directly at Ext. 8335 to discuss menus, prices, and other details. Changes in the number of guaranteed reservations for food should be made directly to the Director of Food Service at least three (3) days prior to the event.
10. Billing for food service comes from the food service contractor, and payment is due at the time of the event.

John A. Logan College reserves the right to cancel any event for which these guidelines are not met.

(ORIGINAL SIGNED BY PRESIDENT ROBERT MEES)

PRESIDENT

JULY 25, 2005

DATE

ADOPTED: FEBRUARY 3, 1992  
AMENDED: JULY 1, 1996; JULY 1, 1998; **JULY 25, 2005**  
CROSS REF.: BOARD POLICY 7210

John A. Logan College is committed to providing for individuals while on campus access to an Automatic External Defibrillator should the medical need arise. The following procedures will be implemented to provide this access:

**A. Training**

1. Training of AED team members will be coordinated through the AED representative in compliance with EMS System Standards.
2. No person will be allowed to operate the AED without proper training.

**B Medical Control Committee**

1. The Medical Control Committee shall oversee the training and medical supervision of the AED program.
2. The committee shall consist of the physician advisor, the system EMS coordinator, and a designated AED representative.
3. The committee will meet at the request of the physician advisor, EMS coordinator, or AED representative to review the AED program.
4. The committee may change the requirements of the AED program to conform to state regulations and current standards.
5. Committee composition:

Physician Advisor: Dr. Dan Doolittle, Memorial Hospital of Carbondale  
EMS Coordinator: Paula Bierman, EMS Coordinator, Southern Illinois Healthcare  
AED Representative: Greg Stettler, Director of Continuing Education, John A. Logan College

**C. Skills Competency Requirements**

1. The AED user will review his/her skills as required by the Southern Illinois Regional EMS System.
2. The review session shall include a demonstration of the AED use during one simulated case of ventricular defibrillation, a demonstration of troubleshooting technique, equipment testing, and inspection procedures, and facility protocols.
3. Attendance of the review sessions will be recorded and maintained by the campus AED representative and made available to the physician advisor or EMS coordinator upon request.
4. The AED user who fails to attend review sessions will no longer be authorized to perform AED until the requirements are met.
5. Any new member of the AED team who has been trained in AED must provide proof to the physician advisor AND EMS coordinator before he/she will be approved to operate the AED.

**D. Responsibilities Following Use**

1. The AED Incident Form will be completed and submitted to the physician advisor (attached.)
2. The campus AED representative will clean and check equipment according to manufacturer's directions.

**E. Audit and Review**

1. The physician advisor will review each case in which the AED was used.
2. The physician advisor will report findings to the committee every six months or as needed.
3. The committee will meet yearly to review recommendations for changes in the program and improve patient outcomes and cost-effectiveness.

F. Corrective Action for Deficiencies

1. Any deficiency identified by committee members will be brought to the attention of the physician advisor, and he will decide on a case-by-case basis what action should be taken to correct the deficiency.
2. The committee shall handle all deficiencies in machine performance on a case-by-case basis with the assistance of the manufacturer's representative if necessary.
3. If a machine is found to be malfunctioning, the physician advisor, EMS coordinator, or AED representative will place the AED unit out of service until it can be repaired or replaced.

G. Maintenance of AED Equipment

1. The AED representative will assure the equipment is in proper working order and will perform regular checks.

H. AED Protocols

1. Protocols will follow the recommendations and guidelines of the Southern Illinois Regional EMS system.

(ORIGINAL SIGNED BY ROBERT L. MEES)

PRESIDENT

DECEMBER 18, 2003

DATE

ADOPTED: DECEMBER 18, 2003

AMENDED:

CROSS REF.:

The following guidelines should be followed if road conditions or severe winter weather could possibly warrant the closing of campus or cancellation of classes or delayed start. (Example: An accumulation of snow, freezing rain, or ice on roadways and sidewalks.)

When an inclement weather event requires a closure to begin during working hours, the administration will **strive** to provide notification one hour in advance of the cancellation of classes. Employees will be released no sooner than 30 minutes following class cancellation in order to provide services to students and better manage campus automobile egress.

**--4:00 P.M.--**

The afternoon before inclement weather may force a campus closure decision; the following College personnel will participate in a call-in **or video** conference call to discuss the particular impact on College operations surrounding a decision and its impact on our students and community. The call **or video conference** will be moderated, and instructions distributed in advance by the Vice-President for Business Services. **Those participating in the discussion shall be the following:**

President  
Vice-President for Business Services  
**Provost**  
Dean for Community Education  
**Assistant Provost** for Student Services  
**Associate Dean for Student Activities and Cultural Events**  
**Executive Director of Integrated Technology**  
Director of Buildings and Grounds  
**Coordinator of Grounds**  
**Chief of Campus Police**  
Director of Facility Services  
Director of Recruitment/Retention and Academic Advisor  
**Director of Logan Fitness**  
Athletic Director

**---9:00 P.M.---**

When the decision to close has not been made at the 4:00 p.m. call, an additional call **or video conference** will occur at 9:00 p.m. to determine if enough information is available to make a decision prior to the 10:00 p.m. television news program cycle.

When inclement weather is forecasted, **Logan Fitness** will delay opening to 7:30 a.m.

**---2:00 A.M.---**

Campus Police staff on duty will call Williamson County Sheriff's Department, (618) 997-6541, Jackson County Sheriff's Department, (618) 684-2177, and the Illinois State Police, (618) 542-8432 or 800-452-4368, to inquire about area road conditions. After completing calls, Campus Police will drive campus roadways and check sidewalks for campus conditions.

**—3:00 a.m. ---**

Campus Police will call Director of Buildings and Grounds and **Chief of Campus Police** and relay all information gathered from sheriff departments, Illinois State Police, and campus check.

—4:00 a.m.—

The Director of Buildings and Grounds will relay information to the Vice-President for Business Services and College Facilities. The Vice-President for Business Services and College Facilities will inform the President of campus and area conditions. The Vice-President for Business Services and College Facilities and Director of Buildings and Grounds will continue the dialogue until 4:45 a.m., at which time the President will be called to confirm the recommended action. The Director of Buildings and Grounds will continue communications with the campus staff, including the **Chief of Campus Police**.

—5:00 a.m.—

A decision relative to campus closure or delayed start will be reached by the persons involved in the above step by 5:00 a.m. If additional information is required from other parties, they will be called.

---5:15 A.M.---

The Vice-President for Business Services and College Facilities will send a text message to the persons involved in the previous day's call to inform of the decision if the decision involves either cancellation or late start.

—5:30 a.m.—

- The Director of Recruitment/Retention and Academic Advisor will contact media and send a decision via the student notification system. The Webmaster will **serve as backup on these notifications**.
- **The Executive Director of Integrated Technology will contact the Webmaster for updates to website.**
- **The Director of Facility Services shall contact the food service provider, the SIH Educational Center contact, and the primary contacts for scheduled events.**
- **The Director of Buildings and Grounds will contact contractors scheduled to work on the campus during a closure. Contractors are allowed to continue operations but need to make accommodations for our snow/ice removal.**
- **The Director of Logan Fitness is responsible for communicating any delayed opening to the Logan Fitness texting group. In the event of a closure of Logan Fitness or a closure of the College as a whole, the Director of Logan Fitness will ensure such is communicated to management of the SIH Walk-In Clinic.**

#### **General Information**

In the absence of either the Director of Buildings and Grounds or the **Chief of Campus Police**, the party available shall assume the other's responsibilities relative to these procedures.

***Special Winter Guidelines***

***Administrative Procedure 766***

Weekend closures will be handled following these same procedures due to frequent weekend events held on campus and the operation of **Logan Fitness**.

**Notifications to the campus community, students, and the public are to be made in the event of changes to operating schedules. When changes are contemplated, but the decision made is to NOT change, there is to be NO notification.**

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*Note: When the Carterville School District is closed due to inclement weather, the John A. Logan College Adult Secondary Education (Alternative High School) operations are closed.*

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

President

DECEMBER 2, 2020

Date

ADOPTED: DECEMBER 17, 2007

AMENDED: JANUARY 14, 2009; JANUARY 3, 2011; JANUARY 3, 2012; DECEMBER 7, 2015; JANUARY 17, 2017;  
DECEMBER 15, 2017; **DECEMBER 2, 2020**

CROSS REF.:



This Debt Management Procedure (the “Procedure”) has been developed to provide guidelines relative to the issuance, sale, statutory compliance, and investment of bond proceeds by John A. Logan College District 530. (the “District”) The District recognizes that the foundation of any well-managed debt program is a comprehensive debt procedure. “Debt” is defined as any short-term or long-term obligation to repay principal and interest on a loan, whether for operating purposes or capital expenditures and including but not limited to general obligation bonds, notes, warrants, leases, alternate bonds, debt certificates, installment contract certificates and any other forms of indebtedness. While the issuance of debt can be an appropriate method of financing for capital projects, careful and consistent monitoring of such debt issuance is required to preserve the District’s credit strength, budget, and financial flexibility. This procedure will serve the District in determining the appropriate uses for debt financing and debt structures as well as establishing prudent debt management goals.

The key financial management tools and goals that are intrinsic to the procedure include:

- A. Fund Balance Goals: The District has Fund Balance Goals expressed in Administrative Procedure 772, Fund Balance Goals’
- B. Capital Improvement Program: The Vice President for Business Services and CFO (the “Vice President”) will prepare a District Facilities Master Plan and an annual capital budget. The plan will detail the sources of financing for all facilities in the capital budget and establish funding priorities. The plan will consider all potential sources of financing, including non-debt options, and ensure these financing sources are in accordance with the goals of this procedure. The Board of Trustees, upon recommendation from the Vice President and President, may consider incurring additional debt to fund multiple phases of the District Facilities Master Plan. The plan is updated in accordance with Administrative Procedure 721, District Site and Construction Master Plan Review and Update.

### **Section I. Purpose and Goals:**

The purpose of the procedure is to provide a functional tool for debt management and to enhance the District’s ability to manage its debt in a conservative and prudent manner. The procedure will establish standards regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, and structural features that may be incorporated. These standards constitute realistic goals that the District can expect to meet and will guide, but not bind, debt management decisions. In following this Procedure, the District shall adhere to the following goals:

- The purpose for which debt can be issued shall be in accordance with the applicable State of Illinois and Federal Statutes.
- The Board of Trustees will avoid issuing debt for payment of operating expenses unless needed to meet short-term cash flow needs.
- The District shall endeavor to attain the highest possible credit rating for each debt issue in order to reduce interest costs within the context of preserving financial flexibility and meeting capital funding requirements.
- The District shall consider all practical precautions and proactive measures to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.

- The District shall remain mindful of debt limits in relation to assessed value growth within the school district and the tax burden needed to meet long-term capital requirements.
- The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt and the financing plans of local, state, and other governments which overlap with the District.

**Section II. Authorization:**

Illinois laws authorize the issuance of debt by the District and confer upon it the power and authority to make lease payments, contract debt, borrow money, and issue bonds for public improvement projects. Under these provisions, the District may contract debt to pay for the cost of acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and equipping such projects, or to refund existing debt or to provide for cash flow needs.

**A. *Periodic Review:***

The procedure shall be reviewed and updated periodically and presented to the President for approval as necessary. At a minimum, the District will review this procedure prior to the submission of a bond referendum to the electorate. The Vice President is the designated administrator of the procedure and has overall responsibility, with the Board's approval, for decisions related to the structuring of all District debt issues. The Board is the obligated issuer of all District debt and awards all purchase contracts for any debt issuances.

**Section III. Structure of Debt Issues and Guidelines:****A. *Maturity of Debt:***

The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement, asset, or duration of liability that the issue is financing. The length of maturity of any debt instrument shall be equal to or less than the useful life of the asset(s) or liability(ies) being financed.

**B. *Debt Service Structure:***

The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and as practical, to recapture or maximize its credit for future use.

**C. *Capitalized Interest:***

Unless required for structuring purposes (e.g. first interest payment due before levy dollars are received), the District will seek to avoid the use of capitalized interest in order to avoid unnecessarily increasing the bond size and interest expense.

**D. *Derivatives:***

The District shall not employ derivative products as approved by the State of Illinois.

**E. *Impact on Operating Budget:***

When considering any debt issuance, the potential impact of debt service and additional operating costs induced by new projects on the operating budget of the District, both short and long-term, will be evaluated. The District shall avoid issuing bonds payable through the operating funds greater than a ten year maturity.

**F. *Debt Limitation:***

Limitations on school district bonded indebtedness are determined in relationship to a district's equalized assessed value (EAV) of real property. (110 ILCS 85/3A-1) Public Community College Act limits the District's total outstanding debt to 2.875% of the assessed valuation of the taxable property of the District.

**G. *Reporting of Debt:***

The Annual Audit of the District's Financial Statements will serve as the repository for statements of indebtedness.

**H. *Monitoring Outstanding Debt:***

1. The District will monitor all forms of debt annually and include in discussions with the Board Finance Committee. Concerns and recommended remedies will be reported to the Board of Trustees as necessary.
2. The District will, with assistance from Financial Advisor(s), monitor bond covenants and federal regulations concerning debt, and adhere to those covenants and regulations at all times.

**I. *Arbitrage:***

All issuances and funds subject to arbitrage constraints shall be monitored by the Vice President and have arbitrage liability calculations performed in a timely manner.

**J. *Investment of Bond Proceeds:***

Investment of bond proceeds shall at all times be in compliance with the District's adopted investment policy, comply with federal arbitrage regulations and meet all requirements of bond proceed covenants.

**Section IV. Financing Team Members:**

The District may use the services of professional service providers, such as Bond Counsel, Legal Counsel, Independent Financial Advisors, Bond Rating Analysts, or other debt management advisors in order to assist the District with the effective management of its debt.

All financing team members will be required to provide full and complete disclosure, under penalty of perjury, relative to any and all agreements with other financing team members and outside parties. The extent of the disclosure may vary depending on the nature of the transaction. However, in general terms, no agreements will be permitted which would compromise a firm's ability to provide independent advice which is solely in the best interests of the District, or which could reasonably be perceived as a conflict of interest. All financing team members shall abide by the Board's Ethics Policy as well as State and Federal laws.

**Section V. Related Issues:****A. *Financial Disclosure:***

The District will follow a policy of full disclosure on every financial report and official statement, voluntarily following disclosure guidelines provided by the Illinois Community College Board and the Government Finance Officers Association for financial reporting and budget presentation, the disclosure requirements of the Securities and Exchange

Commission, and arbitrage and rebate restrictions imposed by the Internal Revenue Service. To the extent necessary, professional service providers will be used to insure compliance with continuing disclosure requirements, SEC Rule 15c2-12, as amended from time to time.

**B. *Review of Financing Proposals:***

All capital financing proposals involving a pledge of the District's credit through the sale of securities, execution of loans or lease agreements or otherwise directly or indirectly the lending or pledging of the District's credit initially shall be referred to the Vice President who shall determine the financial feasibility of such proposal and make recommendations accordingly to the Board.

Preliminary Official Statements related to debt issuances shall be reviewed by the Vice President, the Dean of Financial Operations and the Director of Institutional Research prior to issuing to the public and potential purchaser(s) of the debt instrument(s).

**C. *Establishing Financing Priorities:***

The Vice President shall administer and coordinate the procedure and the District's debt issuance program and activities, including timing of issuance, method of sale, structuring the issue and marketing strategies. The Vice President shall, as appropriate, report to the President and the Board regarding the status of the current and future year programs and make specific recommendations.

**D. *Rating Agency, Credit Enhancer, and Investment Community Relations:***

The District shall endeavor to maintain a positive relationship with the investment community. The Vice President along with the District's financial advisor shall meet with, make presentations to, or otherwise communicate with the rating agencies, bond insurers and credit enhancers on a consistent and regular basis in order to keep the agencies informed concerning the District's capital plans, debt issuance program, and other appropriate financial information.

The District will make every reasonable effort to maintain its high quality credit ratings. The District will seek to maintain or improve its current bond rating and will specifically discuss with the Board of Trustees any proposal which might cause that rating to be lowered.

The Vice President shall, as necessary, prepare reports and other forms of communication regarding the District's indebtedness, as well as its future financing plans. This includes information presented to the media and other public sources of information. To the extent applicable, such communications shall be posted on the District's website.

**E. *Call Provisions:***

The District will seek to optimize the cost/benefit trade-off from optional redemption call provisions, consistent with its desire to obtain the flexibilities of call provision on bonds when compared to obtaining the lowest possible interest rates on its bonds. The District and its financial advisor will evaluate optional redemption provisions for each issue to assure that the District does not pay unacceptably higher interest rates to obtain advantageous calls.

F. *Credit Enhancement:*

For competitive sales the District will provide the option for the purchaser to obtain credit enhancement, such as municipal bond insurance, at the purchaser's option and cost. In the event of a negotiated sale, the District will seek credit enhancement when necessary for marketing purposes or to make the financing more cost effective.

G. *Competitive versus Negotiated Debt Issuance:*

The District will consult with its financial advisor to determine whether a competitive sale, negotiated sale or private placement is most appropriate. Such determination may be made on an issue-by-issue basis for a series of issues or for part or all of a specific financing program. A negotiated financing may be used where market volatility, refunding sensitivity or the use of an unusual or complex financing or security structure causes a concern with regard to marketability. The underwriting team for a negotiated sale will be selected through a request for proposal (RFP) process. The District's financial advisor will prepare and distribute a RFP to at least five underwriting firms, receive and evaluate submitted proposals based on various criteria and deliver a recommendation to the Vice President. But, the ultimate decision will be based upon the team's qualifications. A private placement may be used when the transaction is small and may result in a favorable outcome to the District with fewer costs of issuance.

H. *Refunding and Restructuring Procedure:*

Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt when financially advantageous or beneficial for structuring. The Vice President, along with the District's Financial Advisor, shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.

I. *Tax Anticipation Notes or Warrants:*

The District's Fund Balance Procedure is designed to provide adequate cash flow to avoid the need for Tax Anticipation Notes or Warrants through the establishment of designated and undesignated fund balances sufficient to maintain required cash flows and provide reserves for unanticipated expenditures, revenue shortfalls and other specific uses. The District may issue Tax Anticipation Notes or Warrants in a situation beyond the District's control or ability to forecast when the revenue source will be received subsequent to the timing of funds needed.

J. *Variable Rate Debt:*

To maintain a predictable debt service burden, the District gives preference to debt that carries a fixed interest rate.

K. *Transaction Records:*

The Vice President or designee shall maintain records of decisions made in connection with each financing, including the selection of the financing team members, the structuring of the financing, and selection of investment products. The Vice President shall provide a summary of each financing to the Board.

L. *Special Situations:*

Changes in capital markets, District programs and other unforeseen circumstances may from time to time produce situations that are not covered by the procedure. These situations may require modifications or exceptions to achieve procedure goals. Management flexibility is appropriate and necessary in such situations, provided specific authorization is received from the Board of Trustees.

*(Original signed by President Ron House)*

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PRESIDENT

November 30, 2016

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DATE

ADOPTED: NOVEMBER 30, 2016

AMENDED:

REVIEWED: NOVEMBER 7, 2016

LEGAL REF.: 110 ILCS 85/3A-1) PUBLIC COMMUNITY COLLEGE ACT, SEC RULE 15c2-12

CROSS REF.: 772, FUND BALANCE GOALS, 721, DISTRICT SITE AND CONSTRUCTION PLAN REVIEW AND UPDATE, 4211, ETHICS

**OPERATING FUNDS**

The Operating Fund includes Educational Fund 01 and Operations and Maintenance Fund 02 activities of the College. The Operating Fund Balance can preserve or enhance the College's bond rating, allows the College to accumulate sufficient assets to make annual expenditures, provide funds for unforeseen needs without incurring short-term debt, and satisfy the requirements of accrediting bodies and governmental agencies.

The responsibility of the Board of Trustees, and the goal of the Operating Fund Balance Goal administrative procedure is to provide prudent fiduciary oversight of the Operating Fund Balance that efficiently preserves the financial stability and integrity of the College. In effectively managing the Operating Fund Balance on behalf of the Board of Trustees, the administration will seek to retain a fund balance level not less than three (3), but not greater than six (6) months, of the two-year (most recently audited) average annual operating fund expenditures in unreserved and unrestricted status within the Operating Funds. Example: FY2017 budget goals would be established using audits from FY2014 & FY2015.

If the Operating Fund Balance is forecasted to fall below the minimum threshold at the time of submission of the tentative annual budget to the Board of Trustees, the President shall implement a plan, with Board approval, to achieve the desired Operating Fund Balance level. The plan shall include setting aside a portion of the operating fund revenues expected in any fiscal year until the desired Operating Fund Balance level is achieved. The duration of the plan shall not exceed five years.

At any time the Operating Fund Balance exceeds the upper threshold, the College may assign a portion of the Operating Fund Balance to a restricted purpose. The administration will review the Operating Fund Balance Goals for needed changes or modifications, taking into consideration factors such as predictability of revenues and volatility of expenditures, availability of other resources, liquidity and existing or potential assignments of the Operating Fund Balance.

**WORKING CASH FUND**

The College shall strive to attain and maintain a Working Cash Fund Balance sufficient to meet demands for ordinary and necessary expenditures for College purposes within the education and operations and maintenance fund. The fund shall serve as a cash flow instrument due to the volatility and lack of predictable revenues from the State of Illinois and due to the timing of expenditures. The Working Cash Fund Balance goal is three (3) months of the two-year (most recently audited) average annual operating fund expenditures.

**TORT IMMUNITY FUND**

Created by the Local Governmental and Governmental Employees Tort Immunity Act for the purpose of protecting local public entities and public employees from liability arising from the operation of the College. The Tort Immunity Fund minimum fund balance goal shall be no less than the aggregate of all insurance (exclusive of personal employee insurance) deductibles plus six (6) months of the two-year average (most recently audited) of the annual expenditures in the Tort Immunity Fund and no greater

than twelve (12) months. If the fund is forecasted to fall below the minimum or above the maximum threshold by the end of the fiscal year, the tax levy shall be adjusted to restore the fund balance to the goal.

**OTHER FUNDS**

All other funds shall maintain a positive or credit balance at year end.

*Ronald K Home*

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PRESIDENT

November 30, 2016

date

ADOPTED: NOVEMBER 30, 2016  
AMENDED:  
CROSS REF.: ADMINISTRATIVE PROCEDURE 771  
LEGAL REF.: 745 ILCS 10/9