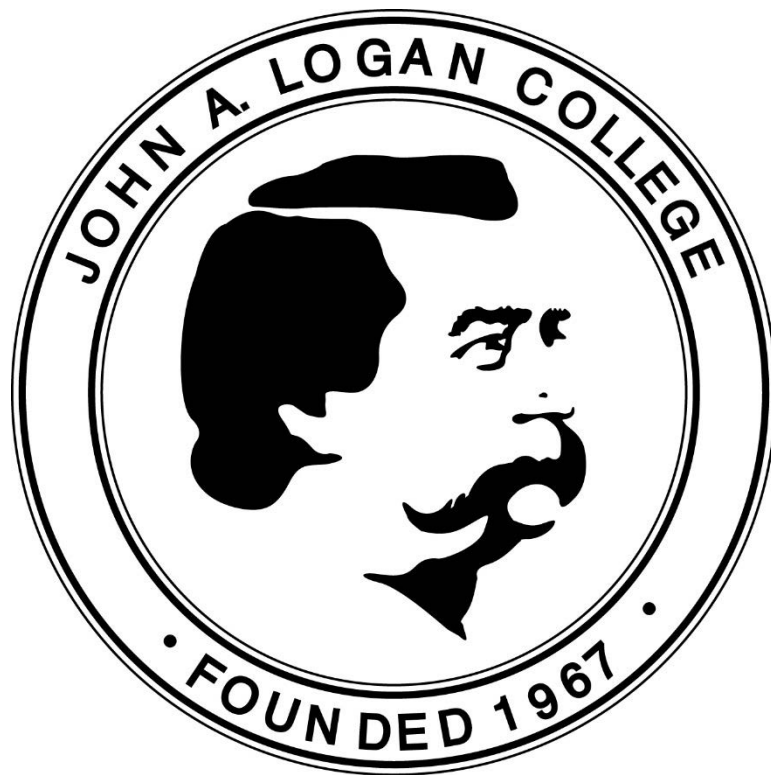


JOHN A. LOGAN COLLEGE ADMINISTRATIVE PROCEDURE MANUAL



JOHN A. LOGAN COLLEGE
Carterville, Illinois

John A. Logan College

Administrative Procedures

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John A. Logan College

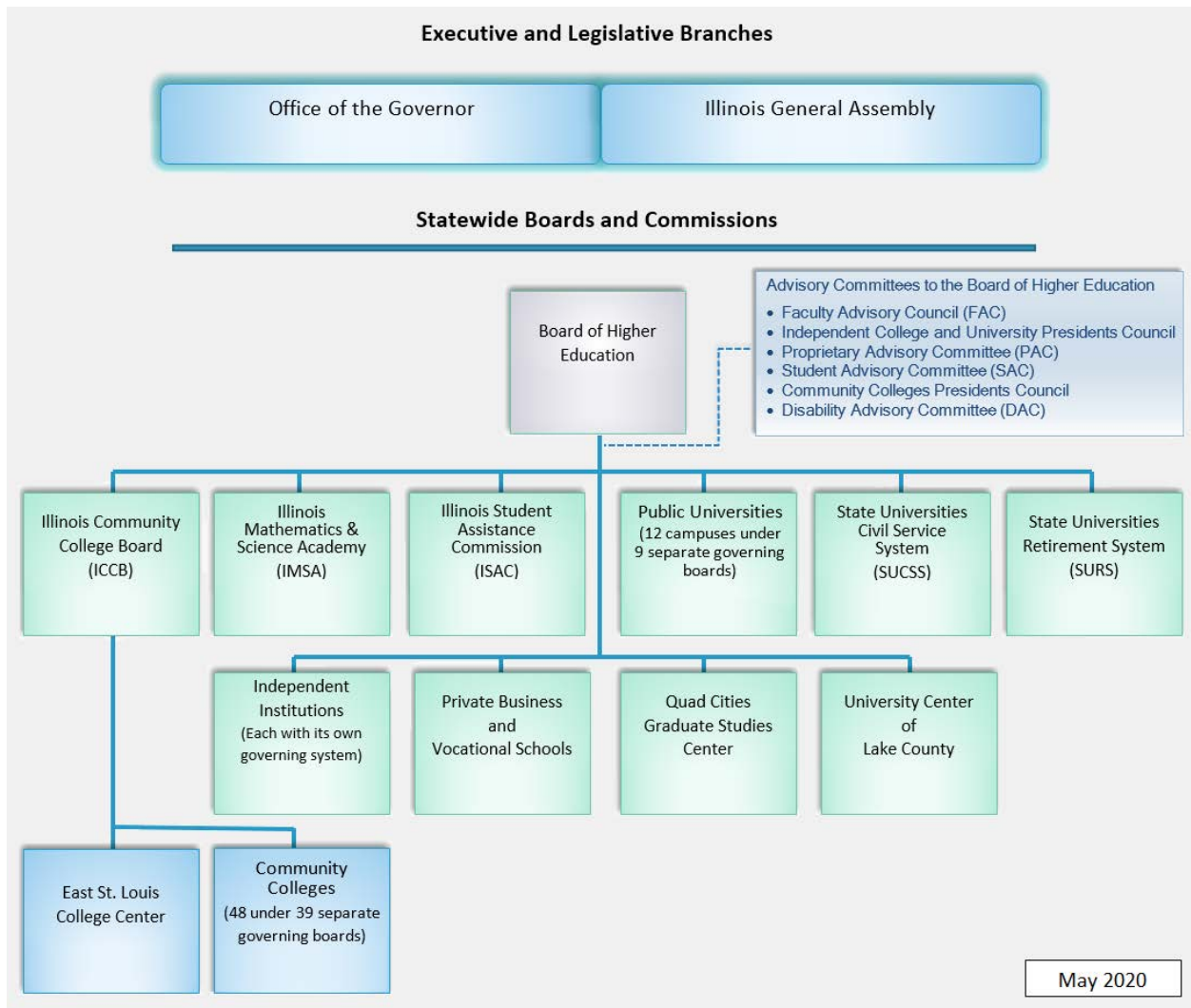
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431 E. Adams, Second Floor
Springfield, IL 62701-1481**

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Kirk E. Overstrom, Ph.D.

PRESIDENT

5/1/2025

DATE

ADOPTED: AUGUST 6, 1974
AMENDED: *(UPDATED PERIODICALLY AS NEW APPOINTMENTS OCCUR)*
CROSS REF.: BOARD POLICY 1110

ILLINOIS COMMUNITY COLLEGE BOARD

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Kirk E. Overton, Ph.D.

PRESIDENT

DATE

5/1/2025

ADOPTED: April 1, 1980
AMENDED: *(Updated Periodically as New Appointments Occur)*
CROSS REF.: Board Policy 1120

Purpose

The purpose of this administrative procedure is to establish the framework for the Shared Governance Council (SGC) at John A. Logan College, ensuring that it operates in a manner that promotes collaboration, transparency, and effective decision-making across the campus.

Scope

This procedure applies to all members of the John A. Logan College community, including faculty, staff, administrators, and students, who are involved in or affected by the activities of the Shared Governance Council.

Procedure

1. Role of Shared Governance

- The SGC facilitates collaboration, transparency, and purposeful action by providing a platform for discussions on policies, procedures, and the work of campus-wide committees and task forces.
- The SGC ensures that decisions reflect the perspectives, expertise, and best interests of all stakeholders.
- The SGC serves as an advisory body to the President’s Cabinet and as a repository for committee and task force work to prevent redundancy.

2. Membership

- Membership includes representatives from each employee group and student representatives.
- Representatives are selected through a nomination process for Senior Administrators, Administrators, Managers, Professionals, and Executive Support staff.
- Student body and campus bargaining unit representatives are selected based on their established processes.
- Additional employee groups, if defined, will have a representative and an alternate added.

3. Functions of the Shared Governance Council

- Facilitate transparency, communication, and accountability on campus.
- Act as the liaison for all constituency groups.
- Prepare formal recommendations to the President’s Cabinet.
- Facilitate action on feedback received from the President’s Cabinet.
- Maintain a repository of committee and task force work and manage requests for new committees and task forces.

Report regularly to the Board of Trustees on outcomes achieved through SGC intervention.

Kirk E. Overton, Ph.D.

PRESIDENT

9/25/2025

DATE

ADOPTED: APRIL 1, 1980
AMENDED: NOVEMBER 8, 1982; MARCH 30, 1992; JULY 1, 2024 (*REPLACES COMMITTEE STRUCTURE OF COLLEGE COUNCIL*); SEPTEMBER 25, 2025
REVIEWED: SEPTEMBER 3, 2025
LEGAL REF.: ILLINOIS OPEN MEETINGS ACT (5 ILCS 120/); FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA); TITLE IX OF THE EDUCATION AMENDMENTS OF 1972; AMERICANS WITH DISABILITIES ACT (ADA)
CROSS REF.:

I. Purpose

John A. Logan College is committed to delivering high-quality, affordable, and flexible learning opportunities. This procedure establishes a balanced framework for curriculum development, implementation of Competency-Based Education (CBE), and ongoing program review to ensure continuous improvement and alignment with institutional, state, and federal standards.

II. Definitions

- **Curriculum Development:** The process of designing, revising, and aligning courses and programs to meet institutional goals, workforce needs, and regulatory requirements.
- **Competency-Based Education (CBE):** An instructional model where students progress by demonstrating mastery of defined competencies.

III. Curriculum Development Process

- Curriculum is developed collaboratively with subject matter experts, faculty, advisory panels, and administrative leadership (Provost, Assistant Provost, supervising Dean, Director of Academic Programs and Accreditation).
- All courses and programs must align with institutional learning outcomes, industry standards, and regulatory requirements.
- The development team researches comparable programs, consults with Institutional Research, and engages external stakeholders to determine feasibility, need, cost, and quality, as required by the ICCB Program Approval Manual and any applicable accrediting bodies.
- The initiator must use the Curriculum & Instruction Submission Handbook, which outlines required processes, forms, reviews, and approvals.
- All curriculum development must comply with:
 - Illinois Public Community College Act (110 ILCS 805/) (esp. 110 ILCS 805/2-15)
 - ICCB Administrative Rules (23 Ill. Adm. Code § 1501.507(b)(11))
 - ICCB Program Review Manual FY2022–2026
 - Higher Learning Commission (HLC) Standards
 - Title IV of the Higher Education Act of 1965 (20 U.S.C. § 1001 et seq.)
 - Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
 - Any relevant external accrediting entities.

IV. Competency-Based Education (CBE)

- CBE programs allow students to progress at their own pace by mastering competencies.
- Competencies are supported by performance standards and assessed through rigorous, criterion-referenced summative assessments.
- Credit is awarded only upon mastery of all required competencies.
- CBE programs are designed to support non-traditional learners, including adult, part-time, and working students, with flexible pacing and integrated support services.
- CBE courses define clear competencies, connect them to measurable performance standards, and award credit only when mastery is demonstrated.

- Development of CBE programs follows standard curriculum processes, with additional attention to:
 - Establishing competencies that are Measurable, Observable, and Valuable
 - Defining performance standards and mastery criteria
 - Ensuring alignment with institutional learning outcomes, workforce needs, and accreditation requirements
 - Implementing mechanisms that support self-paced student progression.

V. Changes to Existing Curriculum

- Faculty proposing changes must consult with the supervising Dean and use the Curriculum & Instruction Handbook.
- Only components relevant to the proposed change must be completed.
- For CBE programs, modifications to competencies, performance standards, or assessment strategies must maintain alignment with program outcomes and institutional quality standards.
- The Higher Learning Commission requires reapproval if cumulative changes exceed 25% within a 10-year period.
- The Curriculum & Instruction Handbook includes a rubric for estimating the percentage of change; faculty should consult this regularly.

VI. Withdrawing or Inactivating Curriculum

- Faculty must consult with the supervising Dean and follow the processes outlined in the Curriculum & Instruction Handbook.
- Only components relevant to withdrawal or inactivation must be completed.

VII. Approval Processes

- All curriculum development proposals require submission to the Curriculum & Instruction Committee (C&I) for Information Only or Approval.
- New programs require approval from the Board of Trustees and submission to the ICCB and IBHE. Programs outside traditional disciplinary offerings must also be submitted to the HLC. Additional approvals may be required for externally accredited programs.
- New courses are submitted to the ICCB. Courses eligible for Illinois Articulation Initiative (IAI) approval undergo evaluation to ensure transferability.
- Changes to existing curriculum require appropriate approvals based on type and extent, potentially including ICCB, IBHE, HLC, and external accrediting organizations.
- Workforce Education, Adult and Secondary Education, and Community Education may submit new courses to governing boards as needed to meet community demand, then submit to C&I as Information Only the following month.

VIII. Quality Assurance and Continuous Improvement

- Measurable outcomes are identified for each program and tracked over time.
- Data from assessments, student feedback, and external benchmarks are used to guide improvements.

- Programs are updated regularly to reflect changes in industry standards, accreditation requirements, and student needs.
- All active programs participate in the College’s student learning assessment cycle, as outlined in the Assessment Handbook.
- For CBE programs, additional practices include:
 - Ensuring competencies are tied to measurable performance standards
 - Tracking student outcomes over time
 - Comparing outcomes to traditional programs when applicable
 - Conducting annual internal reviews, the ICCB five-year program review, and external accreditation reviews as required
- IAI courses are typically reviewed every five years by subject panels.
- Active programs undergo annual internal review and a five-year ICCB review; action items are implemented in collaboration with the supervising Dean.

IX. Equity and Access

- All programs are designed to promote equity and access for diverse learners.
- Support services and flexible learning options are integrated to ensure student success.

Kirk E. Overton, Ph.D.

PRESIDENT

JANUARY 28, 2026

DATE

ADOPTED: NOVEMBER 8, 1982
AMENDED: JULY 8, 1985; JULY 1, 1996; MARCH 4, 2016; OCTOBER 1, 2021 (*TITLES*); NOVEMBER 28, 2022;
JANUARY 28, 2026
REVIEWED: JANUARY 15, 2026
LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT: 110 ILCS 805/ (ESP. 110 ILCS 805/2-15); ICCB
ADMINISTRATIVE RULES: 23 ILL. ADM. CODE § 1501.507(B)(11); ICCB PROGRAM REVIEW MANUAL
FY2022–2026; HIGHER LEARNING COMMISSION (HLC) STANDARDS; TITLE IV OF THE HIGHER
EDUCATION ACT OF 1965: 20 U.S.C. § 1001 ET SEQ.; FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
(FERPA): 20 U.S.C. § 1232G; 34 CFR PART 99
CROSS REF.: BOARD POLICY 3210

Purpose

The purpose of this Administrative Procedure is to establish a consistent, transparent, and legally compliant process for the annual review and update of the Administrative Procedure Manual and other governing documents at John A. Logan College (JALC). This procedure ensures that College procedures remain current, aligned with applicable federal and state laws and regulations, Illinois Community College Board (ICCB) requirements, accreditation standards, and recognized best practices in higher education governance.

This procedure further ensures that corresponding handbooks, including but not limited to the Student Handbook and Employee Handbook, are updated as necessary to reflect approved policy or procedural changes, thereby maintaining consistency across all official College governance documents.

Scope

This procedure applies to:

- The Administrative Procedure Manual, which provides operational guidance and implementation details for College policies.
- All corresponding College handbooks and related guidance documents, including the Student Handbook, Employee Handbook, and other official manuals that derive authority from Board policy or administrative procedure.

This procedure applies College-wide and affects all employees, students, administrators, and governing bodies who rely on or are subject to College policies, procedures, and handbooks.

Guiding Principles

The annual review and update process shall be guided by the following principles:

- **Statutory and Regulatory Compliance:** Ensuring alignment with current federal and state laws, administrative rules, and regulatory guidance.
- **Governance Clarity:** Maintaining a clear distinction between Board-level policy (the “what” and “why”) and administrative procedures (the “how”).
- **Consistency and Accuracy:** Ensuring consistency across policies, procedures, and handbooks.
- **Transparency and Accountability:** Documenting review actions and providing clear communication regarding updates.

Annual Review Process**Review Cycle**

1. The Administrative Procedure Manual and the Board Policy Manual shall be reviewed at least annually.
2. The annual review shall include:
 - Verification of statutory and regulatory compliance (including, but not limited to, Illinois statutes, ICCB rules, and applicable federal laws).
 - Review for alignment with current Board actions, administrative practices, accreditation requirements, and institutional priorities.
 - Identification of obsolete, redundant, or conflicting provisions.

Coordination and Analysis

1. The review process shall include consultation, as appropriate, with:
 - College legal counsel;
 - Senior administrators and subject-matter experts;

- Offices responsible for implementation of specific policies or procedures.
2. Recommended changes shall be documented, including the legal or operational rationale for each proposed update.

Approval and Adoption

1. Updates to the Administrative Procedure Manual may be approved administratively, consistent with compliance, federal and state law, ICCB regulations, accreditation standards, and applicable organizational guidance.
2. Upon approval, updated manuals shall be published and made accessible through official College channels.

Alignment of Handbooks and Related Documents

1. Following approval of any policy or procedural change, corresponding handbooks and related documents—including the Student Handbook and Employee Handbook—shall be reviewed and updated as necessary to ensure alignment and compliance.
2. Handbook updates shall:
 - Accurately reflect current Board policies and administrative procedures;
 - Be clearly cross-referenced to the controlling policy or procedure, where appropriate;
 - Be communicated to affected audiences in a timely manner.

Responsibility**Primary Responsibility**

The Office of Legislative Affairs shall have primary responsibility for:

- Coordinating the annual review of Administrative Procedure Manual;
- Monitoring changes in applicable laws, regulations, and governance standards;
- Facilitating consultation with legal counsel and relevant College offices;
- Preparing and maintaining documentation of proposed and approved updates;
- Ensuring that corresponding handbooks are reviewed and updated to reflect approved changes.

Shared Responsibility

College administrators, department heads, and subject-matter experts shall cooperate in the review process by:

- Providing timely input and feedback;
- Identifying operational impacts of proposed changes;
- Assisting with implementation and communication of approved updates.

Documentation and Recordkeeping

Records of annual reviews, proposed revisions, approvals, and publication dates shall be maintained in accordance with College record retention requirements and applicable law.

Kirk E. Overton, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: MARCH 31, 2026

AMENDED:

REVIEWED: MARCH 30, 2026

LEGAL REF.: 110 ILCS 805/ – PUBLIC COMMUNITY COLLEGE ACT; 5 ILCS 120/ – OPEN MEETINGS ACT; 5 ILCS 140/ – FREEDOM OF INFORMATION ACT; 5 ILCS 160/ – STATE RECORDS ACT; 775 ILCS 5/ – ILLINOIS HUMAN RIGHTS ACT; 820 ILCS 40/ – PERSONNEL RECORD REVIEW ACT; 23 ILL. ADM. CODE PART 1500 – PUBLIC COMMUNITY COLLEGE ADMINISTRATION (ILLINOIS COMMUNITY COLLEGE BOARD); 23 ILL. ADM. CODE PART 1501 – APPROVAL OF ASSOCIATE DEGREE PROGRAMS; 23 ILL. ADM. CODE PART 1506 – STUDENT TUITION, FEES, AND OTHER CHARGES (AS APPLICABLE TO HANDBOOK AND POLICY ALIGNMENT); 20 U.S.C. § 1232G; 34 C.F.R. PART 99 – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA); 20 U.S.C. § 1681 ET SEQ.; 34 C.F.R. PART 106 – TITLE IX OF THE EDUCATION AMENDMENTS OF 1972; 20 U.S.C. § 1092(F) – JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT; 42 U.S.C. § 12101 ET SEQ.; 28 C.F.R. PARTS 35–36 – AMERICANS WITH DISABILITIES ACT (ADA); 29 U.S.C. § 201 ET SEQ.; 29 C.F.R. PARTS 500–899 – FAIR LABOR STANDARDS ACT (FLSA); HIGHER LEARNING COMMISSION (HLC) – CRITERIA FOR ACCREDITATION AND RELATED INSTITUTIONAL POLICIES ON GOVERNANCE, INTEGRITY, AND COMPLIANCE;

CROSS REF.: BOARD POLICY MANUAL

Advisory Committees

Administrative Procedure 304

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

1. Accounting/Business
2. Cardiac Diagnostic Medical Sonography
3. Automotive Services/Auto Collision Technology
4. Certified Nursing Assistant/Medical Assisting
5. Computer Information Systems
6. Construction Management Technology
7. Cosmetology
8. Criminal Justice
9. Dental Assisting
10. Digital Media Technology
11. Early Childhood Education
12. Electronics Technology
13. Emergency Medical Services
14. Heating and Air Conditioning
15. Surgical Technology
16. Nursing
17. Welding

Kirk E. Overton, Ph.D.

PRESIDENT

October 9, 2024

DATE

ADOPTED: APRIL 1, 1980
AMENDED: JANUARY 10, 1985; JULY 15, 1996; SEPTEMBER 14, 2001; MAY 5, 2016; **OCTOBER 9, 2024**
CROSS REF.: BOARD POLICY 2710; 3220

Purpose Statement

The purpose of the John A. Logan College Athletic Program is to provide opportunities for students to enhance their athletic skills, develop personal relationships, and promote school spirit. The program aims to serve as a public relations tool for the College and to foster good health and fitness among the student body.

Scope Statement

This administrative procedure applies to all athletic activities, personnel, and facilities associated with John A. Logan College. It encompasses the employment of athletic directors and coaches, allocation of resources, development of athletic facilities, and coordination with other College departments.

Objectives

1. **Enhance Athletic Skills:** Provide opportunities for students to further their athletic skills and abilities.
2. **Educational Experiences:** Furnish laboratory experiences for those wishing to major in physical education and coaching.
3. **School Spirit:** Develop unity and school spirit among the student body through intercollegiate athletics.
4. **Personal Development:** Serve as a means for building personal relationship skills and character among the student body.
5. **Public Relations:** Serve as a public relations tool for the College and provide a means through which the general public can identify with the College.
6. **Competitive Teams:** Develop teams in all sports that can successfully compete with other colleges in the Great Rivers Athletic Conference and other Illinois community colleges.
7. **Facility Improvement:** Develop and improve athletic facilities to be recognized as among the best in southern Illinois.
8. **Health Promotion:** Promote good health and fitness among the student body.

Suggested Processes for Obtaining Objectives

1. **Employment:** Employ an athletic director and coaches knowledgeable in their respective sports.
2. **Resource Allocation:** Provide adequate resources for personnel, travel, recruiting expenses, and publicity.
3. **Facility Funding:** Allocate funds for facility improvements.
4. **Conditioning Program:** Develop a conditioning program for athletes during fall and spring semesters.
5. **Coordination:** Coordinate the athletic program with other College areas, such as physical education and adult education.
6. **Student Participation:** Establish student participation through scheduling games, utilizing pep bands, booster clubs, and combining athletic events with other College events.
7. **Sportsmanship:** Employ personnel who teach sportsmanship and exemplify desirable character traits.
8. **Public Relations:** Undertake a publicity/public relations program to involve the public in the athletic program.
9. **Recruitment:** Make a special effort to recruit in-district athletes.

10. **Scholarships:** Use the NJCAA Athletic Letter of Intent to sign athletes to scholarships.

Guidelines for Coaches

1. **Team Development:** Develop the best athletic team possible while adhering to College goals.
2. **Compliance:** Adhere to NJCAA rules and regulations and policies outlined by the Great Rivers Athletic Conference and John A. Logan College.
3. **Integrity:** Promote honesty, integrity, and loyalty among students.
4. **Safety:** Refrain from sacrificing principles or the safety and well-being of players for the sake of winning.
5. **Courtesy:** Show common courtesies to visiting teams and players.
6. **High School Engagement:** Make contacts and visits to area high schools and athletic events.
7. **Recruitment:** Concentrate on recruiting student-athletes in the College District and avoid initiating recruitment from the districts of conference members.
8. **Financial Aid:** Assist potential student-athletes in obtaining available financial aid.
9. **Education Focus:** Recruit athletes to help them receive a college education as well as compete in intercollegiate athletics.
10. **Resource Sharing:** Cooperate with other College areas in the use of physical education facilities and equipment.
11. **Communication:** Develop a line of communication with area high school coaches.
12. **Respect:** Deal with all players and participants in a spirit of mutual respect, fairness, and loyalty.

Kirk E. Overton, Ph.D.

PRESIDENT

9/25/2025

DATE

ADOPTED: FEBRUARY 7, 1978
AMENDED: APRIL 1, 1980; JULY 1, 1996; OCTOBER 1, 1999; SEPTEMBER 25, 2025
REVIEWED: SEPTEMBER 3, 2025
LEGAL REF.: TITLE IX: 20 U.S.C. §§ 1681-1688; ILLINOIS HUMAN RIGHTS ACT: 775 ILCS 5; ADA: 42 U.S.C. §§ 12101-12213; FERPA: 20 U.S.C. § 1232G
CROSS REF.: BOARD POLICY 3360

In accordance with Board Policy No. **4313** (Drug and Other Substance Abuse, Including Alcohol) and **7210**, the President may approve the use of alcoholic beverages for special events held on the College campus. Such events are anticipated to be semi-formal activities where a sit-down meal is served in the conference and banquet center area. It is further anticipated that such events may be sponsored by the foundation of the College. The following guidelines are subject to change and interpretation by the President and will serve as a guideline for the use of alcoholic beverages at special events on campus:

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


PRESIDENT

1/9/2025
DATE

ADOPTED:
AMENDED: MARCH 22, 2005; JULY 1, 2007; NOVEMBER 4, 2013; AUGUST 29, 2018; **JANUARY 9, 2025**
CROSS REF.: BOARD POLICY 4313; **7210**; 7230

Purpose: The purpose of this administrative procedure is to establish guidelines for the posting of signs and distribution of materials on the campus of John A. Logan College. This ensures that all postings are appropriate, approved, and contribute to an orderly and informative campus environment.

Scope: This procedure applies to all students, faculty, staff, and visitors who wish to post signs or distribute materials on the campus of John A. Logan College. It covers all internal and external postings, including temporary and permanent signs, as well as materials distributed in common areas.

Procedure:

- I. **Approval Requirement:** All signs must be approved by the Assistant Vice President for Marketing, Public Relations, and Communications, with an official signature or stamp.
- II. **Posting Restrictions:** Signs cannot be attached to painted surfaces, wall coverings, brick, tile, or main entrance doors, except for temporary signs (48 hours or less) for directions or emergencies.
- III. **Responsibility for Removal:** The Office of Marketing, Public Relations, and Communications is responsible for removing it and any adhesive once the event or activity concludes.
- IV. **Specific Locations:** Signs may be posted on glass, plastic surfaces, and office windows for appropriate periods.
- V. **Classroom Notices:** Temporary notices related to classroom instruction can be taped to door number plaques and should be removed immediately after the class or activity.
- VI. **Improperly Posted Signs:** These will be removed by custodians, staff, or administrators.
- VII. **Vehicle Restrictions:** No signs or flyers may be placed on vehicles at any time.
- VIII. **Distribution of Materials:** Brochures, flyers, or other materials for College-sponsored events can be placed on tables in lounges, cafeterias, or similar areas with approval.
- IX. **Bulletin Boards:** Corridor and other public bulletin boards are managed by the Office of Marketing, Public Relations, and Communications, and postings require approval.
- X. **Digital Signage and Electronic Messaging:** Digital flyers, signs, and messages displayed on campus monitors, electronic boards, or other digital platforms must be approved by the Office of Marketing, Public Relations, and Communications prior to publication. Content must align with College values and policies, and must not contain material that is discriminatory, defamatory, or otherwise inappropriate under the U.S. Constitution, the Americans with Disabilities Act (ADA), or the Illinois Human Rights Act.

Approved digital content may be scheduled for display based on relevance, timeliness, and available space. Priority will be given to College-sponsored events and official communications. Unauthorized use of digital signage systems is prohibited and may result in removal of content and disciplinary action.

Kirk E. Overstreet, Ph.D.

PRESIDENT

9/25/2025

DATE

ADOPTED: MAY 8, 1987

AMENDED: NOVEMBER 20, 1987; JULY 1, 1996; APRIL 12, 2012; OCTOBER 31, 2024; SEPTEMBER 25, 2025

REVIEWED: SEPTEMBER 3, 2025

LEGAL REF.: U.S. CONSTITUTION, FIRST AMENDMENT; AMERICANS WITH DISABILITIES ACT (ADA), 42 U.S.C. § 12101 ET SEQ.; ILLINOIS HUMAN RIGHTS ACT, 775 ILCS 5/1-101 ET SEQ.

CROSS REF.: BOARD POLICY 7210

Purpose

The purpose of this administrative procedure is to establish a formal process to honor outstanding athletes at John A. Logan College who meet the approved criteria.

Scope

This procedure applies to all athletes who have participated in sports at John A. Logan College and meet the specific and general criteria for nomination to the Volunteer Hall of Fame.

Criteria for Nomination

1. **Special Criteria:** An athlete must satisfy one of the following criteria to be nominated:
 - Professional athlete with a parent organization or club.
 - First or second place in individual competition at the state level.
 - First or second-team All-American (excluding Academic All-American).
 - Member of the United States Olympic Team.
 - The candidate must satisfy the above criteria at John A. Logan College or at a four-year college or university.
2. **General Criteria:** An athlete must satisfy all of the following criteria to be nominated:
 - Competed for a minimum of two years and awarded a varsity letter in at least one of those years.
 - Outstanding achievements such as All-American status, national champion, various athletic awards, school records, etc.
 - Exhibited acceptable standards of conduct during competition.
 - Graduation is preferred but not required; if not graduated, the athlete must have ended their community college career at John A. Logan College.
 - Must have been out of school for a minimum of five years.

Nomination Process

- Nominations should be directed to the Hall of Fame Committee or the Athletic Director by an appropriate deadline determined by the committee.
- Any interested person(s) may submit the names of one or more nominees.
- If a nominee meets the recommended criteria, the Athletic Advisory Committee will present the nominees to the President of the College and the Board of Trustees. Nominees may be returned to the Advisory Committee for further recommendation.
- The Board of Trustees will consider nominees and make the final selection and induction through regular administrative channels.

Removal Clause

A person may be removed from the Hall of Fame if:

- Evidence to merit the removal is presented in writing to the committee by any person(s).
- If the committee deems the recommendation to have substance, it may recommend removal through regular administrative channels.
- The President may then recommend removal to the Board of Trustees.

Kirk E. Overton, Jr. Ph.D.

PRESIDENT

9/25/2025

DATE

ADOPTED: JUNE 13, 1988

AMENDED: SEPTEMBER 25, 2025

REVIEWED: SEPTEMBER 3, 2025

LEGAL REF.: TITLE IX: 20 U.S.C. §§ 1681–1688; ILLINOIS HUMAN RIGHTS ACT: 775 ILCS 5/; FERPA: 20 U.S.C. § 1232G; 34 CFR PART 99

CROSS REF.:

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

APPORTIONMENT STEPS**Instructional Services**

- A. obtain ICCB approval for all courses producing credit hour grants;
- B. input correct course data on the following:
 - (1) DCM;
 - (2) DCD, DCD2; and
 - (3) (check title, credit hours, reimbursement code)
- C. return of midterms in a timely manner;
- D. work with MIS staff to ensure computer parameters are correct;
- E. conduct midterm check of midterm class lists with grades posted;
- F. change staff to actual instructor by 3rd week of semester;
- G. complete final check of class lists;
- H. compare S3 with figures from check of class lists; and
- I. check all columns of S3 for inconsistencies.

Student Services

- A. Admissions
 - (1) enroll students;
 - (2) withdraw students;
 - (3) input midterm and final grades accurately; and
 - (4) request midterm and final grades from faculty
- B. Special Programs
 - (1) submit forms for special courses in a timely fashion (do not hold); and
 - (2) input information into system on time.

Business Services

- A. program computer;
- B. assist with questions;
- C. provide support;
- D. provide S3;
- E. file S3; and
- F. identify concerns to instructional personnel.

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

(Original signed by President Ray Hancock)

PRESIDENT

May 25, 1995

DATE

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

Purpose

The purpose of this administrative procedure is to establish a standardized method for calculating classroom contact hours for various types of instructional activities at John A. Logan College. This ensures compliance with Illinois Community College Board (ICCB) regulations and federal laws.

Scope

This procedure applies to all credit-bearing courses offered at John A. Logan College, including lecture/discussion courses, laboratory/clinical-laboratory-oriented instruction, nonclinical internships, practicums, on-the-job supervised instruction, and clinical practicums.

Procedure**1. Course Credit Hours Calculation:**

- Credit hours for courses are established in accordance with Section 1501.309 of the System Rules Manual of the Illinois Community College Board (ICCB).
- Credit hours are determined based on an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours for each quarter credit hour.

2. Lecture/Discussion Courses:

- One semester credit hour is assigned for each 15 classroom contact hours (750 minutes) of instruction per semester.
- It is assumed that students will invest at least two hours of outside study for each classroom contact hour.

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

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

3. Laboratory/Clinical-Laboratory-Oriented Instruction:

- One semester credit hour is assigned for each 30-45 classroom contact hours (1500-2250 minutes) of instruction per semester.
- It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

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

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

4. Nonclinical Internship, Practicum, On-the-Job Supervised Instruction:

Classroom Contact Hour Calculation**Administrative Procedure 314**

- One semester credit hour is assigned for each 75-149 contact hours (3750-7500 minutes) per semester.
- It is assumed that one hour of outside study time will be invested for each two clinical practicum contact hours.

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

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

5. Clinical Practicums:

- One semester credit hour is assigned for each 30-60 contact hours (1500-3000 minutes) per semester.

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

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

Kirk E. Overton, Ph.D.

PRESIDENT

9/25/2025

DATE

ADOPTED: AUGUST 15, 2018
 AMENDED: SEPTEMBER 25, 2025
 REVIEWED: SEPTEMBER 3, 2025
 LEGAL REF.: SECTION 1501.309, SYSTEM RULES MANUAL OF THE ILLINOIS COMMUNITY COLLEGE BOARD; U.S. HIGHER EDUCATION ACT
 CROSS REF.: BOARD POLICY 8230

Purpose

The purpose of this administrative procedure is to outline the services and resources provided by the Teaching & Learning Center (TLC) at John A. Logan College. The TLC aims to support the College's instructional programs by offering a range of services to students, faculty, staff, and the community.

Scope

This procedure applies to all users of the Teaching & Learning Center, including students, faculty, staff, and community members. It covers orientation and training, reference and research assistance, circulation of materials, interlibrary loan services, production of bibliographies, consultation services, distance learning coordination, and college archive management.

Services Provided

1. **Orientation and Training**
 - Orientation for students, faculty, and staff to the TLC.
 - Faculty/staff development activities.
2. **Reference and Research Assistance**
 - Individual reference assistance.
 - Online database searching.
 - Bibliographic instruction (classroom and individual).
3. **Circulation of Materials**
 - Registration of borrowers (library cards).
 - Charging out materials.
 - Overdue notices.
 - Book reserve service.
 - Copy machines.
 - Microfilm/fiche reader/printer.
 - Computer workstations and printers.
 - Government documents.
 - Audiovisual material.
4. **Interlibrary Loan Services**
 - State and nationwide library sharing.
 - Online catalog.
 - Transmission of periodical articles.
5. **Production of Bibliographies** to support instruction.
6. **Consultation Services**
 - Selection of materials for course application.
 - Assistance in using computers and other teaching materials in the classroom.
 - Assistance in using Scantron.
7. **Distance Learning**
 - Coordination of online courses.
8. **College Archive**
 - Collect and organize the College archive.

Kirk E. Overton, Ph.D.

PRESIDENT

9/25/2025

DATE

ADOPTED: APRIL 1, 1980

AMENDED: JANUARY 10, 1985; OCTOBER 22, 1996; AUGUST 15, 2006; DECEMBER 7, 2015; AUGUST 31, 2018;
SEPTEMBER 25, 2025

REVIEWED: SEPTEMBER 3, 2025

LEGAL REF.: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232G; 34 CFR PART 99);
AMERICANS WITH DISABILITIES ACT (ADA) (42 U.S.C. § 12101 ET SEQ.); ILLINOIS LIBRARY SYSTEM ACT (75
ILCS 10/); ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) (5 ILCS 140/)

CROSS REF.:

Purpose

To provide a structured approach for developing and implementing customized training programs that align with the College's mission and philosophy, ensuring compliance with Illinois and federal laws.

Scope

This procedure covers all aspects of customized training programs, including initiation, facilities usage, staffing, compensation, funding, and evaluation.

Definition:

Customized Training Programs are specialized educational services developed in collaboration with employers to address specific workforce needs. These programs are tailored to the skills, schedules, and operational requirements of individual businesses or industries, and may include non-credit, short-term, or modular instruction formats.

Procedure:**Initiating a Training Program**

- Complete a Training Proposal and obtain necessary approvals before making formal commitments.

Facilities

- Schedule College facilities through the Scheduling Office. Fees for use of facilities will be established in accordance with College policy (Facilities Usage Board Policy 7210).

Staffing

- Selection, training, and evaluation of faculty will be handled by the workforce development and adult education department through normal College procedures .
- Faculty participating in workforce training programs must teach on their own time.

Conflict of Interest

- Employees cannot provide training within the College district without arrangement by the workforce development office.

Staff Compensation

- Compensation rates for on-campus grant training programs: \$15 to \$65 per hour.
- Compensation rates for off-campus grant training programs: \$15 to \$100 per hour.
- Compensation for industrial training through private contractual arrangements: \$100 per hour plus prep time.
- Extra compensation limited to 20% of the employee's regular monthly salary.

Funding

- Prepare a budget showing sources of funding and projected expenditures. Involve the Business Office to determine documentation and audit requirements.

Evaluation

- Develop appropriate evaluation methods in collaboration with the instructor. Report results to the deans, assistant provost, President, and Board of Trustees.

Kirk E. Overton, Ph.D.

PRESIDENT

9/24/2025

DATE

ADOPTED: OCTOBER 24, 1995

AMENDED: JULY 25, 1996; NOVEMBER 4, 1996; OCTOBER 25, 2006; OCTOBER 1, 2007; OCTOBER 31, 2016;
SEPTEMBER 24, 2025

REVIEWED: SEPTEMBER 3, 2025

LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805/3-42.1); FAIR LABOR STANDARDS ACT
(FLSA) (29 U.S.C. § 201 ET SEQ.); ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/1-101 ET SEQ.); FAMILY
EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232G)

CROSS REF.: BOARD POLICY 7210;

John A. Logan College is committed to expanding access to high-quality, affordable, and flexible learning opportunities. Competency-Based Education (CBE) supports this mission by allowing students to progress at their own pace through mastery of clearly defined competencies. This policy establishes the framework for the development, implementation, and evaluation of CBE programs at the College.

I. Definitions

- **CBE Program:** A program in which students progress at their own pace, primarily through competency-based courses, and which is recognized by an accrediting body.
- **CBE Course:** A course where learning outcomes are defined as competencies, assessed through summative strategies, and credit is awarded only upon mastery.
- **Well-Formed Competency:** A measurable and observable skill that supports student success and workforce readiness.
- **Performance Standard:** A rubric-based framework that defines the criteria for demonstrating mastery of a competency.

II. Program Development

1. Curriculum must be developed with competent subject matter experts.
2. All competencies must be aligned with industry needs and institutional learning outcomes.

III. Curriculum and Assessment

1. Competencies must be clearly defined and supported by performance standards.
2. Summative assessments must be rigorous, criterion-referenced, and aligned with each competency.
3. Students must demonstrate mastery of all competencies to earn credit.

IV. Quality Assurance and Evaluation

1. Programs must identify measurable outcomes (e.g., certification rates, employment data).
2. Outcomes will be tracked longitudinally and compared to traditional program benchmarks if applicable.
3. Programs will undergo regular review by advisory panels and academic leadership.

V. Equity and Access

1. CBE programs will be designed to support non-traditional learners, including adult, part-time, and working students.
2. Flexible pacing and support services will be integrated to promote student success.

Kirk E. Overstreet, Ph.D.

PRESIDENT

9/24/2025

DATE

ADOPTED: SEPTEMBER 24, 2025

AMENDED:

REVIEWED: SEPTEMBER 3, 2025

LEGAL REF.: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232G); 34 C.F.R. PART 99; 34 C.F.R. § 600.2; 34 C.F.R. § 668.10; 20 U.S.C. § 1091; ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805); PUBLIC ACT 100-0599; 23 ILL. ADM. CODE § 1501.101, 1501.114, 1501.201, 1501.116, 1501.104

CROSS REF.: BOARD POLICY 3240; HLC ACCREDITATION CRITERION 3A, 3D, 4A, 4B, 4C; C-RAC GUIDELINES; C-BEN GUIDELINES; WIDS DEFINITIONS

Purpose

The Program Review process supports strategic planning and informed decision-making regarding instructional, student services, and academic support programs. It ensures accountability in maintaining locally responsive, cost-effective, and high-quality offerings. While mandated every five years by the Illinois Public Community College Act, program review is primarily a local process integrated with campus planning, accreditation, and quality improvement initiatives.

Scope

This policy applies to all instructional programs and student and academic support services at the college, including:

- Academic Disciplines
- Career & Technical Education Programs
- Cross-Disciplinary Programs (e.g., general education, adult education, remedial/developmental education, vocational skills, transfer programs)
- Student & Academic Support Services

Procedure**1. Review and Evaluation of Programs**

- The college shall have a systematic, comprehensive program review process for evaluating all of its instructional, student services, and academic support programs at least once within a five-year cycle as required by ICCB.
 - The minimum review criteria for program review shall be program need, program cost, and program quality.
 - Submission of a local summary report to the Illinois Community College Board (ICCB) is required by September 1st of each year.
- Additionally, the college will conduct an Annual Program Review to monitor performance and guide planning.
 - Review criteria are scaled to align with ICCB Program Review requirements, which include program need, program cost, and program quality.

2. Timeline

- Program review preparation begins in August of each academic year.
 - Institutional Effectiveness compiles course success data and populates program review templates.
 - Business Services compiles cost data and submits it to program review administrators for inclusion in the templates.
 - Program review administrators oversee the creation of templates and ensure the accurate recording of data.
 - Program review templates are finalized by December 1 of each year.
- Comprehensive and annual program review processes begin in January of each year.
 - Information and data are presented to faculty and staff for review.
 - Draft submissions are submitted to designated supervisors for review and returned for verification.
 - Final submissions are due in May.
- College administrators revise the reviews in June and July.
- College staff responsible for the program review process compile the reviews in August.
- Finalized comprehensive reviews are submitted to the ICCB by September 1.

Documentation and Integration

- Ensure that processes and findings are well documented.
- Incorporate results into campus planning, quality improvement initiatives, and budget allocation decisions.

Stakeholder Involvement:

- Engage faculty and administrators directly responsible for instruction, as well as student and academic support staff.

Data and Evidence Use:

- Employ current and relevant information, including program assessment outcomes and comparative state-level data using the most recent audited figures.

Reporting:

- Share results and actions with local board members, advisory committees, and community stakeholders as appropriate.

Responsibilities

- **Departments and Program Coordinators:** Lead the review of individual programs and provide necessary data.
- **Business Services:** Compile cost data for program reviews.
- **Institutional Research Office:** Compile, analyze, and verify data for program reviews.
- **Office of Academic Affairs/Curriculum & Instruction:** Ensure reviews comply with state rules and college policy.
- **Strategic Planning:** All department administrators who conduct program review should integrate findings into strategic planning.
- **College Administration:** Review findings and incorporate recommendations into resource allocation, program development, and quality improvement initiatives.

Compliance

The program review process will adhere to ICCB Administrative Rules and follow ethical evaluation practices to ensure transparency, accuracy, and accountability.



PRESIDENT

3/31/2026

DATE

ADOPTED: MARCH 31, 2026
AMENDED:
REVIEWED: MARCH 30, 2026
LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805/2-15); ICCB ADMINISTRATIVE RULES (23 ILL. ADM. CODE § 1501.507(B)(11)); ICCB PROGRAM REVIEW MANUAL FY2022–2026; HIGHER EDUCATION ACT (20 U.S.C. § 1001 ET SEQ.); FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232G; 34 CFR PART 99)
CROSS REF.:

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

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

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

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

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

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

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

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

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

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

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

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

Original signed by President Robert L. Mees

President

April 9, 2010

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

Purpose

To implement and enforce the College's Weapons and Firearms Policy in a manner that ensures the safety of the campus community while complying with Illinois and federal laws.

Scope

This procedure applies to all College employees, students, volunteers, contractors, and visitors on any property owned, leased, or controlled by John A. Logan College, including vehicles and off-site College-sponsored events.

Definitions

- Firearm and weapon: As defined in the College policy, including replicas and devices traditionally used to inflict harm.
- Property: Includes all College buildings, grounds, vehicles, and off-site event locations.

Prohibited Conduct

No individual may carry or possess a firearm or weapon on College property or at College events, even with a valid concealed carry permit, unless an exception applies.

The possession, display, or use of simulated, replica, or fake weapons—including toy guns, prop firearms, and imitation knives—is strictly prohibited on College property and at College-sponsored events, regardless of intent. Exceptions may be granted for approved instructional or theatrical use with prior written authorization from the JALC Campus Police Department.

Exceptions

- Commissioned law enforcement officers on duty
- External law enforcement conducting official business
- Authorized instructional use (e.g., weapons safety courses)
- Display at approved College events (e.g., Hunting and Fishing Days)
- Transport in a locked case within a vehicle in unrestricted parking areas, excluding designated no-weapon zones (e.g., child care center lots)

Reporting

All members of the College community must report any suspected violations of the Weapons and Firearms Policy to the JALC Campus Police Department Office immediately. Reports can be made in person, by phone, or through the College's online reporting system.

Searches

Authorized College personnel or law enforcement officers may conduct searches of individuals and their personal property if there is reasonable suspicion of possession of prohibited items. Searches will be conducted in accordance with established procedures that comply with constitutional requirements and applicable laws.

Disciplinary Actions

Violations of the policy may result in disciplinary actions, including suspension, expulsion, termination of employment, or removal from College property. The College may also refer violations to local law enforcement for potential criminal prosecution.

Training and Education

The College will provide mandatory annual online training for all students, faculty, and staff on weapons awareness, reporting procedures, and emergency response protocols. In-person workshops and informational materials will also be provided to promote awareness and compliance.

Signage

The College shall post signage at all building entrances and restricted parking areas in compliance with Illinois State Police standards.

Procedure Review and Updates

The procedure will be reviewed annually by the College's administration in collaboration with the Police Department, legal counsel, and applicable department leaders. Any proposed amendments will be subject to approval by the College's Board of Trustees and communicated to the campus community.

Enforcement

Violators will be subject to disciplinary action or removal from campus. Non-compliant individuals may face legal penalties under Illinois law, including criminal trespass or unlawful possession of firearms.

Authority and Oversight

The JALC Chief of Police is responsible for enforcement, with oversight by the College President.

Severability

If any provision of this procedure is determined to be invalid or unenforceable under applicable law, the remaining provisions shall remain in full force and effect.

Kirk E. Overstreet, Ph.D.

PRESIDENT

DATE 9/24/2025

ADOPTED: SEPTEMBER 24, 2025

AMENDED:

REVIEWED: SEPTEMBER 3, 2025

LEGAL REF.: ILLINOIS FIREARM CONCEALED CARRY ACT (430 ILCS 66/1 ET SEQ.); 430 ILCS 66/65; Gun-Free School Zones Act (18 U.S.C. § 922(q)); Illinois Criminal Code (720 ILCS 5/21-6); Illinois Community College Act (110 ILCS 805/) New Jersey v. T.L.O., 469 U.S. 325 (1985)

CROSS REF.: BOARD POLICY 3373; STUDENT CODE OF CONDUCT; JALC EMPLOYEE HANDBOOK;

Purpose:

To establish procedures for the administration of the Freedom of Information Act at John A. Logan College, ensuring compliance with Illinois and federal laws while providing public access to College records.

Scope:

This procedure applies to all requests for records submitted to John A. Logan College under the Illinois Freedom of Information Act (FOIA) and relevant federal laws.

Procedure:**1. Submission of Requests:**

- Any person seeking records from John A. Logan College must submit a written request to the Office of the President at 700 Logan College Road, Administration Building, Carterville, Illinois, 62918.
- Requests may also be submitted to the FOIA Officer in writing, by mail, or by email.
- The request must include the requestor's name, address, phone number, a description of the records requested, and the preferred method of delivery (inspection at College offices or mailed to the requestor).

2. FOIA Officer Responsibilities:

- The College shall designate an official or employee to act as its FOIA Officer. The FOIA Officer shall complete the electronic training curriculum required by the State of Illinois within 30 days after assuming the position.
- The FOIA Officer shall receive requests submitted to the public body under this Act, ensure that the public body responds to requests in a timely fashion, and issue responses under this Act.
- Any John A. Logan College employee who receives a FOIA request must forward that request to the College FOIA Officer as soon as possible.

3. Processing Requests:

- Upon receiving a request for a public record, the FOIA Officer shall:
 - Note the date the public body received the written request.
 - Compute the day on which the period for response will expire.
 - Maintain an electronic or paper copy of the written request.
 - Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.
- The FOIA Officer should submit a response within five business days after receiving the request. This period may be extended according to Illinois statute 5 ILCS 140/3(e) for an additional five business days from the original due date if:
 - The requested records are stored in whole or in part at other locations than the office having charge of the requested records.
 - The request requires the collection of a substantial number of specified records.
 - The request is couched in categorical terms and requires an extensive search for the records responsive to it.
- If additional time is needed, the FOIA Officer will notify the requestor in writing within five business days after receiving the request of the statutory reason(s) for the extension and when the requested information will be produced.

- 4. **Electronic Records:**
 - Records stored electronically will be printed and provided to the requestor. If requested in a disk or tape format, the requestor must provide the necessary media.
- 5. **Special Requests:**
 - Requests requiring special computer analyses or interpretation will be handled within an appropriate timeframe determined by the President of the College.
- 6. **Protection of Personal Data:**
 - Personal data will be provided only for specified research purposes with written agreements ensuring data confidentiality and non-disclosure to third parties.
 - Record identifiers, such as social security numbers, will be removed unless disclosure is permitted under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.
- 7. **Cost of Records:**
 - The cost of providing records will be based on the current costs of labor and materials as determined by the College business office.
- 8. **Commercial Requests:**
 - Each request for a commercial purpose will be complied with or denied within twenty-one (21) working days after receipt. It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

Kirk E. Overton, Ph.D.

PRESIDENT

9/24/2025

DATE

ADOPTED: OCTOBER 26, 2022
AMENDED: SEPTEMBER 24, 2025
REVIEWED: SEPTEMBER 3, 2025
LEGAL REF.: ILLINOIS FREEDOM OF INFORMATION ACT (5 ILCS 140/1 ET SEQ.); FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232G);
CROSS REF.: BOARD POLICY 3640;

Purpose: The purpose of this procedure is to expand educational services to the greatest number of students in each district served by the participating community colleges. This procedure aims to establish a viable method of cooperation between the colleges to share programs, maximize the utilization of finances, facilities, equipment, and personnel, and provide educational services that might otherwise be impracticable for any of the colleges individually.

Scope: This procedure applies to all participating community colleges in Illinois, including but not limited to Black Hawk College, Carl Sandburg College, City Colleges of Chicago, College of DuPage, College of Lake County, Danville Area Community College, Elgin Community College, Heartland Community College, Highland Community College, Illinois Central College, Illinois Eastern Community Colleges, Illinois Valley Community College, John A. Logan College, John Wood Community College, Joliet Junior College, Kankakee Community College, Kaskaskia College, Kishwaukee College, Lake Land College, Lewis and Clark Community College, Lincoln Land Community College, McHenry County College, Moraine Valley Community College, Morton College, Oakton Community College, Parkland College, Prairie State College, Rend Lake College, Richland Community College, Rock Valley College, Sauk Valley Community College, Shawnee Community College, South Suburban College, Southeastern Illinois College, Southwestern Illinois College, Spoon River College, Triton College, Waubensee Community College, and William Rainey Harper College.

Procedure:

1. Institutional Identification:

- The college district sending the students to another college will be referred to as the "Sending College."
- The college receiving students from another college district will be referred to as the "Receiving College".

2. Terms of Agreement:

- The educational programs offered by the colleges as part of this Agreement shall be programs approved by the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education.
- The Agreement is explicitly for programs of study leading to an Associate in Applied Science degree or certificate in Career and Technical Education.

3. Duration of Agreement:

- This Agreement shall be in force upon adoption by the Board of Trustees of each of the participating colleges and will continue until terminated under the provision of item seven (7).

4. Amendments to Agreement:

- Amendments and/or revisions to this Agreement may be made at any time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement.

5. Coordination of Agreement:

- The ICCB, in consultation with member institutions, will coordinate changes and distribution of those changes to the other colleges on an annual basis when necessary.

6. Program Eligibility:

- The ICCB shall maintain a Program Directory on the ICCB website to assist the colleges in determining which programs qualify under the agreement.

7. Termination of Agreement:

- The participation of any college(s) in this Agreement may be terminated at the end of any spring semester to be in effect the following fall term at the request of the College President.
8. **Residents Eligibility:**
 - Approval for students participating within this Agreement resides with the Sending College.
 9. **Registration:**
 - Upon written approval from the Sending College, students shall register at the Receiving College and shall be members of that district for the terms of their enrollments.
 10. **Additional Educational Services:**
 - The Receiving College shall provide access to its Learning Resources Center and other instructional resources for students from the Sending College.
 11. **Records and Recognition of Completion:**
 - The Receiving College shall maintain admissions records and transcripts and issue any and all degrees or certificates to students completing the educational program.
 12. **Scholarships and Student Activities:**
 - The Receiving College shall be considered the home district for athletic eligibility and/or any activity where the student officially represents an institution.
 13. **Publicity:**
 - The educational programs offered through this Agreement shall be noted in college catalogs and publicized by the participating districts in a manner consistent with ICCB requirements and institutional publicity policies.
 14. **Communication of Agreement:**
 - The Sending College shall communicate the terms of this Agreement to its students attending a Receiving College.
 15. **Reimbursement:**
 - The Receiving College shall be eligible to file all claims for State apportionment for any student from the Sending College enrolled in the Receiving College's programs covered by this Agreement.
 16. **Transportation:**
 - Students shall be responsible for their own transportation to and from Sending and Receiving Colleges.
 17. **Tuition and Fees:**
 - Students from the Sending College will pay the resident tuition and fees of the Receiving College.
 18. **FTE Reporting:**
 - For purposes of capital (construction space), FTE enrollment in the classes taken are reported by the Receiving College.
 19. **Student Enrollments:**
 - The cooperating institutions in this Agreement shall be treated as one district in relation to admission policies for the programs included herein.
 20. **Chargeback:**
 - Colleges sending students to receiving colleges identified in this Agreement will not pay chargebacks.
 21. **Dispute Resolution:**
 - All disputes that arise through this agreement shall follow the arbitration process outlined below:

- a. Involved parties shall attempt to settle the dispute through mutual agreement.
- b. In the event that mutual agreement cannot be reached, parties may request a decision by a committee of their peers.
- c. Said parties may request an advisory opinion from the ICCB.
- d. The decision of the committee shall be considered final and all parties agree to be bound by the committee's decision.

22. Special Note:

- o Nothing contained in this Agreement shall operate to create a relationship of Principal and Agent between the Parties.

Kirk E. Overstreet, Ph.D.

PRESIDENT

7/1/2025

DATE

ADOPTED: MARCH 26, 2025

AMENDED: JULY 1, 2025

LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805/, 110 ILCS 805/6-1.5 PER P.A. 103-159); ILLINOIS COMMUNITY COLLEGE BOARD (ICCB) RULES; ILLINOIS HUMAN RIGHTS ACT; CREDIT FOR PRIOR LEARNING ACT (PUBLIC ACT 100-0261); U.S. HIGHER EDUCATION ACT OF 1965; TITLE IX OF THE EDUCATION AMENDMENTS OF 1972; AMERICANS WITH DISABILITIES ACT (ADA); TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

CROSS REF.: BOARD POLICY 7350

Purpose

To establish clear procedures for ensuring equal access to all College programs, services, activities, and facilities for individuals with disabilities, in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and related laws.

Scope

This procedure applies to all students, employees, applicants, volunteers, and visitors at John A. Logan College, including all physical and digital environments.

Roles and Responsibilities

- **ADA/504 Coordinator:**
 - Oversees College-wide ADA/504 compliance.
 - Serves as the primary contact for accessibility concerns and grievances.
 - Coordinates training and policy review.
- **Disability Support Services (DSS):**
 - Coordinates accommodations for students.
 - Maintains documentation and ensures confidentiality.
- **Human Resources (HR):**
 - Coordinates accommodations for employees and job applicants.
 - Maintains documentation and ensures confidentiality.
- **IT Department:**
 - Ensures digital content and technology meet accessibility standards.
- **Facilities Department:**
 - Ensures physical spaces are accessible and compliant with ADA standards.
- **All Employees:**
 - Support accessibility and refer accommodation requests appropriately.

4. Procedures**A. Requesting Accommodations****1. Students**

- Contact Disability Support Services (DSS) to request accommodations.
- Provide appropriate documentation of disability.
- Participate in an interactive process to determine reasonable accommodations.
- DSS will notify faculty/staff of approved accommodations as needed.

2. Employees and Job Applicants

- Contact Human Resources to request workplace accommodations.
- Provide appropriate documentation of disability.
- Participate in an interactive process to determine reasonable accommodations.
- HR will coordinate with supervisors to implement accommodations.

3. Visitors and Event Attendees

- Contact the ADA/504 Coordinator or event organizer in advance to request accommodations (e.g., accessible seating, sign language interpreters).
- The College will make reasonable efforts to fulfill requests.

B. Digital Accessibility

- All College websites, instructional materials, and digital platforms must comply with recognized accessibility standards (e.g., WCAG 2.1).

- IT and content creators are responsible for ensuring new and existing digital content is accessible.
- Procurement of new technology must include accessibility as a criterion.

C. Physical Accessibility

- Facilities will ensure that all new construction and renovations comply with ADA Standards for Accessible Design.
- Barriers to access should be reported to Facilities or the ADA/504 Coordinator for prompt resolution.

D. Confidentiality

- All disability-related information and documentation will be kept confidential and shared only with those who have a legitimate need to know.

E. Grievance and Complaint Process

- Individuals who believe they have been denied access or discriminated against on the basis of disability may file a complaint:
 - **Students:** Follow Administrative Procedure 831 (Student Complaints).
 - **Employees:** Follow HR’s established grievance procedures.
 - **Visitors:** Contact the ADA/504 Coordinator.
- Complaints will be investigated promptly and impartially.
- Retaliation for requesting accommodations or filing a complaint is strictly prohibited.

F. Training and Awareness

- The College will provide regular training to faculty, staff, and administrators on ADA requirements, accessibility best practices, and accommodation procedures.

G. Monitoring and Review

- The ADA/504 Coordinator will conduct periodic reviews of College practices, facilities, and digital content to ensure ongoing compliance and continuous improvement.

5. Contact Information

- **ADA/504 Coordinator:** [Name, Title, Email, Phone]
- **Disability Support Services:** [Contact Info]
- **Human Resources:** [Contact Info]
- **Facilities:** [Contact Info]
- **IT Help Desk:** [Contact Info]

6. Review and Revision

This procedure will be reviewed at least every three years or as required by changes in law or regulation.

Kirk E. Overton, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: MARCH 31, 2026

AMENDED:

REVIEWED: MARCH 30, 2026

LEGAL REF.: AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) (42 U.S.C. §§ 12101–12213); ADA AMENDMENTS ACT OF 2008 (ADAAA) (PUB. L. NO. 110-325, 122 STAT. 3553 (2008)); SECTION 504 OF THE REHABILITATION ACT OF 1973 (29 U.S.C. § 794); TITLE II OF THE CIVIL RIGHTS ACT OF 1964 (42 U.S.C. § 2000A ET SEQ.); INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) (20 U.S.C. §§ 1400–1482); WEB CONTENT ACCESSIBILITY GUIDELINES (WCAG); 28 C.F.R. PART 35; 28 C.F.R. PART 36; 34 C.F.R. PART 104; 29 C.F.R. PART 1630; ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/); ILLINOIS ACCESSIBILITY CODE (71 ILL. ADM. CODE 400)

CROSS REF.: BOARD POLICY 3520, 4310; ADMINISTRATIVE PROCEDURE 310, 416, 417, 503, 807, 810

Purpose

The purpose of this administrative procedure is to establish a systematic approach for managing items that are lost or found on John A. Logan College properties. This procedure aims to ensure that lost items are returned to their rightful owners and unclaimed items are disposed of responsibly.

Scope

This procedure applies to all students, faculty, staff, and visitors on the John A. Logan College campus and its extension centers. It covers the handling, logging, storage, and disposal of lost and found items.

Procedure

1. **Logging Lost Items:**
 - Items found on campus should be brought to the JALC Police Department.
 - When items are brought to JALC Police as a lost item, it will be logged in the “Lost and Found Log” indicating the date and location of where the item was found.
 - The JALC Police Department will attempt to contact the owner of the lost property and reunite them with their property.
2. **Reporting Lost Items:**
 - When an individual reports a lost item to JALC Police, the Lost and Found Log should be checked to see if the item had been turned in.
 - If the item is not found, the information will be added to the log with a description of the item, where it may have been lost, and a contact number for the individual reporting the lost item.
3. **Storage of Unclaimed Items:**
 - Unclaimed items will be placed in the Lost and Found in the JALC Police Department.
 - Items will be held for 30 days.
4. **Disposal of Unclaimed Items:**
 - At the end of 30 days, unclaimed items will be discarded in an appropriate manner.
 1. Items valued at more than \$100 will be published on the JALC website to increase the possibility of identification and retrieval.
 - A record of that disposal will remain in a “Lost and Found” file within the JALC Police Department.

Kirk E. Overton, Ph.D.

PRESIDENT

9/24/2025

DATE

ADOPTED: SEPTEMBER 3, 2019
AMENDED: SEPTEMBER 24, 2025
REVIEWED: SEPTEMBER 3, 2025

Lost and Found Items

Administrative Procedure 363

LEGAL REF.: 765 ILCS 1020/1 ET SEQ.; FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT (40 U.S.C. § 484);
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232G)

CROSS REF.:

Purpose:

To establish clear, legally compliant guidelines for campus closures at John A. Logan College, ensuring the safety, continuity, and communication necessary during emergencies or other significant disruptions.

Scope:

Applies to all students, faculty, staff, and visitors. Aligns with Board Policies 3250 and 4330 and applicable Administrative Procedures.

Closure Definitions

1. Class Cancellation

- In-person academic activities are suspended.
- Online instruction may continue at the discretion of the President’s Executive Council (PEC).
- Students are not required to be physically present on campus.

2. Suspended Operations

- All non-essential campus offices are closed.
- Faculty and staff should avoid campus unless designated as essential by the PEC.
- Essential personnel must report as directed.
- Remote work, including instruction, may be authorized where feasible.

3. Total Closure

- All classes (in-person and online) and operations are suspended.
- No personnel are permitted on campus except emergency responders.
- Remote work is not permitted.
- Closure is declared by the President or designee in accordance with Board Policy 3250.

Emergency Declaration and Communication

- The President or designee may declare a campus emergency per Board Policy 3250.
- Notifications will be issued via official College communication channels (email, website, text alerts).
- Closure decisions will be documented and reviewed in accordance with applicable Administrative Procedures.



Kirk E. Overton, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: JULY 29, 2021

AMENDED: SEPTEMBER 24, 2025; MARCH 31, 2026

REVIEWED: SEPTEMBER 3, 2025, MARCH 30, 2026

LEGAL REF.: ILLINOIS EDUCATIONAL LABOR RELATIONS ACT (115 ILCS 5/); FAMILY MEDICAL LEAVE ACT (FMLA); ILLINOIS VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA); UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA); ILLINOIS MILITARY LEAVE OF ABSENCE ACT

CROSS REF.: COLLECTIVE BARGAINING AGREEMENTS; BOARD POLICY 3250, 4330

Purpose

To establish a structured and legally compliant process for the secure storage, transfer, and long-term accessibility of institutional records, student academic records, financial assets, and other essential information in the event of a permanent closure of John A. Logan College. This procedure ensures alignment with federal and state laws, Illinois Community College Board (ICCB) regulations, and Higher Learning Commission (HLC) Assumed Practice D.7, safeguarding the interests of students, employees, and stakeholders.

Scope

This procedure applies to all departments, personnel, and systems responsible for managing academic records, financial data, administrative documentation, and digital infrastructure at JALC. It governs the actions to be taken upon the declaration of permanent closure, including the designation of responsible parties, coordination with external agencies, and communication with affected stakeholders. The procedure supplements Board Policy 3250 and Administrative Procedure 364, and is enforceable across all operational units of the College.

Procedure: Storage and Transfer of Files, Funds, and Information in the Event of Permanent Closure

1. **Designation of Closure Response Team**
 - Upon the declaration of permanent closure, the President or designee will appoint a Closure Response Team responsible for overseeing the secure storage and transfer of all institutional records, funds, and information.
2. **Student Academic Records**
 - All student academic records (transcripts, diplomas, enrollment data) will be securely transferred to the Illinois Community College Board (ICCB) or another designated state repository, in accordance with HLC Assumed Practice D.7.
 - The College will notify students and alumni of the location and process for accessing their records post-closure via official communication channels.
3. **Financial Assets and Obligations**
 - The Business Office will coordinate the transfer or settlement of all College funds, including tuition payments, grants, and outstanding obligations, in compliance with state and federal law.
 - Financial records will be archived and transferred to the appropriate state agency or custodian.
4. **Institutional and Administrative Records**
 - All essential administrative, personnel, and operational records will be inventoried and securely stored or transferred to a designated custodian.
 - Digital records will be backed up and encrypted prior to transfer.
5. **Communication and Documentation**
 - The College will document all closure-related actions and decisions.
 - Stakeholders, including students, employees, and regulatory bodies, will be informed of the closure process and record access procedures.
6. **Compliance and Review**
 - All actions will be reviewed for compliance with HLC Assumed Practice D.7, ICCB guidelines, and relevant statutes.
 - The Closure Response Team will submit a final report to the Board of Trustees and regulatory agencies.

Kirk E. Overton, Ph.D.

PRESIDENT

3/31/2026

DATE

LEGAL REF.: HLC ASSUMED PRACTICES D.7; FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) – 20 U.S.C. § 1232G; 34 CFR PART 99; TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 – 20 U.S.C. § 1681 ET SEQ.; 34 CFR PART 106 TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 – 42 U.S.C. § 2000D ET SEQ.; AMERICANS WITH DISABILITIES ACT (ADA) – 42 U.S.C. § 12101 ET SEQ.; UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) – 38 U.S.C. § 4301 ET SEQ.; GUN-FREE SCHOOL ZONES ACT – 18 U.S.C. § 922(Q); FAMILY AND MEDICAL LEAVE ACT (FMLA) – 29 U.S.C. § 2601 ET SEQ.; VIOLENCE AGAINST WOMEN ACT (VAWA) – 34 U.S.C. § 12291 ET SEQ.; HIGHER EDUCATION ACT OF 1965 – 20 U.S.C. § 1001 ET SEQ.; ILLINOIS PUBLIC COMMUNITY COLLEGE ACT – 110 ILCS 805/; ILLINOIS EDUCATIONAL LABOR RELATIONS ACT – 115 ILCS 5/; ILLINOIS MILITARY LEAVE OF ABSENCE ACT – 5 ILCS 325/; ILLINOIS VICTIMS’ ECONOMIC SECURITY AND SAFETY ACT (VESSA) – 820 ILCS 180/; PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT – 110 ILCS 155/; ILLINOIS FIREARM CONCEALED CARRY ACT – 430 ILCS 66/1 ET SEQ.; ILLINOIS CRIMINAL CODE – TRESPASS TO STATE SUPPORTED LAND – 720 ILCS 5/21-6; ICCB SYSTEM RULES MANUAL – CREDIT HOUR CALCULATION – 23 ILL. ADM. CODE § 1501.309; ICCB ACADEMIC GUIDELINES – REFERENCED IN 3250 ACADEMIC CONTINUITY PLAN; ICCB INSTITUTIONAL ACCOUNTABILITY FRAMEWORK – REFERENCED IN ICC-FY24-INSTITUTIONAL-ACCOUNTABILITY-REPORT;

CROSS REF.: BOARD POLICY 3250, 4330; ADMINISTRATIVE PROCEDURE 364, 364.A

Summer Schedule

Administrative Procedure 365

John A. Logan College will operate on a modified summer schedule for ten (10) weeks each year, beginning on the Monday before Memorial Day. During this period, summer hours shall be Monday through Thursday.

The College will grant full-time employees five (5) summer leave days during the ten weeks. Employees are required to complete the College-issued Summer Leave Schedule Form for approval by their Supervisor and Cabinet member by April 1st of each year.

If a holiday during summer modified hours falls on a Friday or Saturday, the previous Thursday is recognized as the holiday. If the holiday falls on a Sunday, it is recognized on the following Monday.

Kirk E. Overton, Ph.D.

PRESIDENT

SEPTEMBER 23, 2024

DATE

ADOPTED: JULY 1, 2022
AMENDED: **SEPTEMBER 23, 2024**
REVIEWED:
CROSS REF.:

Thanksgiving Holiday and Winter Break

Administrative Procedure 366

In accordance with Board Policy 5130, the College will observe Thanksgiving Day, Christmas Day, and New Year’s Day as established holidays.

To assist employees in planning personal holiday schedules, the College will officially suspend operations each year in addition to the established holidays as follows:

THANKSGIVING BREAK SUSPENDED OPERATION DAYS
<ul style="list-style-type: none">• Wednesday before Thanksgiving• Friday following Thanksgiving <p>Normal operations will resume on the Saturday following Thanksgiving.</p>
WINTER BREAK SUSPENDED OPERATION DAYS
<ul style="list-style-type: none">• December 24th through December 31st (<i>December 25th and January 1st are established holidays.</i>) <p>Normal operations will resume on the day following the recognized January 1st holiday.</p>



PRESIDENT

MARCH 1, 2024

DATE

ADOPTED: JULY 1, 2022
AMENDED: **MARCH 1, 2024**
REVIEWED:
CROSS REF.: BOARD POLICY 5130, HOLIDAYS

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

Roles and Responsibilities

- **President:** The President has the authority to delegate responsibilities related to social media management. This includes approving individuals who will have administrative credentials to post on official College social media sites and overseeing the implementation of this policy.
- **Assistant Vice-President for Marketing, Public Relations, and Communications:** Responsible for maintaining passwords for the accounts, ensuring compliance with the policy, and supporting the President in delegating responsibilities.
- **Coordinator for Digital Marketing:** Must have administrative access to all college-affiliated social media accounts.
- **Administrators, Faculty, Staff, Students, and Alumni:** Must read and abide by the guidelines when using the College's official social media sites and approved accounts.

Access and Use

1. **Approval of Administrators:** Individuals must be approved by the President to receive administrative credentials for posting on official College social media sites. The President may delegate this approval process to the Assistant Vice-President for Marketing, Public Relations, and Communications.
2. **Password Management:** Passwords for social media accounts will be maintained by the Assistant Vice-President for Marketing, Public Relations, and Communications. No individual with administrative credentials will change the username and password information for a social media account without permission from the President.

Content Management

1. **Regular Updates:** Content should be updated as appropriate on a daily or weekly basis to keep information current and relevant.
2. **Marketing Plan:** The marketing plan will include strategies for messaging, audience engagement, and goals, ensuring that information on social media sites is up-to-date.
3. **Photo Release:** Whenever possible, photographers should obtain consent before publishing photos – particularly of anyone under age 18. (See Photo Release Form – Addendum A)

Prohibited Content

1. **Personal Opinions:** Representation of personal opinions as being endorsed by the College, the administration, or the Board of Trustees is strictly prohibited.
2. **Promotion Restrictions:** Social media sites may not be used to promote any product, political party, or candidate.

- 3. **False Information:** Individuals will not knowingly provide false or misleading information.

Content Removal

- 1. **Right to Remove:** JALC has the right to remove any content for any reason, including but not limited to content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

Appropriate Depictions

- 1. **Favorable Depictions:** Any photos/videos or other digital content posted on College social media should portray a favorable depiction of the College and should not contain obscenities, verbal harassment, threats, slander, or offensive comments or imagery regarding gender, race, religion, sexual orientation, or any other inappropriate or unlawful content.
- 2. **Ownership of Photos:** Any photos posted must be owned by the College or be stock photos that the College has paid to use or otherwise received permission to use.

Confidential Information

- 1. **Protection of Personal Information:** Personal and identifying information such as student IDs, social security numbers, addresses, phone numbers, and dates of birth should not be posted on JALC social media sites.

Kirk E. Overton, Ph.D.

PRESIDENT

9/24/2025

DATE

ADOPTED: SEPTEMBER 24, 2025
AMENDED:
REVIEWED: SEPTEMBER 3, 2025
LEGAL REF.: ILLINOIS GOVERNMENTAL ETHICS ACT (5 ILCS 420/1-101 ET SEQ.)
CROSS REF.: BOARD POLICY 3610; BOARD POLICY 3620



PHOTO RELEASE FORM

I hereby grant John A. Logan College permission to use photographs or videos of me taken at John A. Logan College or a College-sanctioned event for publications, news releases, online, social media, and other communications.

Signature of Adult or Guardian of Children under age 18

Name and Date

- I. JALC Overview
- II. President's Division
- III. Provost Division
- IV. Vice President for Business Services Division

Kirk E. Overstreet, Ph.D.

PRESIDENT

5/29/2025

DATE

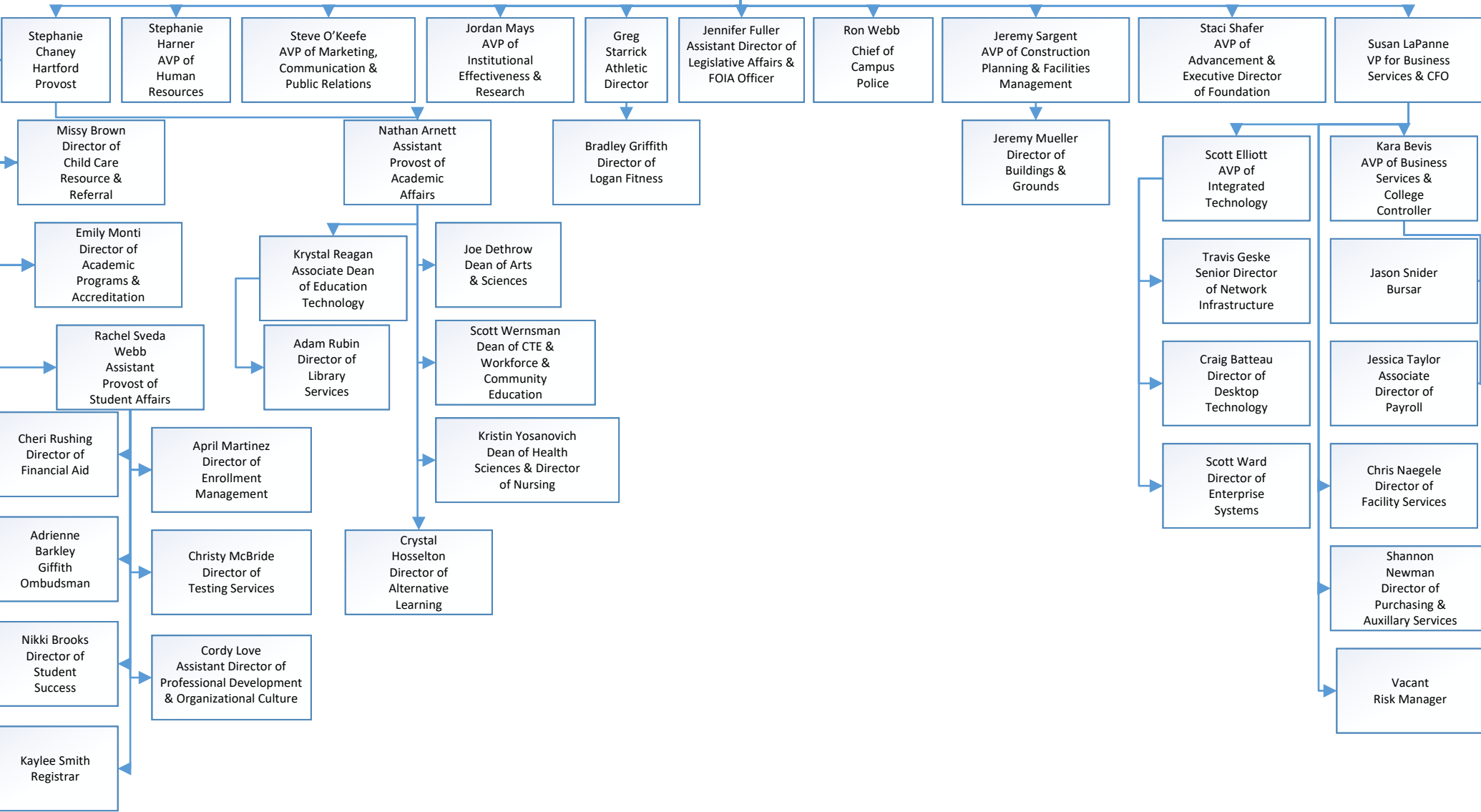
AMENDED: DECEMBER 7, 2015; MARCH 1, 2016; AUGUST 1, 2016; OCTOBER 6, 2016; DECEMBER 12, 2016; APRIL 26, 2017; JULY 31, 2017; MAY 8, 2018; AUGUST 31, 2018; NOVEMBER 1, 2018; APRIL 23, 2019; OCTOBER 1, 2019; JANUARY 23, 2020; DECEMBER 18, 2020; MAY 14, 2021; SEPTEMBER 30, 2021; APRIL 28, 2022; OCTOBER 4, 2024; **MAY 29, 2025**

CROSS REF.: BOARD POLICY 4120

JALC Overview

Aaron R. Smith – Chair
 Jacob "Jake" Rendleman – Vice-Chair
 Rebecca Borgsmiller – Secretary
 Dr. Brent Clark
 William J. Kilquist
 Mandy Little
 Dr. Glenn Poshard
 Zoren Anako Mohamad Ali – Student Trustee
 Board of Trustees

Kirk Overstreet
 President



President's Division

Aaron R. Smith — Chair
Jacob "Jake" Rendleman — Vice-Chair
Rebecca Borgsmiller — Secretary
Dr. Brent Clark
William J. Kilquist
Mandy Little
Dr. Glenn Poshard
Zoren Anako Mohamad Ali – Student Trustee
Board of Trustees

Kirk
Overstreet
President

Stephanie
Chaney
Hartford
Provost

Stephanie
Harner
AVP of
Human
Resources

Steve O'Keefe
AVP of Marketing,
Communication &
Public Relations

Jordan Mays
AVP of
Institutional
Effectiveness &
Research

Greg
Starrick
Athletic
Director

Jennifer Fuller
Assistant Director
of Legislative
Affairs & FOIA
Officer

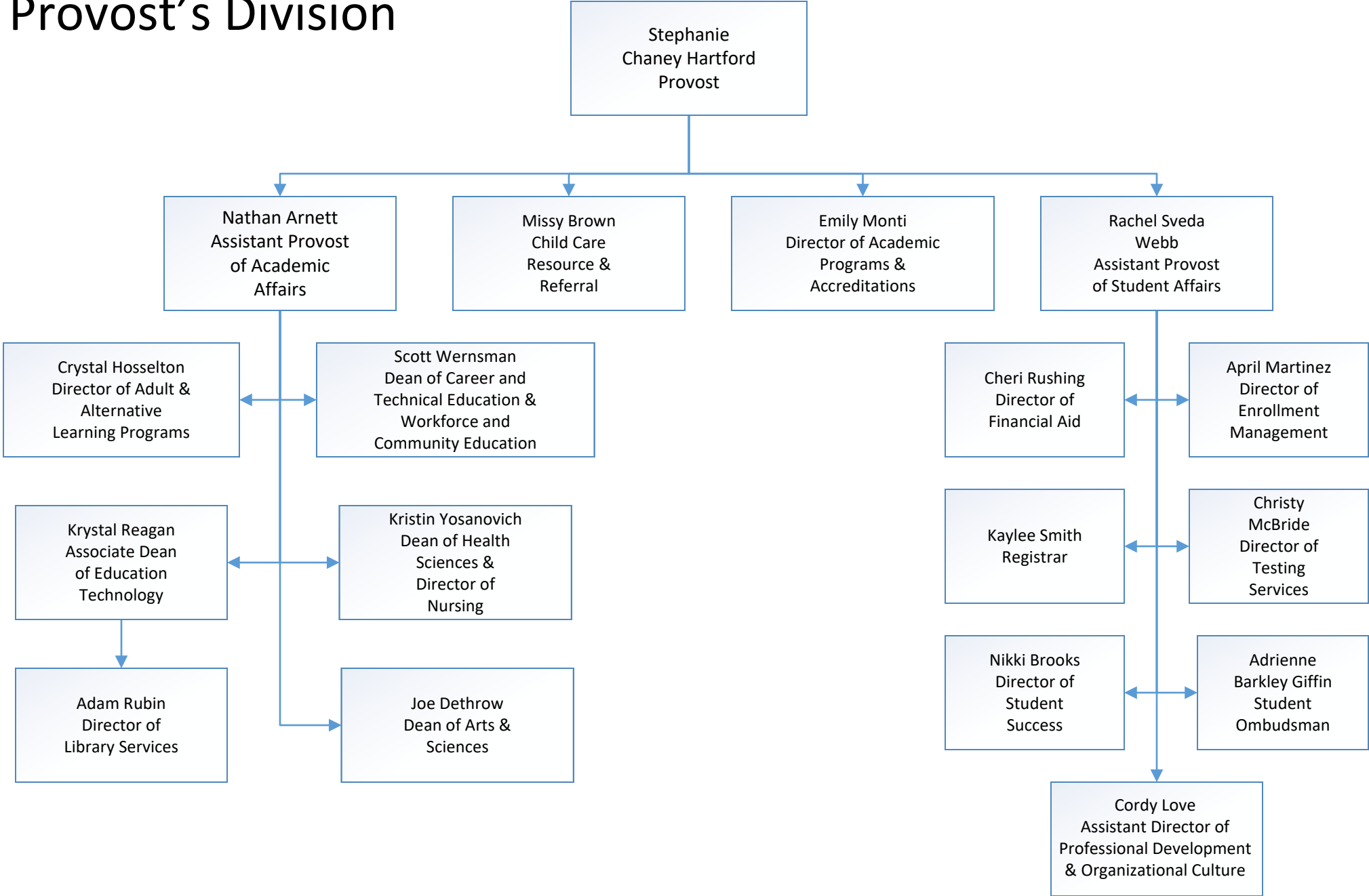
Ron Webb
Chief of
Campus Police

Jeremy Sargent
AVP of Construction
Planning & Facilities
Management

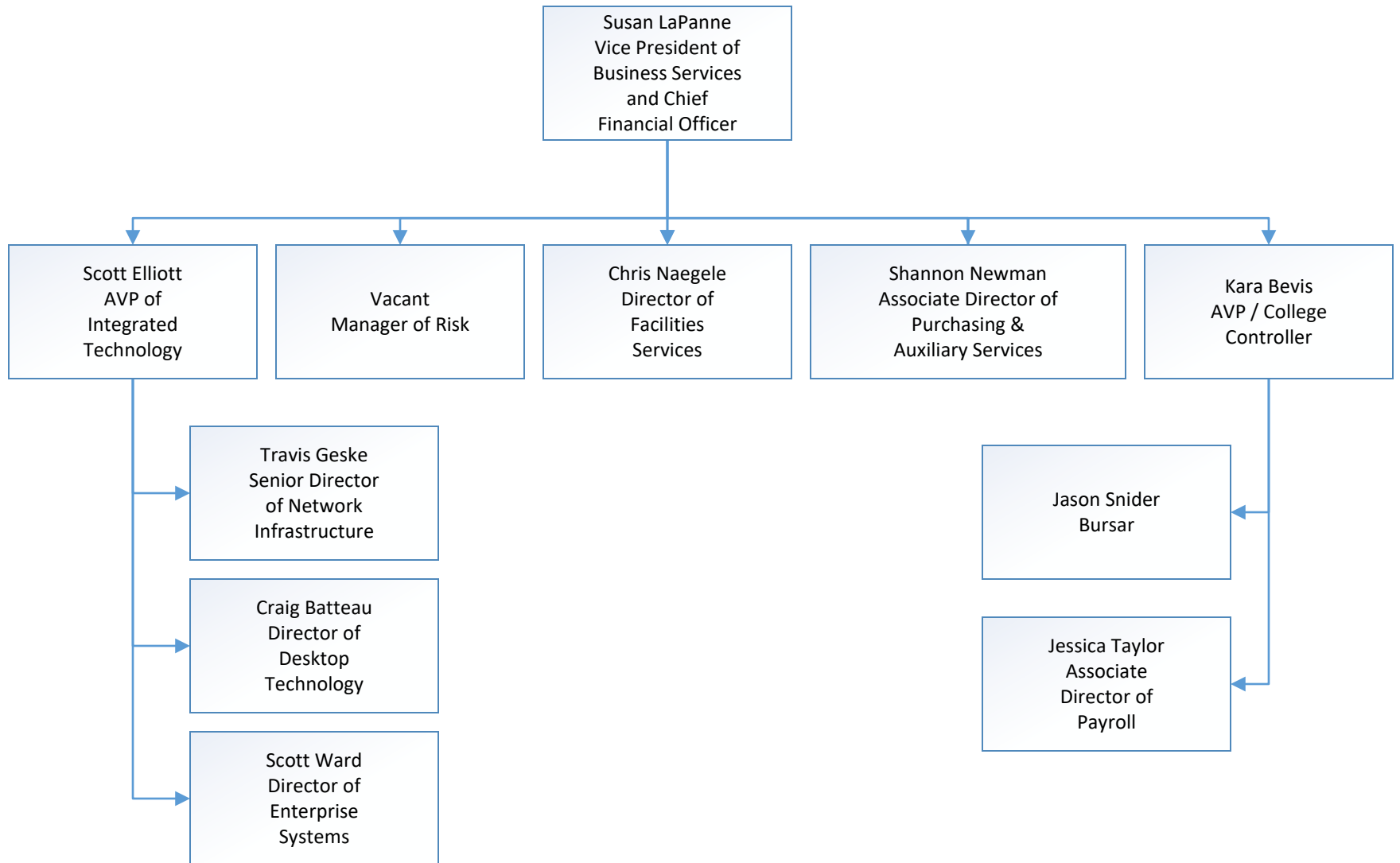
Staci Shafer
AVP of
Advancement &
Executive Director
of Foundation

Susan LaPanne
VP for Business
Services & CFO

Provost's Division



Vice-President's Division



A. Purpose and Scope

John A. Logan College (“College”) is committed to maintaining a safe, orderly, and effective environment for teaching, learning, research, work, services, and public events. This policy applies to all persons on College-owned, controlled, or leased property and/or at College-sponsored activities, including students, employees, contractors, volunteers, visitors, and guests. Conduct expectations are in addition to— and do not replace— obligations under other College policies and applicable law.

B. Core Standard of Conduct (Disruption of Operations)

No person may engage in behavior that materially disrupts, obstructs, or interferes with the operations of the College—academic or otherwise—including instruction, College business processes, events, or services. Examples include, but are not limited to: (1) willful interference with classes, offices, public meetings, or events; (2) refusal to comply with lawful directives of authorized College officials issued to maintain order or safety.

C. Immediate Response and Removal from Campus

1. **Authority.** When an individual’s conduct materially disrupts College operations or creates a reasonable threat to safety or order, authorized College officials may direct the individual to cease the behavior, relocate, or immediately leave the area or campus. Failure to comply may result in removal and issuance of a trespass warning under Illinois law.
2. **Event and Facility Enforcement.** For events or facility use, enforcement may include verbal warnings and removal/denial of further access to the event or premises consistent with College policies/procedures.
3. **Limitations.** Immediate removal is an interim measure to restore safety and operations and does not replace applicable student conduct, employee, or other guest/visitor due-process procedures described in Section E.

D. Lawful Directives; Identification

Individuals must comply with lawful directives of College officials (including Campus Police) made to preserve safety or operations, and must present identification when reasonably requested in connection with a safety or conduct matter. Failure to comply may constitute disruption of operations and may lead to removal and referral to the appropriate process. [110 ILCS 805/3-42.1.]

E. Referrals, Due Process, and Sanctions

1. **Students.** Alleged violations by students will be referred to the Student Code of Conduct process. Interim measures (including interim suspension or no-contact directives) may be issued where necessary to preserve safety or academic operations, consistent with Title IX/Clery where applicable.
2. **Employees.** Alleged violations by employees will be addressed under applicable College policies, contracts/collective bargaining agreements, and procedures.
3. **Visitors/Guests.** Non-affiliated individuals may be subject to removal, trespass notice, and future access restrictions as warranted under Illinois law.

F. Free Speech; Time, Place, Manner

Nothing in this procedure restricts lawful expressive activity. The College may impose content-neutral time, place, and manner restrictions narrowly tailored to significant College interests (safety, order, uninterrupted instruction/operations), while leaving open ample alternative channels of communication.

G. Non-Discrimination; Accommodations

Enforcement of this policy shall be non-discriminatory and consistent with the Americans with Disabilities Act (ADA) Title II and Section 504 of the Rehabilitation Act, including reasonable modifications and auxiliary aids unless doing so would fundamentally alter College programs/activities or pose undue burden.

H. Safety, Title IX, and Clery Compliance

Conduct involving violence, threats, harassment, or sex discrimination will be addressed under applicable College policies/procedures, including Title IX and the Clery Act, as required.

I. Whistleblower Protection; No Retaliation

Nothing in this policy shall be construed to retaliate against individuals who, in good faith, report violations or participate in investigations under the College’s fraud prevention/whistleblower protections or other protected-activity laws.

J. Safety and Enforcement:

- The JALC Department of Public Safety shall monitor activities.
- Failure to comply will result in removal under trespassing or campus conduct policies.

Additional Notes

- This procedure does not restrict spontaneous lawful expression in other public areas, provided it remains non-disruptive to institutional duties or operations.

Kirk E. Overton, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: MARCH 31, 2026

AMENDED:

REVIEWED: MARCH 30, 2026

LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT — CAMPUS POLICE AUTHORITY: 110 ILCS 805/3-42.1.; CRIMINAL TRESPASS: 720 ILCS 5/21-5 (STATE-SUPPORTED LAND); 720 ILCS 5/21-3 (REAL PROPERTY); FIRST AMENDMENT (TIME, PLACE, MANNER): WARD V. ROCK AGAINST RACISM, 491 U.S. 781 (1989); TITLE IX: 20 U.S.C. § 1681; 34 C.F.R. PT. 106; CLERY ACT: 20 U.S.C. § 1092(F); 34 C.F.R. § 668.46; ADA TITLE II: 42 U.S.C. § 12132; 28 C.F.R. PT. 35; SECTION 504: 29 U.S.C. § 794; 34 C.F.R. PT. 104;

CROSS REF.: BOARD POLICIES 3610, 3373, 4310, 4315, 4320, 4321, 4330, 7210, 8310; ADMINISTRATIVE PROCEDURES 306

Section 1: Purpose and Scope

The purpose of this policy is to establish guidelines for the John A. Logan College (JALC) Police Department to ensure compliance with Illinois and federal laws. This policy outlines the rights, responsibilities, and operational procedures of the JALC Police Department to maintain a safe and secure environment for the college community.

Section 2: Establishment and Authority**1. Creation of the Department:**

- JALC establishes a Police Department to provide law enforcement and security services on campus. The department is authorized to appoint law enforcement officers and non-law enforcement officers.

2. Legal Authority:

- Law enforcement officers appointed to the JALC Police Department shall have the powers of police officers in cities and sheriffs in counties, including the authority to make arrests for violations of state statutes and enforce county or city ordinances within the community college district.

Section 3: Oath of Office Administration

Pursuant to the authority granted under the Illinois Private College Campus Police Act (110 ILCS 1020/1), and in alignment with federal requirements under 5 U.S. Code § 3331 and § 2903, all individuals appointed as Campus Police Officers or Security Officers at John A. Logan College shall be required to take and subscribe to an official oath of office prior to assuming their duties.

1. Oath Requirement

Each officer shall solemnly swear (or affirm) to uphold the Constitution of the United States, the Constitution of the State of Illinois, and to faithfully discharge the duties of their office.

2. Administering Authority

The oath shall be administered by a member of the JALC Board of Trustees, who is authorized under Illinois law to administer oaths (5 ILCS 255/1). The Board shall designate a trustee to perform this duty at a public meeting or scheduled swearing-in ceremony.

3. Documentation and Filing

The completed oath shall be recorded and filed with the Secretary of the Board of Trustees and maintained as part of the official personnel record of the officer.

4. Precondition to Duty

No officer shall exercise the powers or perform the duties of their position until the oath has been properly administered and filed.

Section 4: Compliance with Illinois and Federal Law**1. Training and Certification:**

- Law enforcement officers must complete the minimum basic training requirements of a police training school under the Illinois Police Training Act. Officers who have successfully completed an Illinois Law Enforcement Training Standards Board certified firearms course shall be equipped with appropriate firearms and auxiliary weapons.
- Non-law enforcement officers performing patrol and security functions must complete the 20-hour basic security training course required by the Department of Financial and Professional Regulation, Division of Professional Regulation for Security Officers, or a similar course certified and approved by the Illinois Law Enforcement Training Standards Board within six months of their initial hiring date.

2. Continuing Education:

- Law enforcement officers and non-law enforcement officers shall participate in ongoing training and professional development to stay current with changes in Illinois and federal laws, law enforcement techniques, and best practices.
3. **Use of Force:**
 - The use of force by JALC Police Department officers shall comply with Illinois and federal laws, including the Illinois Use of Force in Law Enforcement Act and relevant federal statutes. Officers shall receive training on the proper use of force and de-escalation techniques.
 4. **Civil Rights and Non-Discrimination:**
 - The Campus Police Department shall uphold the civil rights of all individuals and ensure non-discriminatory practices in all interactions. Officers shall receive training on civil rights, cultural competency, and implicit bias to promote fair and equitable treatment of all members of the college community.

Section 5: Operational Procedures

1. **Patrol and Security:**
 - The JALC Police Department shall patrol the campus 24 hours a day, 7 days a week, and 365 days a year to ensure a safe atmosphere for the college community.
2. **Incident Reporting and Investigation:**
 - All incidents, including crimes, accidents, and emergencies, shall be promptly reported and thoroughly investigated by the JALC Police Department. Reports shall be documented and maintained in accordance with Illinois and federal laws.
3. **Collaboration with External Agencies:**
 - The JALC Police Department shall collaborate with local, state, and federal law enforcement agencies to enhance campus safety and ensure compliance with applicable laws.
4. **Community Engagement:**
 - The JALC Police Department is committed to community-oriented policing and shall engage with students, faculty, and staff to build trust and foster a safe and inclusive campus environment.

Section 6: Accountability and Oversight

1. **Internal Review and Audits:**
 - The JALC Police Department shall conduct regular internal reviews and audits to ensure compliance with this policy and applicable laws. Any deviations or violations shall be addressed promptly.
2. **External Oversight:**
 - The JALC Police Department shall be subject to oversight by the college administration and relevant external regulatory bodies to ensure accountability and transparency.
3. **Complaint and Grievance Procedures:**
 - The JALC Police Department shall establish procedures for individuals to file complaints or grievances regarding officer conduct. Complaints shall be investigated promptly and thoroughly, and appropriate actions shall be taken based on the findings.

Kirk E. Overstreet, Ph.D.

PRESIDENT

9/24/2025

DATE

ADOPTED: SEPTEMBER 24, 2025

AMENDED:

REVIEWED: SEPTEMBER 3, 2025

LEGAL REF.: 110 ILCS 805/3-42.1; 775 ILCS 5/1-101; 720 ILCS 5/7-5; 50 ILCS 705/8.1; 20 U.S.C. § 1092(F); 20 U.S.C. § 1681; CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990; 110 ILCS 1020/1; 5 USC § 3331 AND § 2903; 5 ILCS 255/1

CROSS REF.: ADMINISTRATIVE PROCEDURES 410, 412, 413, 414A-D, 415

Purpose

To implement the Board’s policy on building access and security by defining operational hours, access protocols, and the management of physical and electronic access tools in compliance with federal and state mandates.

Scope

This procedure applies to all John A. Logan College employees, students, contractors, and visitors who require access to campus buildings and facilities.

Campus Hours & Location Access

- Main Campus Hours refer to the designated timeframes during which common public areas and primary entrances of John A. Logan College are accessible to students, employees, contractors, and visitors. These hours are established to promote safe and efficient access to campus facilities while maintaining operational control and security.
- JALC’s Main Campus hours are 6:00 a.m. to 10:00 p.m. Monday through Friday. Weekend hours are 9:00 a.m. to 5:00 p.m. Saturday and Sunday. On most observed holidays, the campus is closed.
- Access outside of Main Campus Hours is restricted and requires written approval from the appropriate dean/director or above, and/or the President.
- Emergency access must be coordinated through Campus Police (618-985-5550).

During Main Campus Hours:

- Public access is permitted to general-use buildings (e.g., Buildings A–F), hallways, restrooms, and designated gathering spaces.
- Entrances and exterior doors are electronically unlocked and monitored by Campus Safety systems.
- Campus Police are available for emergency coordination and access support.

Security Measures

- Unauthorized access or tampering with locks or security systems is grounds for disciplinary action.
- JALC Department of Public Safety conducts routine patrols and responds to access-related incidents.

Kirk E. Overstreet, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: MARCH 31, 2026
AMENDED:
REVIEWED: MARCH 30, 2026

LEGAL REF.: CLERY ACT (20 USC § 1092(F)); ILLINOIS CAMPUS SECURITY ENHANCEMENT ACT (110 ILCS 12/);
ICCB ADMINISTRATIVE RULES (23 ILL. ADM. CODE § 1501.116)

CROSS REF.: BOARD POLICY 7220; ADMINISTRATIVE PROCEDURE 407

Purpose

To establish a standardized procedure for the issuance, use, and return of physical keys and electronic/networked door lock systems at John A. Logan College (JALC), ensuring secure access control, efficient identification, and alignment with campus-wide safety protocols, including lockdown procedures.

Relationship to Building Access and Security Framework

This procedure operationalizes the building access and security framework established by Administrative Procedure 406 – Building Access and Security.

Access credentials, lock system configurations, access levels, and monitoring activities governed by this procedure shall be issued and managed only in accordance with the access authorizations, operational hours, and approval authorities defined in Administrative Procedure 406.

Nothing in this procedure expands or modifies access rights beyond those authorized under Administrative Procedure 406.

Scope

This procedure applies to all JALC employees, contractors, and authorized visitors who require access to secured areas on campus using either physical keys or ID badge credentials.

Definitions

- **Electric/Networked Lock System:** A door locking mechanism controlled electronically and integrated with the campus security network.
- **Physical Key:** A mechanical device issued for access to specific campus areas.
- **ID Badge:** A college-issued identification card embedded with RFID or magnetic stripe technology used for access control.
- **Key Holder:** Any person issued a physical key.
- **Access Level:** The classification of access granted based on employment role.
- **Master Key:** A key that opens multiple or all locks within a designated area.
- **Lockdown:** A security protocol initiated in response to a threat, requiring immediate restriction of movement and access.

Procedures**1. Issuance and Activation**

- **ID Badges:** Issued by Campus IT upon HR authorization.
- **Physical Keys:** Issued by Facilities Department upon HR authorization. A signed Key Agreement Form is required. Keys must be returned upon separation from the College.
- **Security-Sensitive Access and Background Investigations:** In accordance with the Campus Security Enhancement Act, 110 ILCS 12/5, the College identifies certain access privileges as security-sensitive based on the nature of the facilities, systems, information, or individuals involved.
 - Prior to issuing physical keys, ID badge credentials, or electronic/networked access associated with security-sensitive areas, the College shall require completion of an appropriate criminal background investigation for any individual, including employees, contractors, vendors, or other authorized personnel, as determined by the College.

- The designation of security-sensitive access and the determination of the appropriate level of background investigation shall be made by the College in coordination with Facilities, Campus Safety, Human Resources, and other relevant offices.

2. Access Levels and Employment Classifications

Access is granted based on employment classification:

Classification	Access Level	Examples
Executive/Admin	Full Access	President, Provost, Director
Faculty	Limited Access	Offices, classrooms
Staff	Task-Based Access	Maintenance, IT, custodial
Temporary/Contractor	Restricted Access	Specific project areas only

Access levels are reviewed and approved by Human Resources.

3. Access Control and Monitoring

- Entry to secured areas (via badge or key) is logged and monitored by the central security system in compliance with FERPA.
- Unauthorized access attempts trigger alerts to JALC Department of Public Safety.
- Badge and key access are reviewed quarterly for compliance and role alignment.

4. Loss, Theft, and Return

- Lost or stolen badges/keys must be reported immediately to the JALC Department of Public Safety and Facilities for deactivation and incident reporting.
- Keys and badges must be returned upon termination, role change, or project completion.
- Failure to return keys or badges may result in disciplinary action or fees.
- Reissuance is subject to review and may incur charges.

5. Lockdown Integration

- During a lockdown, all electric locks default to a secure state (locked or unlocked) based on pre-configured emergency protocols in accordance with the Illinois School Safety Drill Act.
- Department of Public Safety retains override authority to remotely lock or unlock doors.
- Staff must follow the JALC Emergency Response Plan during lockdowns.

6. Maintenance and Testing

- Facilities and IT jointly conduct monthly tests of lock systems.
- Any malfunction must be reported immediately via the Facilities Work Order system.

Responsibilities

- **Department of Public Safety:** Oversees system integrity, emergency response, and key/badge incident management.
- **IT Department:** Badge issuance, maintains network connectivity and software integration.
- **Facilities Department:** Key issuance, physical lock maintenance, and incident reporting.
- **Department Heads:** Consult with HR for authorization levels.
- **Human Resources:** Maintains job descriptions and authorization levels.

Kirk E. Overton, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: SEPTEMBER 24, 2025

AMENDED: MARCH 31, 2026

REVIEWED: SEPTEMBER 3, 2025; MARCH 30, 2026

LEGAL REF.: FERPA – 20 U.S.C. § 1232G; CLERY ACT – 20 U.S.C. § 1092(F); ILLINOIS CAMPUS SECURITY ACT – 110 ILCS 12/; ILLINOIS SCHOOL SAFETY DRILL ACT – 105 ILCS 128/; IDENTITY PROTECTION ACT – 5 ILCS 179/; ICCB ADMINISTRATIVE RULES – 23 ILL. ADM. CODE 1501.116 AND 1501.117; STATE RECORDS ACT – 5 ILCS 160/; OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) – 29 U.S.C. § 654; ILLINOIS ADMINISTRATIVE CODE – TITLE 29, PART 1500

CROSS REF.: ADMINISTRATIVE PROCEDURE 406; JALC EMERGENCY RESPONSE PLAN; JALC EMPLOYEE HANDBOOK; JALC STUDENT HANDBOOK

Purpose

To establish clear institutional standards for employment practices, reporting obligations, and coordination with external law enforcement agencies in compliance with Illinois PA 104-0440, and other applicable state and federal laws.

Scope

This procedure applies to all JALC employees, administrators, and contractors engaged in hiring, promotion, discipline, reporting, and campus security operations.

Definitions

- **Protected Characteristics:** Race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, and any other category under Illinois or federal law.
- **Compliance Officer:** Administrator responsible for oversight and reporting.
- **Adverse Action:** Any employment decision that negatively affects an employee's status.
- **External Agency:** Any law enforcement entity not part of JALC Department of Public Safety.

Procedure Statement

John A. Logan College is committed to fair, transparent, and lawful employment practices and to protecting the rights of students, employees, and visitors during interactions with external law enforcement agencies. Compliance with state and federal law is mandatory and non-negotiable.

What JALC Will Do

- **Ensure Equal Opportunity:** All hiring, promotion, and disciplinary decisions will be based on merit and qualifications, free from discrimination.
- **Provide Transparency:** Job postings will include clear descriptions of duties, qualifications, and compensation ranges.
- **Maintain Confidentiality:** Personal and demographic data collected for compliance will be securely stored and used only for reporting purposes.
- **Conduct Training:** Supervisors and HR staff will receive annual training on anti-discrimination laws, reporting obligations, and complaint handling.
- **Report as Required:** Submit all mandated reports to state agencies within statutory deadlines.
- **Investigate Complaints Promptly:** All allegations of discrimination or retaliation will be investigated in accordance with JALC policy and applicable law.
- **Cooperate with Lawful Investigations:** JALC Department of Public Safety will assist external agencies when proper legal authority is presented.

What JALC Will Not Do

- **No Retaliation:** JALC will not retaliate against any individual for filing a complaint, participating in an investigation, or exercising rights under the law.
- **No Discriminatory Practices:** JALC will not make employment decisions based on protected characteristics.
- **No Unauthorized Data Collection:** JALC will not collect personal information beyond what is required for compliance or operational necessity.
- **No Delayed Reporting:** JALC will not fail to meet statutory reporting deadlines or conceal required information.
- **No Unauthorized Access:** JALC Department of Public Safety will not permit searches, seizures, or interviews without proper legal authority.

- **No Expansion of Obligations:** JALC will not impose requirements beyond those mandated by law unless required by ICCB or federal regulations.

Employment and Reporting

- **Policy Review and Updates:** Office of Legislative Affairs shall review legislative changes annually and updates procedures.
- **Hiring and Promotion:** HR shall ensure postings and selection processes comply with equal opportunity standards.
- **Training:** Mandatory annual compliance training for supervisors and HR staff.
- **Complaint Handling:** Complaints are logged, investigated, and resolved per JALC complaint and grievance procedures.
- **Reporting:** College shall prepare and submit reports to state agencies; copies retained for five years.
- **Audit:** Annual internal audit of employment practices and reporting compliance.

Coordination with External Law Enforcement Agencies

- **Verification of Legal Authority:** JALC Department of Public Safety shall request ID and credentials, verify legal documents.
- **With Legal Documents:** JALC shall cooperate fully, provide access as required by law, and document all interactions.
- **Without Legal Documents:** College will deny access, explain legal requirements, and protect rights.
- **Emergency Situations:** JALC Department of Public Safety will allow intervention if imminent threat exists; notify the President's Office immediately.
- **Notification and Documentation:** Department of Public Safety shall log all interactions with external law enforcement and report to the JALC President's Office within 24 hours.
- **Student and Employee Rights:** College shall ensure constitutional and statutory rights are protected.

Immigration Enforcement Response Procedures**A. Initial Response to Immigration Officials**

- Upon arrival of U.S. Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), or other immigration officials at any JALC facility:
 - Politely instruct the official to wait while the designated JALC official (Chief of Police) is contacted.
- **Staff Script for Encounters:**
 - "I am required to contact our Chief of Police before proceeding."
 - "Please have a seat; someone will speak with you shortly."
- **Legal Counsel:**
 - JALC Police Department must coordinate with the College President (or designee), and consult college legal counsel when responding to any warrant or request for information.

B. Website and Community Communication

- The College website shall include:
 - contact information for the Chief of Police, who is responsible for immigration enforcement inquiries.

- Immigration enforcement resources, including links to guidance on constitutional rights and external support organizations.
- In the event of immigration enforcement activity that may impact campus safety or operations, JALC Administration will coordinate with the Department of Public Safety to determine appropriate notification to affected areas or the broader College community.

D. Consent and Notification Procedures

- Unless prohibited by a judicial warrant, court order, or subpoena, JALC will:
 - Notify the student or employee of any request for information or access.
 - Provide the individual with a copy of the legal document received.
 - Obtain written consent before releasing protected information, unless otherwise required by law.

E. Post-Encounter Documentation

- After any encounter with immigration enforcement officials, the JALC Department of Public Safety shall:
 - Complete the External Agency Interaction Log (Appendix A), specifically noting immigration enforcement as the agency type.
 - Attach copies of all legal documents received.
 - Submit the completed log to the JALC Executive Council within 24 hours.

F. Training

- Annual training for staff, HR, and Department of Public Safety shall include:
 - Procedures for responding to immigration enforcement.
 - Legal requirements and rights of students and employees.

Emergency Protocols

In the event of an imminent threat to life, safety, or property:

- **Immediate Action:** JALC Department of Public Safety may permit external law enforcement to act without prior verification if delay endangers lives.
- **Notification:** JALC Department of Public Safety must notify the College Executive Council immediately.
- **Documentation:** JALC Department of Public Safety shall complete a full report within 24 hours.
- **Student and Employee Safety:** College will follow evacuation, shelter-in-place, or lockdown procedures.

Confidentiality Notices

- **Student Records:** No release without consent or valid subpoena (FERPA compliance).
- **Employee Records:** Disclose pursuant to applicable state and federal law.

Kirk E. Overton, Ph.D.

PRESIDENT

12/17/2025

DATE

ADOPTED:

AMENDED:

REVIEWED: DECEMBER 10, 2025

LEGAL REF.: ILLINOIS PA 104-0440; ILLINOIS HUMAN RIGHTS ACT – 775 ILCS 5/1-101 ET SEQ.; ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) – 5 ILCS 140/1 ET SEQ.; ILLINOIS CAMPUS SECURITY ENHANCEMENT ACT – 110 ILCS 12/1 ET SEQ.; ILLINOIS COMMUNITY COLLEGE ACT – 110 ILCS 805/1-1 ET SEQ.; ILLINOIS CRIMINAL CODE (SEARCH AND SEIZURE) – 725 ILCS 5/100-1 ET SEQ.; ILLINOIS STUDENT RECORDS ACT – 105 ILCS 10/1 ET SEQ.; FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) – 20 U.S.C. § 1232G; 34 C.F.R. PART 99; TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 – 20 U.S.C. § 1681 ET SEQ.; 34 C.F.R. PART 106; JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT – 20 U.S.C. § 1092(f); AMERICANS WITH DISABILITIES ACT (ADA) – 42 U.S.C. § 12101 ET SEQ.; CIVIL RIGHTS ACT OF 1964, TITLE VII – 42 U.S.C. § 2000E ET SEQ.; ILLINOIS COMMUNITY COLLEGE BOARD (ICCB) RULES – 23 ILL. ADM. CODE PART 1501; ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD RULES – 20 ILL. ADM. CODE PART 1720; ILLINOIS DEPARTMENT OF HUMAN RIGHTS RULES – 56 ILL. ADM. CODE PART 2520; OSHA WORKPLACE SAFETY STANDARDS – 29 C.F.R. PART 1910; U.S. DEPARTMENT OF EDUCATION REGULATIONS – 34 C.F.R. PARTS 99 & 106

CROSS REF.: BP 4315 / AP 405 — CAMPUS POLICE; BP 3640 / AP 340 — FOIA; BP 3630 / AP 415 — VIDEO RECORDING; BP 3373 / AP 337 — WEAPONS & FIREARMS; AP 360 — EMERGENCY RESPONSE EXERCISES; AP 361 — REMOVAL FROM CAMPUS; AP 362 — INCIDENT INVESTIGATION; AP 414D — TITLE IX; AP 414C — ILLINOIS HUMAN RIGHTS ACT; AP 832 — STUDENT APPEALS; AP 841 — STUDENT RECORDS;

Appendix A: External Agency Interaction Documentation Form

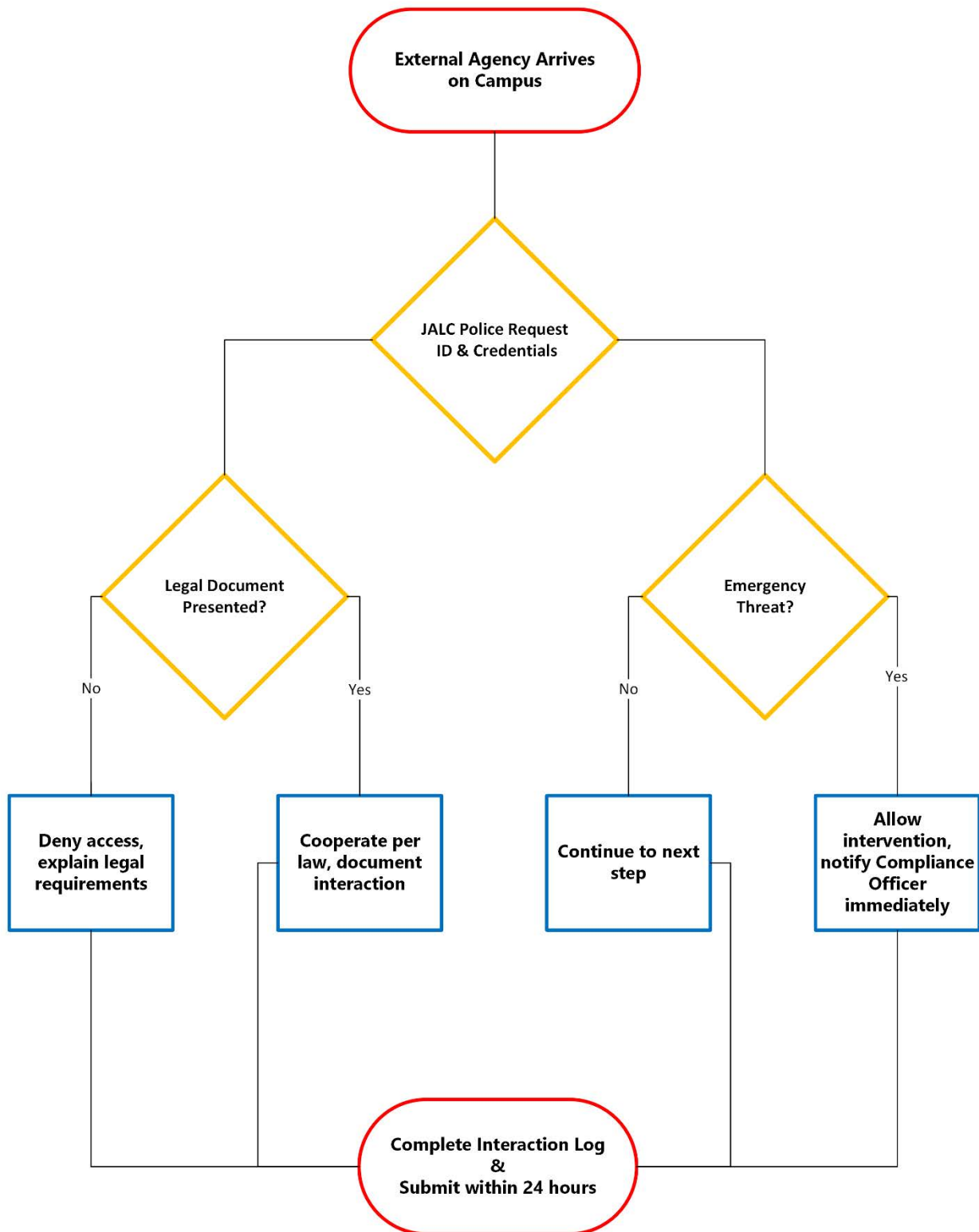
Purpose: To record all interactions between JALC Campus Police and external law enforcement agencies.

Instructions:

- Complete immediately after interaction.
- Attach copies of any legal documents.
- Submit to JALC Executive Council within 24 hours.

Date/Time	
Agency Name	
Officer Name/ Badge Number	
Was a legal document presented?	Yes No
What type of document?	
Action taken:	
JALC DPS Officer:	
Notes:	

JALC Administrative Procedure 411 - Appendix B: Quick-Reference Flow Chart



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

Administrative Procedure 413

Purpose:

The purpose of this procedure is to ensure the safety and security of John A. Logan College by providing a clear and consistent process for the removal of students, guests, or employees who are subject to suspension or termination of status.

Scope:

This procedure applies to all students, guests, and employees of John A. Logan College.

Procedure:

1. Notification and Risk Assessment:

- The Vice President or Assistant Provost responsible for the suspension or termination will notify the Campus Police Department.
- The Vice President or Assistant Provost will assess the risk level associated with the suspension or termination.
- The Campus Police Department will provide armed officers if their presence is deemed necessary for a safer environment during the suspension or termination.
- Campus Police Officers have the authority to search the individual's belongings for weapons.

2. Personal Belongings:

- The Vice President or Assistant Provost in charge of the suspension or termination will determine if the individual will be allowed to remove their own personal belongings or if they will be delivered by other means.

3. Banning from Campus:

- If an individual is banned from the campus, written notice from the President or Provost will be served to the individual in person or by First Class mail to their last known address.
- The written notice shall clearly identify the banned person and notify them that their unauthorized presence on campus will be considered criminal trespass.
- A copy of the written notice, a report of the circumstances leading to the ban, and (if available) a photograph and vehicle information shall be provided to the Campus Police Department.

Kirk E. Overton, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: DECEMBER 18, 2013

AMENDED: MAY 24, 2023; AUGUST 1, 2024 (FORMER AP 361); MARCH 31, 2026

REVIEWED: MARCH 30, 2026

LEGAL REF.: 720 ILCS 5/21-3; 110 ILCS 12/1; CLERY ACT (20 U.S.C. § 1092(F)); FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232G)

CROSS REF.: BOARD POLICY 3615, 4321, 5225, 8315

***Procedures Implementing the College's Policy
Prohibiting Sex Discrimination***

Administrative Procedure 414

In accordance with Board Policy 4320, and in compliance with state and federal law, John A. Logan College establishes these procedures prohibiting sex discrimination:

- 414A: Violence Against Women Act**
- 414B: The Jeanne Clery Campus Safety Act**
- 414C: Illinois Human Rights Act**
- 414D: Title IX**
- 414E: Stop Campus Hazing Act**



PRESIDENT

November 18, 2025

DATE

ADOPTED: AUGUST 1, 2024
AMENDED: **JUNE 2, 2025**
LEGAL REF: VIOLENCE AGAINST WOMEN ACT (VAWA): 34 U.S.C. § 12291 ET SEQ.; JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (CLERY ACT), 20 U.S.C. § 1092(F); PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT (110 ILCS 155); ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/1-101); TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 (20 U.S.C. §§ 1681 ET SEQ.); FEDERAL STOP CAMPUS HAZING ACT (34 U.S.C. §§ 12401–12406 (ADDED AS PART OF THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FY 2023)); ILLINOIS STOP CAMPUS HAZING ACT (110 ILCS 22/1 ET SEQ.);
CROSS REF.: BOARD POLICY 4320

Compliance with the Violence Against Women Act (VAWA)

Administrative Procedure 414A

I. Purpose

The purpose of this administrative procedure is to ensure John A. Logan College (JALC) complies with the Violence Against Women Act (VAWA) and other relevant laws. The procedure establishes a framework for the prevention, reporting, investigation, and resolution of incidents involving sexual assault, domestic violence, dating violence, and stalking within the college community.

II. Scope

This procedure applies to all employees, students, faculty, applicants for admission or employment, and third parties engaged in any college-related activity. It covers:

- Incidents occurring on college property or at college-sponsored programs
- Off-campus incidents that impact the college community
- Online conduct that creates a hostile learning or working environment

III. Reporting Procedures

A. Reporting Options

1. Emergency reporting for immediate threats to safety by calling 911 or Campus Police at (618) 985-5550 ext. 8218.
2. [Formal](#) and [anonymous](#) reporting through the [Report A Concern](#) form on the JALC website.
3. Confidential reporting to designated Confidential Employees or off-campus crisis centers such as The Survivor Empowerment Center (Hotline: 800-334-2094).
 - For Students:
 - Call the Student Success Center at (618) 985-2828 ext. 8289 and ask to speak with a confidential employee or mental health counselor.
 - Visit the Student Success Center in Office C219 and ask to speak with a confidential employee or mental health counselor.
 - Email the College's mental health counselor at donaldwinget@jalc.edu.
 - Call the Survivor Empowerment Center at 1-800-334-2094.
 - For Employees and All Other Individuals:
 - Call the Assistant Vice President of Human Resources at (618) 985-2828 ext. 8473.
 - Email the Assistant Vice President of Human Resources at stephanieharner@jalc.edu.
 - Call the Survivor Empowerment Center (Hotline: 800-334-2094).
4. Reporting incidents to local law enforcement (including, but not limited to: Campus Police, Carterville Police, or the Williamson County Sheriff's Office) in addition to, or instead of, campus reporting.

Compliance with the Violence Against Women Act (VAWA)

Administrative Procedure 414A

B. Institutional Response to Reports

- The Title IX Coordinator will assess reports and initiate appropriate processes.
- Supportive measures will be provided to protect victims while ensuring fairness for all parties.
- If necessary, emergency removal or administrative leave may be enacted based on an individualized safety and risk analysis.

IV. Prevention & Training

JALC is committed to preventing violence through:

1. Education & Awareness Programs
 - Annual training on consent, bystander intervention, and risk reduction for students and employees.
2. Training for Staff & Security Personnel
 - Survivor-centered and trauma-informed response training for those involved in reporting and investigations.
3. Campus Climate Assessments
 - Regular surveys (at least every two years) to evaluate the effectiveness of policies and awareness efforts.

V. Grievance & Disciplinary Procedures

JALC follows a fair and impartial investigation process with:

- Prompt investigation (within 30 business days, unless extended for good cause).
- Equal rights for complainants and respondents, including the ability to present evidence and have an advisor.
- Decision based on a preponderance of the evidence standard (more likely than not).
- Possible disciplinary actions, including expulsion for students or termination for employees if found responsible.

VI. Retaliation

The Violence Against Women Act (VAWA) prohibits retaliation against individuals who seek or exercise VAWA protections, including those who testify, assist, or participate in VAWA matters. In addition, JALC Board Policy Administrative Procedure provide penalties up to and including termination and/or removal from campus for those who engage in retaliation.

VII. Victim Rights & Supportive Measures

JALC provides victim-centered support including:

- Medical & mental health services (on-campus counseling and local hospitals with forensic exam services).
- Academic accommodation (e.g., schedule changes, excused absences).
- Protection from retaliation for reporting or participating in an investigation.

Compliance with the Violence Against Women Act (VAWA)

Administrative Procedure 414A

- No-contact orders and campus safety measures as needed.

VIII. Clery Act Compliance

- The [Annual Security Report](#) (ASR) includes VAWA crime statistics, prevention efforts, and victim rights.
- Timely warnings may be issued if an ongoing threat to campus safety exists.

IX. Contact Information

- Title IX Office: titleixforstaff@jalc.edu | titleixforstudents@jalc.edu
- Campus Police: jalcpolice@jalc.edu | (618) 985-5550 Ext. 8218
- Williamson County Sheriff's Office: (618) 997-6541
- Survivor Empowerment Center (24/7 Hotline): 800-334-2094

Kirk E. Overton, Ph.D.

PRESIDENT

6/2/2025

DATE

ADOPTED: AUGUST 1, 2024

AMENDED: SEPTEMBER 27, 2024; JUNE 2, 2025

REVIEWED:

LEGAL REF: VIOLENCE AGAINST WOMEN ACT (VAWA): 34 U.S.C. § 12291 ET SEQ.; CLERY ACT: 20 U.S.C. § 1092(F); ILLINOIS PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT: 110 ILCS 155

CROSS REF.: BOARD POLICY 4320 (TITLE IX AND SEXUAL HARASSMENT)

I. Purpose

The purpose of this administrative procedure is to ensure John A. Logan College (JALC) complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by:

- Enhancing campus safety through crime reporting, prevention programs, and timely notifications.
- Ensuring transparency in campus crime statistics and security procedures.
- Providing resources and support to victims of crimes, including sexual violence, dating violence, domestic violence, and stalking.

II. Scope

This procedure applies to all members of the JALC community, including students, faculty, staff, visitors, and third parties on campus or engaged in college-affiliated activities. It covers:

- Crimes occurring on-campus, in on-campus housing, on public property adjacent to campus, and in non-campus buildings or properties controlled by the college.
- Emergency situations requiring immediate public safety intervention.
- Violations of the Violence Against Women Act (VAWA), including sexual assault, dating violence, domestic violence, and stalking.

III. Reporting Procedures

A. Reporting Options

1. Emergency reporting for immediate threats to safety by calling 911 or Campus Police at (618) 985-5550 ext. 8218.
2. [Formal](#) and [anonymous](#) reporting through the [Report A Concern](#) form on the JALC website.
3. Confidential reporting to designated Confidential Employees or off-campus crisis centers such as The Survivor Empowerment Center (Hotline: 800-334-2094).
 - For Students:
 - Call the Student Success Center at (618) 985-2828 ext. 8289 and ask to speak with a confidential employee or mental health counselor.
 - Visit the Student Success Center in Office C219 and ask to speak with a confidential employee or mental health counselor.
 - Email the College's mental health counselor at donaldwinget@jalc.edu.
 - Call the Survivor Empowerment Center at 1-800-334-2094.
 - For Employees and All Other Individuals:
 - Call the Assistant Vice President of Human Resources at (618) 985-2828 ext. 8473.

- o Email the Assistant Vice President of Human Resources at stephanieharner@jalc.edu.
 - o Call the Survivor Empowerment Center (Hotline: 800-334-2094).
- 4. Reporting incidents to local law enforcement (including, but not limited to: Campus Police, Carterville Police, or the Williamson County Sheriff's Office) in addition to, or instead of, campus reporting.

IV. Timely Warnings & Emergency Notifications

A. Timely Warning Notices (Crime Alerts)

- Issued for Clery Act crimes posing a serious or ongoing threat to the campus community.
- Warnings are sent via:
 - o JALC email & text alerts
 - o Campus website & social media
 - o Flyers & digital campus signage

B. Emergency Notifications

- Issued for immediate threats (e.g., active shooter, severe weather, gas leaks, infectious disease outbreaks).
- Emergency alerts will include:
 - o Nature of the threat
 - o Safety instructions
 - o Updates as needed

V. Annual Security Report (ASR) Compliance

JALC will publish an Annual Security Report (ASR) by October 1 each year, containing:

- Crime statistics for the past three years (on-campus, on public property near campus, and in non-campus facilities).
- Campus security policies and procedures, including:
 - o Reporting crimes
 - o Prevention programs
 - o Victim rights & resources
 - o Disciplinary procedures for sexual misconduct and VAWA-related offenses
- Drug & alcohol abuse prevention policies

The ASR is:

- Available online via the JALC website.
- Distributed to all students & employees via email.
- Provided to prospective students & employees upon request.

VI. Prevention & Awareness Programs

JALC will implement ongoing prevention programs to educate students and employees on:

- Campus safety & crime prevention
- Bystander intervention techniques
- Consent, healthy relationships, & sexual violence prevention
- Alcohol & drug awareness

VII. Rights & Resources for Victims of Crime

Victims of sexual assault, dating violence, domestic violence, or stalking will receive:

- Access to counseling & crisis support (on-campus and off-campus services).
- Assistance in changing academic, housing, transportation, or work arrangements.
- Protective measures (e.g., campus no-contact orders).
- Information on legal rights & law enforcement reporting options.

VIII. Recordkeeping & Compliance Oversight

The Title IX Coordinator & Campus Police will:

- Maintain Clery crime logs (available for public review).
- Conduct annual security audits to ensure compliance.
- Coordinate with local law enforcement on crime statistics.

IX. Contact Information

- Campus Police: jalcpolice@jalc.edu | (618) 985-5550 Ext. 8218
- Title IX Office: titleixforstaff@jalc.edu | titleixforstudents@jalc.edu
- The Survivor Empowerment Center (24/7 Hotline): (800) 334-2094

Compliance with the Clery Act

Administrative Procedure 414B

Kirk E. Overstreet, Ph.D.

PRESIDENT

6/2/2025

DATE

ADOPTED: AUGUST 1, 2024

AMENDED: SEPTEMBER 27, 2024; JUNE 2, 2025

REVIEWED:

LEGAL REF: JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (CLERY ACT), 20 U.S.C. § 1092(F); VIOLENCE AGAINST WOMEN ACT (VAWA), 34 U.S.C. § 12291 ET SEQ.; PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT (110 ILCS 155)

CROSS REF.: BOARD POLICY 4320

Compliance with the Illinois Human Rights Act

Administrative Procedure 414C

I. Purpose

This procedure ensures that John A. Logan College (JALC) complies with the Illinois Human Rights Act (IHRA) by:

- Prohibiting discrimination, harassment, and retaliation based on protected characteristics.
- Establishing clear reporting, investigation, and resolution procedures for discrimination complaints.
- Promoting equal access to education and employment opportunities free from bias.
- Providing training and education on rights and responsibilities under IHRA.

II. Scope

This procedure applies to all JALC employees, students, applicants, contractors, and visitors and covers discrimination in:

- Admissions and enrollment
- Employment and hiring practices
- Academic programs and student activities
- Campus housing and services
- Any college-sponsored event or program

Protected categories under the Illinois Human Rights Act (775 ILCS 5/1-101) include:

- Race, color, national origin, ancestry
- Sex, sexual orientation, gender identity
- Religion, marital status, pregnancy
- Disability, age, military status
- Arrest record, order of protection status
- Any other protected class under state law

III. Reporting Procedures

A. Reporting Options

1. Emergency reporting for immediate threats to safety by calling 911 or Campus Police at (618) 985-5550 ext. 8218.
2. [Formal](#) and [anonymous](#) reporting through the [Report A Concern](#) form on the JALC website.
3. Confidential reporting to designated Confidential Employees or off-campus crisis centers such as The Survivor Empowerment Center (Hotline: 800-334-2094).
 - For Students:
 - Call the Student Success Center at (618) 985-2828 ext. 8289 and ask to speak with a confidential employee or mental health counselor.
 - Visit the Student Success Center in Office C219 and ask to speak with a confidential employee or mental health counselor.
 - Email the College's mental health counselor at donaldwinget@jalc.edu.

Compliance with the Illinois Human Rights Act

Administrative Procedure 414C

- o Call the Survivor Empowerment Center at 1-800-334-2094.
- For Employees and All Other Individuals:
 - o Call the Assistant Vice President of Human Resources at (618) 985-2828 ext. 8473.
 - o Email the Assistant Vice President of Human Resources at stephanieharner@jalc.edu.
 - o Call the Survivor Empowerment Center (Hotline: 800-334-2094).
- 4. Reporting to external agencies:
 - Illinois Department of Human Rights (IDHR) | (312) 814-6200 | www.illinois.gov/dhr
 - Equal Employment Opportunity Commission (EEOC) | (800) 669-4000

B. College Response to Reports

- Immediate action will be taken to prevent further discrimination or harassment.
- The Title IX & Equal Opportunity Coordinator will initiate an impartial investigation.
- Supportive measures (e.g., schedule changes, campus no-contact orders) will be provided.

IV. Investigation & Resolution Process

A. Formal Complaint Process

- Complaints will be reviewed within 10 business days of submission.
- The Title IX C& Equal Opportunity Office will conduct an investigation within 30 business days.
- Both parties will have equal opportunity to present evidence and witnesses.
- A preponderance of the evidence standard will be used to determine if discrimination occurred.

B. Disciplinary Actions

If a violation is found, JALC may impose penalties based on Board Policy, Administrative Procedure, and/or the JALC Student and Employee Handbooks. Those penalties may include, but are not limited to:

- Student discipline (e.g., warning, suspension, expulsion).
- Employee discipline (e.g., reprimand, termination).
- Corrective actions (e.g., training, policy changes).

V. Prevention & Training

- Mandatory anti-discrimination training for employees and students.
- Bystander intervention programs to prevent harassment.
- Annual campus climate surveys to assess compliance and inclusivity.

VI. Retaliation Protection

- Retaliation against individuals who report discrimination is strictly prohibited.
- Victims and witnesses will be protected through confidentiality measures and support services.

Compliance with the Illinois Human Rights Act

Administrative Procedure 414C

VII. Contact Information

- Title IX for Students | titleixforstudents@jalc.edu | (618) 985-2828 Ext. 8678
- Title IX for Staff and Equal Opportunity Coordinator | titleixforstaff@jalc.edu | (618) 985-2828 Ext. 8473
- Illinois Department of Human Rights (IDHR) | (312) 814-6200 | www.illinois.gov/dhr



PRESIDENT

6/2/2025

DATE

ADOPTED: AUGUST 1, 2024
AMENDED: SEPTEMBER 27, 2024; JUNE 2, 2025
LEGAL REF: ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/1-101); TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 (20 U.S.C. §§ 1681 ET SEQ.); PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT (110 ILCS 155)
CROSS REF.: BOARD POLICY 4320

I. Purpose

This procedure ensures that John A. Logan College (JALC) complies with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in federally funded education programs. It establishes guidelines for:

- Preventing and responding to sex discrimination, harassment, and violence.
- Providing a clear process for reporting, investigation, and resolution of Title IX complaints.
- Ensuring equitable treatment of all parties involved in complaints.

II. Scope

This procedure applies to all JALC students, faculty, staff, and visitors and covers incidents that occur:

- On-campus or at JALC-owned or controlled properties.
- At college-sponsored events or programs (including online activities).
- Prohibited conduct under Title IX includes:
 - Sex-based discrimination, sexual harassment, and sexual misconduct.
 - Sexual violence, including sexual assault, dating violence, domestic violence, and stalking.

III. Reporting Procedures

A. Reporting Options

1. Emergency reporting for immediate threats to safety by calling 911 or Campus Police at (618) 985-5550 ext. 8218.
2. [Formal](#) and [anonymous](#) reporting through the [Report A Concern](#) form on the JALC website.
3. Confidential reporting to designated Confidential Employees or off-campus crisis centers such as The Survivor Empowerment Center (Hotline: 800-334-2094).
 - For Students:
 - Call the Student Success Center at (618) 985-2828 ext. 8289 and ask to speak with a confidential employee or mental health counselor.
 - Visit the Student Success Center in Office C219 and ask to speak with a confidential employee or mental health counselor.
 - Email the College's mental health counselor at donaldwinget@jalc.edu.
 - Call the Survivor Empowerment Center at 1-800-334-2094.
 - For Employees and All Other Individuals:
 - Call the Assistant Vice President of Human Resources at (618) 985-2828 ext. 8473.
 - Email the Assistant Vice President of Human Resources at stephanieharner@jalc.edu.
 - Call the Survivor Empowerment Center (Hotline: 800-334-2094).
4. Reporting incidents to local law enforcement (Campus Police, Carterville Police, or the Williamson County Sheriff's Office) in addition to, or instead of, campus reporting.

IV. Response to Title IX Complaints**A. Initial Assessment & Supportive Measures**

Upon receiving a report, JALC will:

- Assess immediate safety risks and implement protective actions if needed.
- Offer supportive measures (e.g., academic adjustments, no-contact orders, housing changes).
- Provide written notification of rights and resources to complainants and respondents.

B. Investigation Process**1. Notice of Allegations**

- Both parties will receive written notice of the allegations, their rights, and available resources.

2. Investigation Procedures

- Investigators will gather evidence, interview witnesses, and review documentation.
- Both parties may present evidence and have an advisor (who may be an attorney).
- Investigations will be completed within 30 business days, unless an extension is necessary.

3. Hearing & Determination

- A trained decision-maker will review evidence and conduct questioning.
- A determination will be made using the preponderance of evidence standard.

4. Appeals

- Either party may appeal based on procedural error, new evidence, or bias within 7 business days.

V. Disciplinary Sanctions & Remedies

If a respondent is found responsible for a Title IX violation, possible sanctions include, but are not limited to:

- For students: Warning, suspension, expulsion.
- For employees: Written warning, suspension, termination.

Victims may receive remedies such as counseling, academic accommodation, and protective orders.

VI. Prevention, Training & Awareness Programs

JALC provides:

- Mandatory Title IX training for students and employees.
- Prevention programs on consent, bystander intervention, and sexual violence awareness.
- Campus climate surveys to assess effectiveness.

VII. Prohibition on Retaliation

JALC prohibits retaliation against individuals who report Title IX violations or participate in investigations. Retaliation will result in disciplinary action. In addition, JALC Board Policy and Administrative Procedure provide penalties up to and including termination and/or removal from campus for those who engage in retaliation.

VIII. Contact Information for External Agencies

Victims may also file complaints with:

- Office for Civil Rights (OCR), U.S. Department of Education | (312) 730-1560 | OCR.Chicago@ed.gov
- Illinois Department of Human Rights (IDHR) | (312) 814-6200 | www.illinois.gov/dhr

Kirk E. Overberg, Ph.D.

PRESIDENT

6/2/2025

DATE

ADOPTED: AUGUST 1, 2024
AMENDED: SEPTEMBER 27, 2024; JUNE 2, 2025
LEGAL REF: TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 (20 U.S.C. § 1681 ET SEQ.); ILLINOIS PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT (110 ILCS 155)
CROSS REF.: BOARD POLICY 4320

I. Purpose

This procedure ensures that John A. Logan College (JALC) complies with the federal Stop Campus Hazing Act and the Illinois Stop Campus Hazing Act by prohibiting hazing in all forms, establishing clear reporting and investigation procedures, and promoting a safe campus environment.

II. Scope

This procedure applies to all JALC students, employees, contractors, and visitors. It covers incidents of hazing occurring:

- On campus or at JALC-controlled properties
- At college-sponsored events or programs (including online activities)
- In connection with any College-recognized organization or activity

III. Definition of Hazing

Hazing is defined as any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

IV. Reporting Procedures

- Emergency reporting for immediate threats to safety: Call 911 or Campus Police at (618) 985-5550 ext. 8218.
- Formal and anonymous reporting through the [Report A Concern](#) form on the JALC website.
- Confidential reporting to designated Confidential Employees or off-campus crisis centers.
- Reports may also be made to local law enforcement.

V. College Response to Hazing Reports

- Immediate action to prevent further harm.
- Investigation by the Title IX & Equal Opportunity Office or designated officials.
- Supportive measures for victims, including academic accommodations and protective orders.

VI. Investigation & Resolution Process

- Complaints reviewed within 10 calendar days.
- Investigation completed within 30 calendar days unless an extension is necessary.
- Equal opportunity for all parties to present evidence and witnesses.
- Determination based on the preponderance of evidence standard.

VII. Disciplinary Actions

- Penalties may include warning, suspension, expulsion (students), or reprimand, termination (employees).
- Corrective actions may include training, policy changes, and removal from campus.

VIII. Prevention & Training

- Mandatory anti-hazing training for students and employees.
- Bystander intervention programs.
- Annual campus climate surveys to assess compliance and effectiveness.

IX. Retaliation Protection

- Retaliation against individuals who report hazing is strictly prohibited.
- Victims and witnesses will be protected through confidentiality measures and support services.

X. Contact Information

- Title IX & Equal Opportunity Coordinator: titleixforstaff@jalc.edu, (618) 985-2828 Ext. 8473
- Campus Police: jalcpolice@jalc.edu, (618) 985-5550 Ext. 8218

Kirk E. Overton, Ph.D.

PRESIDENT

11/18/2025

DATE

ADOPTED: 11/18/2025

AMENDED:

REVIEWED:

LEGAL REF.: FEDERAL STOP CAMPUS HAZING ACT (34 U.S.C. §§ 12401–12406 (ADDED AS PART OF THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FY 2023)); ILLINOIS STOP CAMPUS HAZING ACT (110 ILCS 22/1 ET SEQ.);

CROSS REF.: BOARD POLICY 4320; ADMINISTRATIVE PROCEDURES 414A, 414B, 414C, 414D

PURPOSE

John A. Logan College (the “College”) uses security cameras and video surveillance, as authorized under Board Policy 3630, to promote campus safety, protect College property, and assist in the investigation of crimes, accidents, and other safety-related incidents. This procedure is intended to ensure that the use of video recording devices is conducted in a lawful, transparent, and accountable manner that respects individual privacy rights.

This procedure governs the placement, monitoring, access, use, retention, and release of video recordings generated by College security cameras (not to include body cameras) and is designed to comply with all applicable federal and Illinois laws, including but not limited to the Illinois Criminal Code, the Illinois Biometric Information Privacy Act (BIPA), the Illinois Freedom of Information Act (FOIA), the Family Educational Rights and Privacy Act (FERPA), and applicable federal surveillance statutes.

RESPONSIBILITY AND OVERSIGHT

Consistent with Board Policy 3630, the Chief of Police (the “Chief”) has primary responsibility for oversight and coordination of all College-operated security cameras.

The Chief shall:

- Authorize the purchase, installation, relocation, and removal of all security cameras.
- Ensure compliance with applicable federal, state, and local laws, Board Policy 3630, and this procedure.
- Periodically review camera locations and system capabilities.
- Maintain, in conjunction with Information Technology, a current inventory of camera locations and general system capabilities.
- Review and decide all requests from outside agencies for access to or release of video recordings.

No video recordings may be released outside the College without written authorization from the Chief or the College President/designee and review by College Legal Counsel.

CAMERA PLACEMENT AND TECHNICAL LIMITATIONS**1. Permitted Areas**

Cameras may be installed on a temporary or permanent basis in public areas of the campus where there is no reasonable expectation of privacy, such as building entrances, hallways, common areas, parking lots, and outdoor spaces.

2. Prohibited Areas

Cameras shall not be installed or used in locations where individuals have a reasonable expectation of privacy, including but not limited to:

- Restrooms and shower areas
- Locker rooms and changing rooms
- Private offices
- Medical or counseling spaces

This prohibition applies regardless of whether the camera is visible or concealed, except as permitted by law for authorized criminal investigations.

3. Audio Recording

Security cameras operated by the College shall not record audio. Illinois is an all-party consent state for audio recording, and audio capture is prohibited absent express legal authorization.

4. Field of View Restrictions

Cameras shall not be positioned or zoomed to intentionally capture the interior of private rooms, private buildings not owned by the College, or computer screens.

5. Covert Cameras

This procedure does not govern covert surveillance used by the Department of Public Safety (DPS) for criminal investigations. Such use must comply strictly with Illinois and federal law and must be approved by the Chief, consistent with Board Policy 3630.

AUTHORIZED ACCESS TO LIVE FEEDS AND RECORDINGS**A. Live Monitoring**

- Real-time monitoring is not continuous and is conducted only as needed.
- Live monitoring may be performed only by authorized DPS personnel in the course of their official duties.
- Non-police employees are not permitted to monitor live camera feeds, without the presence of a member of DPS.

B. Access to Recorded Video

Access to recorded video is strictly limited and role-based:

1. Department of Public Safety
Authorized DPS personnel may access recordings for legitimate law enforcement and safety purposes consistent with Board Policy 3630.
2. College Administration and Legal Counsel
The College President and College Legal Counsel or their designees may access recordings when necessary for official College business, legal review, or compliance with law.
3. Information Technology Staff
Designated IT staff may have incidental access only when required for installation, maintenance, repair, or system testing. Such access shall not be used for investigative or monitoring purposes.

All access to recordings must be logged electronically, including the user, date, time, and purpose of access.

PERMITTED AND PROHIBITED USES OF VIDEO RECORDINGS**Permitted Uses**

Video recordings may be used solely for:

- Campus safety and security operations
- Investigation of crimes, accidents, or policy violations
- Compliance with legal obligations, subpoenas, or court orders
- Emergency response and threat assessment

Prohibited Uses

Video recordings shall not be used:

- For routine monitoring of individual students, faculty, or staff
- To evaluate employee performance
- To monitor individuals based on protected characteristics, including race, color, sex, gender identity, sexual orientation, religion, national origin, age, or disability

If video footage becomes directly related to an identifiable student and is maintained by the College, it may constitute an education record under FERPA and must be handled accordingly.

The College does not use facial recognition technology or biometric analytics in connection with its security cameras unless separately approved and implemented in full compliance with the Illinois Biometric Information Privacy Act (BIPA).

RETENTION AND STORAGE**Retention Schedule Cross-Reference**

Video recordings are retained in accordance with operational need, legal requirements, and the College’s records-retention obligations. The following table provides a general retention framework and cross-reference:

Camera Type / Location	Standard Retention Period	Extended Retention Trigger
General campus public areas (hallways, entrances, outdoor spaces)	14–30 days	Incident, investigation, litigation hold
Parking lots and exterior cameras	30 days	Incident, investigation, litigation hold
High-risk or high-activity areas (cash handling, access-controlled areas)	30–60 days	Incident, investigation, litigation hold
Recordings identified as evidence	Until matter is resolved and released by legal counsel	N/A

Specific retention periods may vary based on system capacity and operational needs. Recordings identified as evidence for investigations, litigation, or disciplinary proceedings may be retained longer upon authorization by the Chief.

All recordings are stored in secure, access-controlled systems with audit capabilities. Retention practices shall be consistent with FERPA, FOIA, Board Policy 3630, and applicable records-retention requirements.

RELEASE AND DISCLOSURE OF RECORDINGS

- Law Enforcement Requests

- Recordings may be released to law enforcement pursuant to lawful requests, subpoenas, or court orders, subject to review by the Chief and College Legal Counsel.
- FOIA Requests
 - Requests under the Illinois Freedom of Information Act shall be coordinated through the College FOIA Officer.
- Public or Media Release
 - Limited clips or still images may be released to the public or media only when necessary to assist an investigation and only with approval from the President and coordination with the FOIA Officer and legal counsel.

All releases must be documented and logged.

NOTICE

The College will provide reasonable notice of video surveillance through signage at primary building entrances and other appropriate locations, consistent with Board Policy 3630.



President

3/31/2026

Date

ADOPTED: MARCH 26, 2025
AMENDED: MARCH 31, 2026
REVIEWED: MARCH 30, 2026
LEGAL REF.: 720 ILCS 5/26-4 – ILLINOIS CRIMINAL CODE (VIDEO RECORDING AND PRIVACY); 720 ILCS 5/14-2 – ILLINOIS EAVESDROPPING ACT (ALL-PARTY CONSENT FOR AUDIO); 740 ILCS 14/15 – ILLINOIS BIOMETRIC INFORMATION PRIVACY ACT (BIPA); 5 ILCS 140/7 – ILLINOIS FREEDOM OF INFORMATION ACT (FOIA); 50 ILCS 205/* – LOCAL RECORDS ACT (RECORDS RETENTION OBLIGATIONS); 20 U.S.C. § 1232G – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA); 18 U.S.C. § 2510 ET SEQ. – FEDERAL WIRETAP ACT / ELECTRONIC COMMUNICATIONS PRIVACY ACT; 34 C.F.R. PART 99 – FERPA IMPLEMENTING REGULATIONS
CROSS REF.: BOARD POLICY 3630

Purpose

The purpose of this procedure is to implement the Chronic Infectious Disease Policy at John A. Logan College, ensuring the health and safety of the campus community while respecting the rights and privacy of individuals with chronic communicable diseases.

Scope

This procedure applies to all students, employees, and visitors at John A. Logan College who may be affected by or come into contact with chronic infectious diseases.

Procedure**1. Education and Awareness**

- The College will provide ongoing education to staff, students, and the community about chronic infectious diseases, focusing on transmission methods and prevention strategies.
- Educational materials and programs will be developed in collaboration with public health authorities.

2. Accommodation and Participation

- Students with chronic communicable diseases may attend classes and participate in school functions if reasonable accommodations can be made to minimize transmission risks.
- Employees with chronic communicable diseases may retain their positions if reasonable accommodations can be made without undue hardship to the College.
- Decisions will be based on current public health guidelines and individual case facts, ensuring no prejudgment of cases.

3. Privacy and Confidentiality

- The College will respect the privacy of individuals with chronic communicable diseases, disclosing medical conditions only to the extent necessary to protect health and safety.
- Information will be shared on a need-to-know basis, and those informed will be instructed not to further disclose the information.

4. Health and Safety Measures

- The College will implement health and safety measures to minimize the risk of disease transmission, including sanitation protocols and personal protective equipment as needed.
- Regular reviews of public health guidelines will be conducted to update procedures accordingly.

5. Hygiene and Environmental Standards

- **Definitions:**
 1. **Disruptive condition:** Any environmental factor (such as noise, odor, or cleanliness) that impedes learning or business operations.
- **Expectations:**
 1. Maintain reasonable standards of personal hygiene while on campus.
 2. Avoid strong fragrances or substances that may disrupt the learning environment or affect the health and comfort of others.
- **Compliance & Remedies:**
 1. If a person's hygiene or environmental condition fails to meet basic standards and disrupts the learning environment or affects others, the College may intervene.
 2. The administrative intervention process will follow a progressive approach:

- a. Verbal warning
 - b. Formal report
 - c. Administrative action
3. All interventions and disciplinary actions will comply with Illinois and federal laws, including the ADA, Section 504, HIPAA, and relevant public health guidelines. The College will ensure reasonable accommodations are provided where appropriate, and all actions will respect the privacy and dignity of the individual.

Kirk E. Overstreet, Ph.D.

PRESIDENT

11/18/2025

DATE

ADOPTED: SEPTEMBER 24, 2025
AMENDED: 11/18/2025
REVIEWED: SEPTEMBER 3, 2025; 11/17/2025
LEGAL REF.: 105 ILCS 5/10-21.11; AMERICANS WITH DISABILITIES ACT (42 U.S.C. § 12101); HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) (PUBLIC LAW 104-191); CENTERS FOR DISEASE CONTROL AND PREVENTION & ILLINOIS DEPARTMENT OF PUBLIC HEALTH GUIDELINES
CROSS REF.: BOARD POLICY 4311

Purpose

To ensure a safe and healthy environment for all employees, students, and visitors at the community college. This procedure outlines responsibilities and actions required to comply with applicable Illinois and federal laws, including the Occupational Safety and Health Act (OSHA), specifically 29 CFR 1910.132(d)(2), and the Illinois Health and Safety Acts. The goal is to minimize health and safety risks and promote a culture of safety within the college community.

Scope

Applies to all employees, students, contractors, and visitors at all college facilities, including classrooms, laboratories, offices, and outdoor areas. Covers identification, control, and elimination of health and safety risks, including PPE hazard assessments and certifications.

Procedure**1. Responsibility and Compliance**

The Board of Trustees delegates compliance responsibility to the College administration. Administration must ensure adherence to all applicable health and safety laws, including OSHA 1910.132(d)(2).

2. PPE Hazard Assessment and Certification

To comply with OSHA 1910.132(d)(2), the College shall:

- Conduct formal hazard assessments of work areas to determine PPE needs.
- Complete written certifications that include:
 - The workplace evaluated.
 - The name of the person certifying the evaluation.
 - The date(s) of the hazard assessment.
 - A statement that the document is a certification of hazard assessment.
- Maintain certification records for a minimum of three years.

3. Health and Safety Programs

Maintain ongoing programs to identify and mitigate risks. Communicate program details to all employees, including PPE requirements and hazard assessment outcomes.

4. Restricted Area Access Control

The College shall:

- Secure all restricted areas where hazardous materials, equipment, or operations are present.
- Post clear signage at all entry points to restricted areas stating that access is prohibited to untrained and/or uncertified personnel.
- Ensure signage complies with ANSI Z535 standards for safety signs and colors.
- Maintain a log of authorized personnel and training certifications for each restricted area.
- Conduct periodic audits to verify signage visibility, access control integrity, and personnel compliance.

5. **Training**
Provide training on PPE use, limitations, maintenance, and disposal. Ensure employees understand their responsibilities under OSHA regulations.
6. **Financial and Business Planning**
Allocate sufficient funds to implement and maintain health and safety programs, including PPE assessments and training.
7. **Risk Control and Reduction**
Conduct regular assessments and updates to safety protocols. Use hazard assessment data to inform PPE selection and workplace modifications.
8. **Incentive and Recognition Programs**
Encourage employee participation in identifying and mitigating risks through recognition initiatives.
9. **Communication and Information Sharing**
Establish channels to share occupational health and safety information, including PPE requirements and hazard assessment results.
10. **Advocacy and Positioning**
Advocate for safety measures that protect the institution and its employees.
11. **Facility Planning and Design**
Ensure new facilities are designed to support safe and healthful environments, including PPE accessibility and hazard mitigation.
12. **Individual Responsibility**
All employees must conduct their work in a safe and healthful manner. Compliance with PPE protocols and participation in hazard assessments is a condition of employment.
13. **Audits and Reviews**
Conduct regular audits to ensure compliance with OSHA 1910.132(d)(2) and other applicable laws.
14. **Incident Reporting and Investigation**
All workplace incidents, injuries, illnesses, and near misses shall be reported, investigated, and documented in accordance with Administrative Procedure 417.B. The College shall use investigation findings to implement corrective actions and prevent recurrence.



PRESIDENT

3/31/2026

DATE

ADOPTED: AUGUST 25, 2025

AMENDED: MARCH 31, 2026

REVIEWED: MARCH 27, 2026

LEGAL REF.: 29 U.S.C. § 651 ET SEQ.; 29 C.F.R. § 1910.132(D)(2); 820 ILCS 225/; 820 ILCS 219/; 410 ILCS 45/; 105 ILCS 5/10-22.6

CROSS REF.: BOARD POLICY 4310; ADMINISTRATIVE PROCEDURE 417.A, 417.B

Purpose

To establish requirements to prevent fall-related injuries and ensure regulatory compliance when College personnel or contractors perform temporary and infrequent work on low-slope roofs. This Administrative Procedure implements applicable federal Occupational Safety and Health Administration (OSHA) standards and the Illinois Occupational Safety and Health Act for public employers.

Scope

This procedure applies to all John A. Logan College employees, student workers, and contractors who perform work on low-slope roofs on College-controlled property. It governs tasks performed at least 15 feet from the roof edge without conventional fall protection, as allowed under OSHA 29 C.F.R. § 1910.28(b)(13), and sets requirements for training, planning, visual controls, supervision, and documentation.

Definitions

- **Low-slope roof.** A roof having a slope less than or equal to 4 vertical units on 12 horizontal units ($\leq 4:12$). (See 29 C.F.R. § 1910.21(b).)
- **Temporary.** A task performed on a roof where the duration is brief and the exposure is limited to the time needed to complete the task.
- **Infrequent.** A task performed only on occasion, such as on a one-time, rare, or sporadic basis, not regular or routine.

Responsibilities

- Supervisors: Determine whether the task qualifies as temporary and infrequent; confirm that all work remains at least 15 feet from the roof edge unless conventional fall protection is used; implement this procedure; and maintain required documentation.
- Employees/contractors: Comply with this procedure; stay outside the marked 15-foot zone unless protected by compliant fall-protection systems; and complete required training before performing roof work.
- Environmental Health & Safety (EHS) or designee: Provide guidance, training content, and periodic audits for compliance.

Procedural Requirements for Work \geq 15 Feet from Edge (Temporary & Infrequent)

- Work Rule Enforcement: No individual may approach within 15 feet of any unprotected roof edge without fall protection. Supervisors must communicate this rule before work begins.
- Visual Controls: Establish and maintain a clearly marked 15-foot boundary (e.g., high-visibility hazard tape) and post warning signs indicating the restricted access zone.
- Training: Before performing work under this procedure, affected personnel must be trained on applicable OSHA criteria, hazards of roof work, emergency procedures, and how to maintain safe distances from edges.
- Documentation: Supervisors must retain records of task assessments confirming the temporary and infrequent nature of the work, training completion, monitoring logs, and any incidents or near-misses.

Exceptions and When Fall Protection is Required

If the work becomes frequent or non-temporary, or if any portion of the task must occur within 15 feet of the roof edge, the work shall not proceed under this procedure. In those cases, the College must implement compliant fall-protection systems such as guardrails, safety nets, travel restraint, or personal fall-arrest systems that meet 29 C.F.R. §§ 1910.29 and 1910.140, and ensure training consistent with 29 C.F.R. § 1910.30.

Construction or Roofing Projects

If a task is classified as construction (e.g., roof replacement, new construction, or major structural repair), the College and its contractors must comply with OSHA construction standards for fall protection: 29 C.F.R. §§ 1926.501–1926.503. This procedure does not supersede those requirements.

Planning and Pre-Job Assessment

- Pre-Job Review: Confirm the task qualifies as temporary and infrequent, verify all work can be performed ≥ 15 ft from the edge, and identify access/egress routes that avoid proximity to edges.
- Weather: Evaluate wind, precipitation, and surface conditions; postpone work during conditions that increase slip or trip risks.
- Access: Use secured ladders or fixed access that meet College policy and OSHA requirements.

Records and Retention

Training, task assessments, and incident/near-miss logs shall be retained consistent with OSHA recordkeeping requirements (29 C.F.R. Part 1904) and College records schedules. Records must be available for review by College administration and regulatory authorities upon request.

Compliance and Enforcement

Failure to comply with this Administrative Procedure may result in work stoppage and corrective action under College policy and applicable collective bargaining agreements. Serious or repeated violations may be referred to Illinois OSHA as required.

All incidents and near misses occurring under this procedure shall be reported and investigated in accordance with Administrative Procedure 417.B (Incident Reporting and Investigation).

Kirk E. Overton, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: MARCH 31, 2026
AMENDED:
REVIEWED: MARCH 27, 2026

LEGAL REF.: 29 U.S.C. § 651 ET SEQ. (OCCUPATIONAL SAFETY AND HEALTH ACT); WALKING-WORKING SURFACES: 29 C.F.R. § 1910.28(b)(13) (PROTECTION FROM FALLING OBJECTS AND FALL PROTECTION ON LOW-SLOPE ROOFS); FALL PROTECTION SYSTEMS CRITERIA: 29 C.F.R. § 1910.29; TRAINING REQUIREMENTS: 29 C.F.R. § 1910.30; PERSONAL FALL PROTECTION SYSTEMS: 29 C.F.R. § 1910.140; DEFINITIONS: 29 C.F.R. § 1910.21(b); RECORDKEEPING: 29 C.F.R. PART 1904; CONSTRUCTION – FALL PROTECTION (WHEN APPLICABLE): 29 C.F.R. §§ 1926.501–1926.503; ILLINOIS OCCUPATIONAL SAFETY AND HEALTH ACT (PUBLIC EMPLOYERS): 820 ILCS 219/1 ET SEQ. (INCLUDING §§ 15, 20, AND 25); ILLINOIS ADMINISTRATIVE CODE (ILLINOIS OSHA): 56 ILL. ADM. CODE 350.

CROSS REF.: BOARD POLICY 4310; ADMINISTRATIVE PROCEDURE 417, 417.B

Purpose

This procedure implements the incident reporting and investigation requirements of Administrative Procedure 417 (Workplace Safety) and establishes a consistent process for investigating workplace incidents, injuries, illnesses, and near misses in order to prevent recurrence, improve safety performance, and ensure compliance with applicable state and federal laws, including the Illinois Workers' Compensation Act.

Scope

This procedure applies to all occupational incidents, illnesses, and near misses (unplanned events that do not result in injury, financial loss, or property damage but have the potential to do so). It covers incidents involving more than first aid, lost work time, significant property damage, or the potential for a serious event.

Definitions

- **Incident:** An unplanned event that results in or could have resulted in injury, illness, property damage, or process disruption.
- **Near Miss:** An unplanned event that did not result in injury, illness, or damage but had the potential to do so.
- **Lost Workday Case:** An injury/illness resulting in more than three scheduled workdays lost, triggering IWCC reporting.
- **Preferred Provider Program (PPP):** An IWCC-approved network that counts as one of the employee's two provider choices.

Roles & Responsibilities**Incident Investigation Team**

- **Composition:** One member of the Safety Committee (team leader); the immediate supervisor of the employee involved or the supervisor in charge of the area; a designee from the Campus Police Department. If the affected party is not an employee, the instructor or responsible administrator serves as the supervisor role.
- **Training:** All Safety Committee members shall be trained in incident/accident investigation. The Safety Committee Chair designates the team leader case-by-case.

Reporting & Timelines

Immediate Notification: Campus Police must be notified immediately upon occurrence.

Following the initial response, Campus Police notifies the Vice President for Business Services and the Safety Committee Chair within 24 hours.

Employee Notice (Illinois requirement): Employees must notify JALC of a work-related injury or illness within 45 days of the accident or awareness of the condition. Oral or written notice is acceptable.

Supervisor Submission: Supervisor completes the JALC Incident Report and submits to HR within 24 hours of notification.

Investigation Completion: The investigation should conclude within 72 hours of the incident when practicable.

Investigation Steps

- Initial Response:
 - Ensure the injured person receives care and prevent further harm. Campus Police secure the scene as needed.
- Interviews:
 - Interview the injured party (if medically able) and witnesses. Emphasize fact-finding, not fault. Document any disagreements.
- Evidence & Documentation:
 - Record the nature of injury; body part; source; incident type and mechanism; hazardous conditions; causal factors; and any unsafe acts. Collect photos, sketches, and relevant training or JHA records.
- Analysis & Corrective Actions:
 - Identify root/basic causes; implement immediate controls; assign corrective actions (equipment/procedure modifications, training, engineering controls). Review incident trends and employee training history.

Medical Care & Provider Choice (Illinois Requirement)

- **Necessary Care:** JALC provides all necessary medical services required to cure or relieve effects of the injury/illness, including rehabilitation as appropriate.
- **Provider Choice:** Employees may choose up to two physicians/hospitals (two-choice chain). If JALC implements an IWCC-approved PPP, the PPP counts as one choice.
- **IWCC Reporting (Employer/Carrier)**
- **Trigger:** Cases with more than three lost workdays must be reported to IWCC via EDI. Fatal cases are reported within two workdays; non-fatal within the month. Supplemental reports are filed if permanent disability is later determined.
- **Responsibility:** HR coordinates with the College's workers' compensation carrier/TPA to submit required EDI transactions and maintain claim records.

Posting & Notices

HR maintains the current IWCC "Notice to Employees" poster at conspicuous locations and on the HR intranet, and provides the IWCC Handbook upon request.

Return-to-Work & Wage Replacement (Summary)

HR and the carrier/TPA administer temporary disability benefits and return-to-work coordination in accordance with the Act. Supervisors shall provide modified duty information when available and as approved by treating providers.

Report Submission & Routing

The investigation team leader submits the completed Incident Investigation Report to the Vice President for Business Services or designee for review. Upon approval, the VP forwards it to the Safety Committee Chair for tracking and corrective action follow-up.

Records & Retention

HR retains claim and medical records in accordance with applicable retention schedules and confidentiality requirements. Safety retains investigation files and corrective action logs.

Anti-Retaliation

Incident Investigation

Admin Procedure 417.B

JALC prohibits retaliation against any employee for reporting an injury/illness, participating in an investigation, or exercising workers' compensation rights.

Kirk E. Overstreet, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: DECEMBER 18, 2013
AMENDED: AUGUST 1, 2024 (*FORMER AP 362*); OCTOBER 4, 2024; SEPTEMBER 24, 2025; MARCH 31, 2026
REVIEWED: SEPTEMBER 3, 2025; MARCH 30, 2026
LEGAL REF.: OSHA (29 U.S.C. § 651 ET SEQ.); WORKERS' COMPENSATION ACT: 820 ILCS 305; ILLINOIS HEALTH AND SAFETY ACT (820 ILCS 225)
CROSS REF.: BOARD POLICY 4310; ADMINISTRATIVE PROCEDURE 417, 417.A

Purpose

The purpose of this procedure is to implement the College's Drug and Other Substance Abuse, Including Alcohol Policy (BP 4313) by outlining the steps and responsibilities for maintaining a drug-free environment, providing prevention and support resources, and ensuring compliance with relevant laws and regulations.

Scope

This procedure applies to all students, faculty, staff, and officers of John A. Logan College, as well as any individuals engaged in College-related activity or contract.

Impairment: Definition and Assessment**Definition of Impairment**

Impairment is defined as a condition in which an individual's physical, mental, or emotional abilities are diminished, such that the individual is unable to perform their job duties or participate in College sponsored activities or contracts safely, efficiently, or appropriately. Impairment may result from the use or misuse of alcohol, illegal drugs, prescription or over-the-counter medications, or any other recreational substances.

Assessment of Impairment**1. Observation and Documentation:**

Supervisors, faculty, or staff who observe behaviors or symptoms that may indicate impairment (e.g., slurred speech, unsteady movement, confusion, erratic behavior, odor of alcohol or drugs, or other unusual conduct) should promptly notify the JALC Department of Public Safety, and document the observations, including the date, time, location, and specific behaviors noted.

2. Immediate Action:

The observer should consult with Human Resources or the appropriate College authority to review the observations and determine next steps, which may include:

- Removal from campus,
- Suspension of participation in College activities,
- Referral for alcohol, drug, or substance abuse treatment as permitted by law and College policy/procedure.
- If impairment is related to a documented disability or medical condition, the College will engage in an interactive process to determine reasonable accommodations, consistent with the ADA.

Procedure**1. Policy Communication**

- The College will publish and maintain the Drug and Other Substance Abuse, Including Alcohol Policy (BP 4313) on its public website.
- A copy of the Notice Regarding Drug-Free Workplace will be posted in prominent locations on campus.

2. Prevention and Education

- The College will provide drug and alcohol abuse prevention information through health classes and professional counseling services.
- The College will establish and maintain a drug-free awareness program to inform employees about the dangers of drug abuse, the College's policies/procedures, assist

individuals with available counseling and rehabilitation programs, and the penalties for drug violations.

3. Support and Referral

- Information about available programs can be obtained confidentially from the Office of Human Resources.

4. Compliance and Enforcement

- Employees engaged in contracts or grants with the Federal Government or the State of Illinois must abide by the terms of the Drug-Free Workplace statement and notify the College of any criminal drug statute convictions within five days.
- The College will notify the contracting or granting agency within ten days of receiving notice of an employee's conviction.

5. Drug Testing

- The College reserves the right to conduct drug testing of employees and/or students under circumstances permitted by law, including but not limited to pre-employment screening, reasonable suspicion, post-accident, or as a condition of participation in certain programs or activities. Refusal to submit to testing or a positive test result may result in disciplinary action, up to and including termination or dismissal.

6. Disciplinary Actions

- Violations of the Substance Use and Abuse Policy by employees may result in disciplinary actions up to and including termination.
- Violations by students may result in disciplinary actions up to and including expulsion, and may affect financial aid eligibility.

7. Medical Marijuana

- The possession or use of cannabis, including medical marijuana, is prohibited on campus and at College-sponsored events, in compliance with federal and state laws.

8. Good Faith Efforts

- The College will make good faith efforts to maintain a drug-free workplace through the implementation of this procedure and compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

Kirk E. Overstreet, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: SEPTEMBER 24, 2025
AMENDED: MARCH 31, 2026
REVIEWED: SEPTEMBER 3, 2025; MARCH 30, 2026
LEGAL REF.: ILLINOIS DRUG-FREE WORKPLACE ACT; PUBLIC ACT 103-0399; ILLINOIS YOUTH EDUCATION AND DRUG
OVERDOSE PROTECTION ACT (LOUIE'S LAW); DRUG-FREE SCHOOLS AND COMMUNITIES ACT; DRUG-
FREE WORKPLACE ACT OF 1988; AMERICANS WITH DISABILITIES ACT; FAMILY EDUCATIONAL RIGHTS
AND PRIVACY ACT (FERPA)
CROSS REF.: BOARD POLICY 4313

Purpose

The purpose of this procedure is to establish a clear and comprehensive process for implementing the Anti-Harassment Policy at John A. Logan College. This procedure aims to ensure a safe and respectful environment for all students, employees, and visitors by outlining the steps for reporting, investigating, and addressing incidents of harassment, violence, threats, intimidation, or coercion.

Scope

This procedure applies to all students, employees, and visitors of John A. Logan College. It covers all incidents of harassment, violence, threats, intimidation, or coercion that occur on campus or during College-related activities.

Procedure**1. Reporting Incidents**

- Any individual who believes there is a serious threat to their safety or the safety of others should immediately contact Campus Police and their immediate supervisor.
- Reports of harassment, violence, threats, intimidation, or coercion can be made by students, employees, or visitors to the Human Resources Department or the Office of Student Affairs.

2. Investigation Process

- Upon receiving a report, the College will promptly initiate an investigation.
- The investigation will be conducted by designated College officials who are trained to handle such matters.
- All employees are expected to cooperate fully with the investigation.

3. Interim Measures

- During the investigation, the College may implement interim measures to ensure the safety and well-being of the complainant and the campus community.
- These measures may include temporary suspension, no-contact orders, or other appropriate actions.

4. Resolution and Disciplinary Action

- Based on the findings of the investigation, the College will take appropriate disciplinary action against individuals found to have violated the Anti-Harassment Policy.
- Disciplinary actions may include suspension, expulsion, termination of employment, or exclusion from campus.
- Where circumstances warrant, the College will involve law enforcement agencies and may seek prosecution of conduct that violates the law.

5. Support and Resources

- The College will provide support and resources to individuals affected by harassment, violence, threats, intimidation, or coercion.
- This may include counseling services, academic accommodations, and other forms of assistance.

6. Training and Awareness

- The College will conduct regular training and awareness programs for students, employees, and visitors to promote a safe and respectful campus environment.
- These programs will cover the Anti-Harassment Policy, reporting procedures, and available resources.

Review and Amendments

This procedure will be reviewed periodically and amended as necessary to ensure its effectiveness and alignment with the College's commitment to a safe and respectful environment.

Kirk E. Owens, Ph.D.

PRESIDENT

DATE

9/24/2025

ADOPTED: SEPTEMBER 25, 2025

AMENDED:

REVIEWED: SEPTEMBER 3, 2025

LEGAL REF.: ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/1 ET SEQ.); TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (42 U.S.C. §§ 2000E ET SEQ.); AMERICANS WITH DISABILITIES ACT (42 U.S.C. § 12101)

CROSS REF.: ADMINISTRATIVE PROCEDURES 308, 523, 524

Purpose

The purpose of this procedure is to establish a clear and comprehensive process for implementing the Sex Offender Registration Policy at John A. Logan College. This procedure aims to ensure the safety and well-being of the College community by outlining the steps for registration, monitoring, and enforcement.

Scope

This procedure applies to **all students and employees** of John A. Logan College who are required to register as sex offenders. It covers the registration process, monitoring, and enforcement actions related to non-compliance.

Procedure

- **Registration Process**
 - All students and employees who are registered sex offenders must register **in person** with the John A. Logan College Police Department within three days of the beginning of each semester (for students) or within three days of hiring or assignment (for employees).
 - If conviction occurs after enrollment/employment, sex offenders must register **in person** with the JALC Police Department within three days of conviction.
 - They must provide current and accurate information, including their name, address, place of employment or enrollment, and any other required details.
 - Employees must also notify the JALC Police Department of any changes in their employment status or personal information within three days, in accordance with Illinois law.

- **Prohibition from Campus**
 - John A. Logan College shares its campus with Mary Logan Alternative High School and hosts dual credit high school students. In accordance with Illinois law (720 ILCS 5/11-9.3), registered sex offenders who have committed offenses against minors are prohibited from being present on school grounds or in proximity to minors unless specific legal exceptions apply.
 - As such, any student or employee who is a registered sex offender and whose offense involved a minor shall be barred from physical presence on campus. This restriction includes all buildings, parking lots, and outdoor areas where minors may be present.
 - Affected individuals may request remote access accommodations for coursework or employment duties, subject to administrative approval. Requests will be reviewed on a case-by-case basis to ensure compliance with legal mandates and institutional safety policies.
 - Campus Police will enforce these restrictions and coordinate with Human Resources and Student Services to ensure that barred individuals do not enter campus grounds. Violations of this restriction will result in immediate disciplinary action and may be referred to law enforcement.

- **Monitoring and Updates**
 - The JALC Police Department will maintain a confidential registry of all registered sex offenders attending or employed by the College.

- Students and employees are required to update their registration information promptly if there are any changes during their enrollment or employment.

- **Enforcement and Disciplinary Action**
 - Failure to register with the JALC Police Department will result in disciplinary action, which may include suspension or termination of enrollment or employment, in accordance with College policies and applicable laws.

- **Confidentiality and Privacy**
 - The College will ensure that the registration information is kept confidential and is only accessible to authorized personnel.
 - The College will comply with all applicable laws and regulations regarding the privacy and confidentiality of registered sex offenders.

- **Support and Resources**
 - The College will provide support and resources to registered sex offenders to help them comply with the registration requirements.
 - This may include counseling services, academic accommodations, and other forms of assistance.

- **Training and Awareness**
 - The College will conduct regular training and awareness programs for students and staff to promote understanding of the Sex Offender Registration Policy and procedures.
 - These programs will cover the registration process, monitoring, enforcement actions, and available resources.

Review and Amendments

This procedure will be reviewed periodically and amended as necessary to ensure its effectiveness and alignment with the College's commitment to safety and compliance with legal requirements.

Kirk E. Overton, Ph.D.

PRESIDENT

9/24/2025

DATE

ADOPTED: DECEMBER 18, 2013
AMENDED: AUGUST 1, 2024 (FORMER AP 362); OCTOBER 4, 2024
LEGAL REF.: ILLINOIS SEX OFFENDER REGISTRATION ACT (730 ILCS 150/3); SEX OFFENDER REGISTRATION AND NOTIFICATION ACT (18 U.S.C. § 2250)
CROSS REF.: BOARD POLICY 4322

Purpose:

To establish a comprehensive procedure for implementing the College's Emergency Response Plan, ensuring the safety and security of students, staff, and property during emergencies.

Scope:

This procedure applies to all College personnel, students, and visitors during an emergency situation as defined in the Emergency Response Plan. Emergency response exercises are governed by Administrative Procedure 421.A.

Procedure:**1. Emergency Response Plan Compliance:**

- The College shall maintain an Emergency Response Plan that is compliant with the National Incident Management System (NIMS) and the Campus Security Enhancement Act of 2008.
- The Emergency Response Plan shall be reviewed regularly by the President's Executive Council.

2. Authority and Declaration:

- The College President or their designee has the authority to declare a campus state of emergency and to declare an end to the state of emergency.
- The Incident Commander, as identified in the Emergency Response Plan, will consult with the President regarding the emergency and the need for a campus state of emergency declaration.

3. Initial Response:

- In the event of an emergency, the Campus Department of Public Safety (DPS) shall immediately implement procedures to safeguard persons and property and maintain educational facilities.
- Depending on the nature and magnitude of the event, an incident commander outside the Campus DPS may lead the response actions.

4. Suspension of Purchasing Policy:

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

5. Campus Access Control:

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

6. Approval and Review:

- The Emergency Response Plan, including the designated emergency personnel, shall be reviewed regularly by the President's Executive Council.

Kirk E. Overstrom, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: MARCH 31, 2026

AMENDED:

REVIEWED: MARCH 30, 2026

LEGAL REF.: ILLINOIS EMERGENCY MANAGEMENT ACT (20 ILCS 3305); ILLINOIS CAMPUS SECURITY ENHANCEMENT ACT (110 ILCS 12); ROBERT T. STAFFORD RELIEF AND EMERGENCY ASSISTANCE ACT (42 U.S.C. §§ 5121-5207); FEDERAL EMERGENCY MANAGEMENT REGULATIONS (44 CFR 206.35)

CROSS REF.: BOARD POLICY 4330; ADMINISTRATIVE PROCEDURE 421.A

Purpose

To establish a comprehensive procedure for planning, conducting, evaluating, and improving emergency response exercises at John A. Logan College in order to test and strengthen the College's Emergency Response Plan and emergency authorities established in Administrative Procedure 421 – Emergency Response and Declaration.

This procedure is intended to ensure compliance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20), the National Incident Management System (NIMS), and other applicable Illinois and federal laws.

Scope

This procedure applies to all emergency response exercises conducted by John A. Logan College, including tabletop, functional, and full-scale exercises. It applies to College personnel, students, and external partners who participate in such exercises.

This procedure does not govern live emergency response or the declaration of a campus state of emergency, which are addressed in Administrative Procedure 421.

Relationship to Administrative Procedure 421

Emergency response exercises conducted under this procedure are designed to test, evaluate, and improve the College's Emergency Response Plan and the emergency authorities, roles, and operational responses established in Administrative Procedure 421 – Emergency Response and Declaration. Nothing in this procedure alters, expands, or limits emergency authorities granted under Administrative Procedure 421.

Procedure**Planning Committee for Emergency Response Exercises**

A Planning Committee shall be established for each emergency response exercise. The Planning Committee shall guide the development and execution of the exercise and shall include, at a minimum:

- Incident Commander (chairperson)
- Command staff positions, as appropriate
- General staff positions, as appropriate
- A municipal, county, or regional emergency management official
- Training exercise observer(s) with appropriate NIMS certification(s)

The Planning Committee shall:

- Develop a written training scenario for the exercise
- Ensure the scenario incorporates the Incident Command System (ICS) and standardized resource management procedures consistent with NIMS
- Submit the training scenario for review and approval as outlined below

Emergency Operations Committee Review

- The Emergency Operations Committee shall review the proposed training scenario and, if acceptable, forward it to the College President for approval.
- Upon approval by the President, the scenario shall be presented to the Board Building, Grounds, and Safety Committee for final approval.
- Any material changes to the approved exercise scenario shall require re-approval by the Board Building, Grounds, and Safety Committee.

Conduct of Emergency Response Exercises

Emergency response exercises shall be conducted in accordance with the approved training scenario and applicable NIMS standards. Exercises may involve internal departments and external agencies as appropriate to the scenario.

After-Action Meetings and Reports

An initial after-action meeting shall be conducted immediately following the exercise and shall include all primary supervisors involved in the exercise.

Within seventy-two (72) hours of the exercise, the Planning Committee and the Emergency Operations Committee shall conduct a comprehensive after-action meeting to complete an After-Action Report, including a corrective action plan.

The After-Action Report shall be presented to:

- Emergency Operations Committee
- College President
- Board Building, Grounds, and Safety Committee
- Any participating external agency, as appropriate

The After-Action Report is confidential and not subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140), unless otherwise determined by College legal counsel.

Approval and Review

This procedure shall be reviewed periodically to ensure compliance with applicable law and the effectiveness of emergency response exercise planning and execution.



PRESIDENT

3/31/2026

DATE

Emergency Response Exercises

Administrative Procedure 421.A

AMENDED: AUGUST 1, 2024; SEPTEMBER 24, 2025; MARCH 31, 2026

REVIEWED: SEPTEMBER 3, 2025; MARCH 30, 2026

LEGAL REF.: CAMPUS SECURITY ENHANCEMENT ACT OF 2008 (110 ILCS 12/20); FREEDOM OF INFORMATION ACT (5 ILCS 140); NIMS REGULATIONS; ILLINOIS EMERGENCY MANAGEMENT AGENCY ACT (20 ILCS 3305); ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (42 U.S.C. §§ 5121-5207); FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) REGULATIONS (44 CFR 206.35)

CROSS REF.: BP 4330; ADMINISTRATIVE PROCEDURE 421

Purpose:

This procedure establishes the operational framework by which John A. Logan College implements and complies with all applicable federal and state laws to support students experiencing homelessness or housing insecurity. The procedure ensures that affected students receive equitable access to education, financial aid, housing, and support services in a manner that upholds their dignity, privacy, and academic success.

Scope:

This procedure applies to all JALC students who meet the definition of “homeless” or “unhoused” under federal or state law. It governs the responsibilities of the designated HOUSE Liaison, Student Services, Financial Aid, Counseling, and other relevant departments in identifying, supporting, and tracking students in need. It also outlines coordination with external agencies, dispute resolution protocols, and compliance with privacy regulations including FERPA.

Procedure:

1. Identification and Outreach

- Students may self-identify or be referred by faculty/staff.
- The HOUSE Liaison will maintain a confidential list and initiate outreach.

2. Service Coordination

- Collaborate with local shelters, food banks, and social services.
- Provide on-campus resources such as meal vouchers, emergency funds, and counseling.

3. Financial Aid Support

- Assist students in applying for independent status.
- Expedite processing of emergency grants and housing stipends.

4. Academic Support

- Offer tutoring, mentoring, and flexible scheduling.
- Monitor progress and intervene when necessary.

5. Dispute Resolution

- Follow state-mandated procedures for resolving disputes related to eligibility or services, modeled after K-12 homeless student policies.

6. Recordkeeping and Privacy

- Maintain records in compliance with FERPA and state privacy laws.

Kirk E. Overstreet, Ph.D.

PRESIDENT

8/26/2025

DATE

ADOPTED: 8/26/2025

AMENDED:

REVIEWED:

LEGAL REF.: 42 U.S.C. § 11431 et seq. (McKinney-Vento Homeless Assistance Act), 20 U.S.C. § 1001 et seq. (Higher Education Act of 1965), and 110 ILCS 151/ (Higher Education Housing and Opportunities Act)

CROSS REF.: BOARD POLICY 4325

PURPOSE

To establish a standardized process for recruiting, approving, and onboarding all categories of staff at John A. Logan College, in accordance with Board Policy and applicable laws.

SCOPE

- This procedure applies to all employees. Where applicable, the terms of a Collective Bargaining Agreement (CBA) shall supersede this procedure.

RESPONSIBLE PARTIES & DEFINITIONS

- President: Authorizes searches, makes hiring recommendations to the Board of Trustees, .
- Board of Trustees: Grants final approval for all hires.
- Office of Human Resources (HR): Coordinates recruitment, application processing, background checks, and onboarding.
- Search Committees: Evaluate candidates and make recommendations to the President.
- Assignment: Duties and responsibilities designated to a staff member.

IMPLEMENTATION PROCEDURE**1. Recruitment and Position Authorization**

- All positions must be authorized by the President.
- Job descriptions must include duties, qualifications, salary range and/or pay rate, and essential functions.

2. Application Submission

- Applicants must follow the instructions provided in the job posting and submit all required materials (application, resume/CV, transcripts, etc.) through the HRIS applicant tracking system.

3. Background Check

- All applicants must undergo a criminal background check coordinated by HR.
- Other forms of background checks may be required, as appropriate.
- For positions designated by the College as security-sensitive, additional or enhanced background investigations may be required prior to hire or prior to assignment of duties, consistent with applicable law, including the Campus Security Enhancement Act (110 ILCS 12/5). The designation of a position as security-sensitive and the nature of any required background investigation shall be determined by the College in coordination with Human Resources and applicable Administrative Procedures governing campus access and security.

4. Search Committees

- Faculty: The Provost appoints the Chair, who forms a five-member committee—Assistant Provost (or designee), three full-time faculty (two from the department, may include Chair), and one additional member from faculty or professional staff. If, for any reason, one or more of these members cannot participate fully in the search process, the Committee Chair will appoint a replacement.
- Professional/Executive: Appointed by the President or VP/Provost; 2–5 members.

- HR orients all committees on interview procedures.

5. Advertising

- HR posts positions for a minimum of 10 days.
- Deadlines may be extended with HR approval.

6. Applicant Screening and Interviewing

- HR screens applications for minimum qualifications.
- Committees select candidates for video/phone and in-person interviews using Material Review Criteria.
- Faculty teaching topics are identified collaboratively by academic leadership, as applicable.

7. Recommendations to Hire

- Committees submit recommendations based on qualifications, interviews, and references.
- Reference checks are conducted by the hiring supervisor, committee chair, or designee.
- HR commissions final background checks.

8. Board Approval

- All hires must be ratified by the Board of Trustees.
- Employees may begin conditionally with Presidential approval but require formal Board approval.

9. Onboarding

- HR provides orientation and training for all new hires.
- Start dates will be the 1st and 16th of each month, or the next practicable business day.
- All new hires must attend appropriate orientation and complete necessary training and certification as a part of the onboarding process, per HR.

10. Probationary Period

- All new and internal hires undergo a 120-day probationary period with evaluations at 30, 90, and 120 days.

11. Recordkeeping

- HR maintains records of all applications, background checks, approvals, and assignments.

ADDITIONAL GUIDELINES**Interim Appointments**

- When an immediate staffing need arises, the President is authorized to hire or reassign personnel on an interim basis for a period not to exceed one year.
- Interim appointments shall be made at the prevailing rate of pay and must be reported to the Board of Trustees for ratification at the next regular meeting.
- Interim positions will be posted through the standard hiring process before becoming permanent.

Substitute and Short-Term Assignments

The President may employ substitutes to replace professional staff on a temporary basis at the prevailing rate of pay. Additionally, the President may authorize short-term instructional or training assignments requested by local businesses or industry. Short-term is defined as less than one academic semester. Compensation and workload for such assignments will be established prior to contract approval.

Faculty Hiring Exceptions

- No hiring of faculty under contract with another district after August 1 unless non-detrimental.
- No release from contracts after August 1 without satisfactory circumstances.

Executive Administrator Requirements

- Doctorate or terminal degree and 5 years of administrative experience required.
- Compensation determined by the President and Board.

Conflict of Interest

- Members of the same family or household are eligible for employment at John A. Logan College; however, no employee or Board member shall participate in the selection, hiring, supervision, or performance review of a family or household member. For purposes of this policy, "family" includes spouse, child, child's spouse, parent, parent's spouse, sibling, sibling's spouse, domestic partner, and individuals residing in the same household. It also includes an employee or Board member's spouse's child, parent, brother, or sister.
- Disclosure of personal/professional relationships with candidates is mandatory at all levels of the hiring process.

Kirk E. Overton, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: APRIL 1, 1980

AMENDED: JANUARY 10, 1985; JULY 15, 1996; NOVEMBER 21, 2008; JULY 3, 2012, FEBRUARY 1, 2014; DECEMBER 5, 2014; OCTOBER 1, 2024; DECEMBER 10, 2025; MARCH 31, 2026

REVIEWED: DECEMBER 3, 2025; MARCH 30, 2026

LEGAL REF.: FAIR LABOR STANDARDS ACT (FLSA), 29 U.S.C. § 201 ET SEQ.; TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, 42 U.S.C. § 2000E ET SEQ.; EQUAL PAY ACT OF 1963, 29 U.S.C. § 206(d); AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA), 29 U.S.C. § 621 ET SEQ.; AMERICANS WITH DISABILITIES ACT (ADA), 42 U.S.C. § 12101 ET SEQ.; IMMIGRATION REFORM AND CONTROL ACT (IRCA), 8 U.S.C. § 1324A; PREGNANCY DISCRIMINATION ACT OF 1978, 42 U.S.C. § 2000E(k); FAMILY AND MEDICAL LEAVE ACT (FMLA), 29 U.S.C. § 2601 ET SEQ.; TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. § 1681 ET SEQ.; EXECUTIVE ORDER 11246; ILLINOIS HUMAN

RIGHTS ACT, 775 ILCS 5/1-101 ET SEQ.; ILLINOIS EQUAL PAY ACT OF 2003, 820 ILCS 112/1 ET SEQ.; ILLINOIS PUBLIC COMMUNITY COLLEGE ACT, 110 ILCS 805/1-1 ET SEQ.; ILLINOIS CAMPUS SECURITY ENHANCEMENT ACT, 110 ILCS 12/5; ILLINOIS ADMINISTRATIVE CODE, TITLE 23, PART 1501 (23 ILL. ADM. CODE § 1501); ILLINOIS ADMINISTRATIVE CODE, TITLE 44, PART 750 (44 ILL. ADM. CODE § 750); ILLINOIS ADMINISTRATIVE CODE, TITLE 56, PART 250 (56 ILL. ADM. CODE § 250); ILLINOIS WAGE PAYMENT AND COLLECTION ACT, 820 ILCS 115/1 ET SEQ.; ILLINOIS MINIMUM WAGE LAW, 820 ILCS 105/1 ET SEQ.; ILLINOIS PERSONNEL RECORDS REVIEW ACT, 820 ILCS 40/0.01 ET SEQ.; ILLINOIS FREEDOM TO TRAIN ACT (PROPOSED, 2025), HB3057; ILLINOIS EQUAL PAY ACT PAY TRANSPARENCY (HB 3129, 2023); ILLINOIS SERVICE MEMBER EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (ISERRA), 330 ILCS 61/1-1 ET SEQ.; ILLINOIS FAMILY MILITARY LEAVE ACT, 820 ILCS 151/1 ET SEQ.; ILLINOIS FAMILY BEREAVEMENT LEAVE ACT, 820 ILCS 154/1 ET SEQ.; ILLINOIS NURSING MOTHERS IN THE WORKPLACE ACT, 820 ILCS 260/1 ET SEQ.; ILLINOIS VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA), 820 ILCS 180/1 ET SEQ.; ICCB SYSTEM RULES MANUAL (2024) BOARD POLICY 5110, 5111; ADMINISTRATIVE PROCEDURE 406

CROSS REF.:

Purpose

John A. Logan College is committed to maintaining high standards of teaching and learning. This procedure ensures that all faculty and instructional staff assigned to teach college-level, credit-bearing courses are appropriately qualified in accordance with Illinois Community College Board (ICCB), Higher Learning Commission (HLC), other relevant accreditation guidelines, and applicable legislation.

Scope

This procedure applies to all full-time, adjunct, dual credit, and instructional staff teaching credit-bearing courses (defined by ICCB as 1.1 and 1.2) at John A. Logan College.

Procedure**1. Minimum Faculty and Instructional Staff Qualifications****1.1 Transfer (Baccalaureate/General Education) Courses (PCS 1.1)**

Faculty and instructional staff engaged in providing instruction in transfer coursework shall possess, at minimum, a:

- Master's degree in the discipline or subfield being taught; or
- Master's degree in another discipline/subfield with a minimum of 18 graduate credit hours in the discipline or subfield being taught.

Credential Documentation:

- JALC faculty application
- Official transcripts from accredited institutions.
- International credentials must be evaluated for U.S. equivalency.

1.2 Career and Technical Education (CTE) Courses (PCS 1.2)

Faculty and instructional staff engaged in providing technical and career coursework at the associate degree level shall possess at a minimum:

- An associate's degree and at least 2000 hours of relevant work experience and
- The appropriate industry credential relevant to the specific field.

Credential Documentation:

- JALC faculty application
- Official transcripts from accredited education institutions
- International transcripts must be evaluated for U.S. equivalency
- Industry credentials and/or licensure
- Résumé outlining working experience

CTE Alternative Credential Experience:

Faculty and instructional staff engaged in providing technical and career coursework who do not explicitly meet minimum associate's degree requirement can be justified on an individual basis by documenting other qualifications per alternative credential experience. John A Logan College determines that alternative credential experience is achieved if at least three (3) of the following requirements specific to the course(s) taught are documented, noting that all requirements should be met in a way specifically related to the course being taught:

- More than 2000 hours of relevant work experience
- Academic certificate (e.g. college dental assisting certificate, Emergency Medical Technician, Certified Nursing Assistant)
- Industry credential (e.g. welding certification – AWS, IT certification – CompTia, Cisco CCNA, HVAC EPA 608 certification)
- Valid professional licensure (e.g. Emergency Medical Technician-EMT, Certified Nursing Assistant-CNA, Journeyman/Master Electrician license)
- Apprenticeship or formal industry training (e.g. Registered apprenticeships, union training programs, Illinois Law Enforcement Training and Standards Board training transcript, Illinois Department of Corrections Training Academy transcript)
- Military Technical Training and Experience
- Continuing professional education hours or professional development hours
- Industry honors and awards related to the course taught documented excellence in teaching from students
- Teaching and training experience in industry (e.g. corporate trainer, safety instructor, continuing education instructor)

1.3 Dual Credit Courses

Faculty and instructional staff engaged in providing instruction of dual credit courses shall meet the relevant faculty and instructional staff credential standards of the College stated in Sections 1.1 and 1.2.

Per the Dual Credit Quality Act (110 ILCS 27), high school instructors who do not meet the faculty and instructional staff credential standards may still teach dual credit courses if they have an approved professional development plan (PDP) to bring their credentials into compliance. The Manager of Dual Credit and Partnerships and Academic Affairs must review the PDP within 30 days. Dual credit faculty who are approved with a professional development plan will be monitored for completion in 3 years. Credential progress will be monitored by the Manager of Dual Credit and Partnerships and Academic Affairs. Documentation of credential progress will be maintained in Human Resources.

Credential Documentation:

- JALC faculty application
- Official transcripts from accredited education institutions
- International transcripts must be evaluated for U.S. equivalency
- Industry credentials and/or licensure
- Résumé outlining working experience

2. Credential Review Process

2.1 Application Submission

- For people applying to John A. Logan College, applicants must submit unofficial documentation at the time of application demonstrating that they meet the minimum qualifications outlined in Sections 4.1 and 4.2 of this procedure. Required documentation

may include unofficial transcripts, a current résumé, and copies of applicable national- or state-level recognition, professional licensure, or industry credentials. Official transcripts and, where applicable, official verification of licenses or credentials are required upon hire.

- Dual credit courses offered at the high school and taught at the high school teachers are proposed by the high schools. To initiate the process of creating a new dual credit offering or making an instructor change to an existing dual credit offering, high schools must submit a dual credit request form and the appropriate credential documentation to Academic Affairs and the Manager of Dual Credit and Partnerships for an unofficial review.

2.2 Evaluation

- For people applying to John A. Logan College, credential documentation is reviewed by Academic Affairs and the Office of Human Resources for compliance.
- With regard to dual credit faculty, the high school instructors, team leaders and high school administrators will be informed of the results of the review of credentials by the Manager of Dual Credit and Partnerships.
- For international transcripts submitted with the JALC faculty application, Academic Affairs reviews the transcripts as they are received and determines their U.S. equivalency.

2.3 Approval

- Approved faculty and instructional staff credentials are filed in the employee’s record in Human Resources.
- Dual Credit faculty Professional Development Plans will be filed in the College’s Human Resource Information System.

2.4 Record Keeping

- All credential documentation is maintained in Human Resources.
- Faculty and instructional staff credentials are reviewed and verified during the faculty evaluation process to ensure compliance with institutional and accreditation standards.

3. Compliance

All faculty credentialing must comply with ICCB Administrative Rules, HLC guidelines, and any applicable state or national accreditation standards. Faculty teaching in programs with specific accreditation or state board mandates must meet those requirements in addition to college standards.

Kirk E. Overton, Ph.D.

PRESIDENT

4/2/2026

DATE

ADOPTED: MAY 23, 2023

AMENDED: DECEMBER 10, 2025; APRIL 2, 2026

REVIEWED: DECEMBER 3, 2025; MARCH 31, 2026

LEGAL REF: ICCB ADMINISTRATIVE RULE 1050.30; 23 ILL ADMIN. CODE § 1501.303(F); ICCB RECOGNITION STANDARD 8A; HIGHER LEARNING COMMISSION (HLC) GUIDELINES; NACEP ACCREDITATION GUIDELINES; NSQOL ACCREDITATION STANDARDS; ILLINOIS DUAL CREDIT QUALITY ACT (110 ILCS 27/)

CROSS REF.: BOARD POLICY 5110, 5111, 5220

***Procedures to be Used in Implementing
Policy on Hiring Full-Time Faculty***

Administrative Procedure 502A

A. THE POSITION

1. All full-time faculty job listings will include the position description, the required qualifications, the preferred qualifications, and the essential functions and position duties as identified in the Association's collective bargaining agreement. The President must authorize the posting of the position.
2. Required position qualifications must be met by May 31 for a fall semester start date or October 31 for a spring semester start date.
3. The Material Review Criteria, Interview Question form, Search Committee Recommendation form, and Advertising Request form will be completed by the Assistant Provost of Academic Affairs or their designee and submitted to the Provost for approval.
4. The teaching topic indicated on the Material Review Criteria and Interview Questions form will be identified by the Dean or Department Chair in collaboration with the subject lead instructor(s). If there is no subject lead instructor(s), the Department Chair or Dean will collaborate with the Assistant Provost of Academic Affairs or their designee to identify the teaching topic.

B. SEARCH COMMITTEES

1. The Provost will appoint the Chair of the Search Committee for full-time faculty positions.
2. The Chair will establish the Search Committee for full-time faculty positions. The Search Committee will consist of five members: the Assistant Provost of Academic Affairs or their designee, three full-time faculty, of which two must be from the department and may include the Department Chair, and one additional member from either full-time faculty or professional staff. If, for any reason, one or more of these members cannot participate fully in the search process, the Committee Chair will appoint a replacement.
3. The Office of Human Resources will orient the Committee on the process to be followed during the interviews.

C. ADVERTISING

1. The Office of Human Resources will advertise full-time faculty positions as indicated on the Advertising Request form.
2. The Assistant Provost of Academic Affairs, or their designee, will submit the following documents to the Office of Human Resources prior to a full-time faculty position posting:
 - The Material Review Criteria and Interview Questions, which include the Teaching Topic;
 - The Search Committee Recommendation; and
 - The Advertising Request.
3. The Office of Human Resources will consider only those applicants who have submitted the required application materials by the posted deadline. The deadline may be extended with the approval of the Provost to achieve a sufficient pool of applicants.

D. APPLICANT SELECTION

1. The Office of Human Resources shall record all applications and address the pool of applicants

according to Equal Employment Opportunity regulations and John A. Logan College policy.

2. Applications will be screened by the Office of Human Resources or in an approved environment as determined by the Office of Human Resources.
3. Official or unofficial transcripts must be submitted to the Office of Human Resources with a cover letter and CV/resume as required in order to be included as a candidate for the position. Official transcripts must be on file within the Office of Human Resources prior to the official first date of employment.
4. To ensure diversity in the candidate pool, 10% of the qualified candidate pool should meet a diversity goal. If 10% of the employees are not satisfied after the recruitment efforts have been attempted, the position can go forward with documentation regarding diversity efforts.
5. The Search Committee shall review the qualified candidates and determine which applicants will be interviewed.
6. The Office of Human Resources will coordinate the scheduling of the applicant interviews and establish an interview schedule.

E. RECOMMENDATIONS TO HIRE

1. Departments should consider the following when submitting hiring recommendations to the President: qualifications, interviews, references, and the scope of the position.
2. The Office of Human Resources will provide the Committee Chair with references for recommendations on hiring. The Committee Chair or their designee will conduct reference checks.
3. Initial placement on the salary schedule is established using the Full-Time Faculty Initial Placement on Salary Schedule rubric provided in accordance with the collective bargaining agreement with the Full-Time Faculty Association and in consultation with the Provost.

***Procedures to be Used in Implementing
Policy on Hiring Full-Time Faculty***

Administrative Procedure 502A

4. When the recommended applicant is provided and accepts an employment offer, the Office of Human Resources shall conduct a background check before submission to the Board of Trustees.
5. Recommendations must be signed and received in the President's Office for final approval before the board agenda deadline to be included on that month's agenda.
6. The President shall present his/her recommendation to the Board of Trustees for ratification or approval at the next regular board meeting.

NOTE: This document is an Administrative Procedure established by the administration of John A. Logan College. The Board of Trustees is not bound by such Administrative Procedures, and nothing in this document shall be construed as a waiver by the Board of its managerial authority to hire all employees of the College. This Administrative Procedure shall not, in any way, limit the Board of Trustees' right to reject any recommendations or to hire staff not recommended by the administration.

Kirk E. Overstrom, Ph.D.

PRESIDENT

06/11/24

DATE

ADOPTED: APRIL 1, 1980

AMENDED: JANUARY 10, 1985; JULY 15, 1996; MAY 22, 1998; AUGUST 1, 2006; JULY 1, 2007; AUGUST 1, 2008;
NOVEMBER 21, 2008; DECEMBER 5, 2014; MARCH 22, 2022, JULY 01, 2023, **JUNE 11, 2024**

CROSS REF.: BOARD POLICIES 5110; 5310

Fulltime Faculty Initial Placement on Salary Schedule

John A. Logan College Education Association, Article III, Section 3.1-2

Teaching Experience	Faculty Years	Total
Graduate Assistant <i>1 year = .25 years</i>		
Secondary Education <i>Less than fulltime = .5 years</i> <i>Fulltime = .75 years</i>		
Adjunct Post-Secondary <i>30 credit hours = to 1 year</i>		
Fulltime Post-Secondary <i>1 year = 1 year</i>		
Career Experience		
Fulltime experience directly related to position content area <i>1 year = 1 year</i>		
Total Years of Experience		

Highest Degree Earned _____

Credit Hours Beyond Highest Degree _____

Placement for FY _____ will be at _____ (years' experience) at _____ (education level).

Salary amount _____

Hiring chair signature line _____

Hiring committee representative signature _____

***Administration of the Personnel
Record Review Act***

Administrative Procedure 504

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

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

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

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

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

According to the law, the **Office of Human Resources** will allow employees or other designated representatives to inspect records of the following types:

1. letters of reference for that employee;
2. test scores, except cumulative total test scores;
3. materials used by the College for management planning;
4. information of a personal nature about a person other than the employee when such disclosure would invade the privacy of the other person;
5. records relevant to any other pending claim between the College and employee that may be discovered in a judicial proceeding;
6. investigatory or security records are being kept to investigate criminal conduct or other activity that could harm the College's properties or operations.

***Administration of the Personnel
Record Review Act***

Administrative Procedure 504

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

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

(Original signed by President Ray Hancock)
PRESIDENT

February 23, 1996
DATE

ADOPTED: NOVEMBER 30, 1984
AMENDED: FEBRUARY 23, 1996; **JULY 1, 2024 (MOVED FROM ARTICLE III)**
REVIEWED:
CROSS REF.: **820 ILCS 40**

I. Purpose

This Administrative Procedure establishes a clear, consistent, and equitable process for the promotion of professional staff at John A. Logan College (JALC). The procedure ensures compliance with all applicable federal and state laws, the Illinois Community College Board (ICCB) Administrative Rules, and internal Board Policies.

This procedure is intended to support professional growth, recognize meritorious performance, and ensure transparency in advancement decisions.

II. Scope

This procedure applies to non-faculty professional staff employed by JALC, regardless of funding source, employment classification, or department assignment.

Note: *In cases where a Collective Bargaining Agreement (CBA) governs promotion for any employee group, the applicable CBA shall supersede this procedure.*

III. Guiding Principles

Promotion decisions for professional staff at JALC shall be:

1. **Equitable and Consistent** – Decisions shall be based on objective criteria applied uniformly across the College.
2. **Transparent** – Expectations, timelines, and criteria will be communicated in advance.
3. **Aligned with Institutional Needs** – Promotions must reflect current or projected organizational structure and mission priorities.
4. **Compliant** – All steps will comply with federal and state law, ICCB Administrative Rules, JALC Board Policies, and relevant accreditation standards.

IV. Definitions

- **Professional Staff:** Employees in professional positions who are not part of any bargaining unit.
- **Promotion:** Advancement to a position with increased responsibility, higher-level duties, or elevated classification, accompanied by appropriate compensation adjustments.
- **Position Reclassification:** Adjustment of job title or classification based on significant, permanent changes in duties; may occur independently of promotion.

V. Eligibility for Promotion

To be eligible for consideration, a professional staff member must:

1. Have a record of satisfactory or above-satisfactory performance evaluation.
2. Demonstrate competencies and qualifications that meet or exceed those required for the higher-level position.
3. Have no active disciplinary actions within the past 12 months, unless waived by the President or designee in rare circumstances.

VI. Promotion Process**A. Initiation of Request**

A promotion may be initiated in one of the following ways:

1. **Supervisor-Initiated:** Based on organizational need, outstanding performance, or restructuring.
2. **Human Resources-Initiated:** When job duties have evolved significantly and warrant reevaluation.

All requests must be submitted to the Office of Human Resources for review.

B. Documentation Requirements

The following materials must be included in a promotion request:

- Updated job description (drafted by supervisor in consultation with HR)
- Justification memorandum outlining:
 - Rationale for promotion
 - Alignment with institutional goals
 - Budgetary impact
 - Summary of employee qualifications
- Most recent performance evaluation
- Supporting evidence (certifications, achievements, workload changes, etc.)

C. Human Resources Review

HR shall:

1. Conduct a **classification analysis** to determine whether the proposed position aligns with established job families, pay grades, and organizational structure.
2. Ensure the request complies with:
 - Federal and state employment laws
 - ICCB Administrative Rules regarding position creation/adjustment
 - JALC Board Policies on hiring, evaluation, and compensation
3. Prepare a written recommendation and forward it to the appropriate Executive Council (EC) member.

D. Administrative Review & Approval**1. Executive Council Review:**

The supervising EC member evaluates the request and submits a recommendation to the President.

2. Presidential Review:

The President determines whether to endorse the promotion and, if applicable, recommends any required action to the Board of Trustees.

3. Board Approval (if required):

Promotions involving:

- Personnel reclassification resulting in significant compensation changes
- Creation or elevation of positions within the Executive Council level must receive Board of Trustees approval, consistent with ICCB rules and JALC Board Policy.

E. Notification & Implementation

Upon approval:

1. HR issues an official notice of promotion to the employee.
2. Updated job descriptions and organizational charts are published accordingly.
3. Compensation adjustments become effective on the date authorized by the Board or President.
4. HR ensures proper documentation is recorded in the personnel file.

VII. Compliance with Federal and State Laws

This procedure shall be interpreted and applied in accordance with:

- Title VII of the Civil Rights Act
- Equal Pay Act
- Americans with Disabilities Act (ADA)
- Fair Labor Standards Act (FLSA)
- Illinois Human Rights Act
- Illinois Public Community College Act
- ICCB Administrative Rules (including sections governing qualifications, reporting, and employment practices)

VIII. Collective Bargaining Supremacy Clause

If any provision of this procedure conflicts with an applicable Collective Bargaining Agreement, the terms of the CBA shall supersede this procedure for employees covered by that agreement.

Kirk E. Overstrom, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: MARCH 31, 2026

AMENDED:

REVIEWED: MARCH 27, 2026

LEGAL REF.: TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 – 42 U.S.C. § 2000E ET SEQ.; EQUAL PAY ACT – 29 U.S.C. § 206(D).; AMERICANS WITH DISABILITIES ACT – 42 U.S.C. § 12101 ET SEQ.; FAIR LABOR STANDARDS ACT (FLSA) – 29 U.S.C. § 201 ET SEQ.; ILLINOIS HUMAN RIGHTS ACT – 775 ILCS 5/; ILLINOIS PUBLIC COMMUNITY COLLEGE ACT – 110 ILCS 805/; ILLINOIS PERSONNEL RECORD REVIEW ACT – 820 ILCS 40/; ILLINOIS MINIMUM WAGE LAW – 820 ILCS 105/; ICCB GENERAL PERSONNEL REQUIREMENTS – 23 ILL. ADM. CODE § 1501.101 ET SEQ.; POSITION CLASSIFICATIONS & REPORTING – 23 ILL. ADM. CODE §§ 1501.202, 1501.301, 1501.302.; PROGRAMMATIC AND ORGANIZATIONAL REQUIREMENTS – 23 ILL. ADM. CODE § 1501.

CROSS REF.: BOARD POLICY 5110, 5111, 5223, 5224, 5230, 5290; ADMINISTRATIVE PROCEDURE 501, 501A, 502A, 522A.1, 523

Return to Work –

Employee and Volunteer Restrictions

Administrative Procedure 506

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

It is the Annuitant’s responsibility to notify SURS upon returning to employment for a SURS-covered employer; any position at JALC is considered SURS-covered, including volunteer and grant positions.

In order to apply to any position at JALC, paid or unpaid, the Annuitant must include their Certification of Retirement Annuity in the application materials. No application, paid or unpaid, will be considered if the Certification of Retirement Annuity is not attached.

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

DEFINITION OF AFFECTED ANNUITANT

An employed annuitant would become an affected annuitant on the first day of an academic year following the academic year in which the Annuitant initially meets the following conditions:

- Receives compensation during an academic year beginning after August 1, 2013, that is greater than 40 percent of the highest annual rate of earnings earned prior to retirement, and
- Receives an annuity of at least \$833.33 per month (\$10,000 per year) in the academic year containing June 1, 2015, and any academic year thereafter.

If the employee fails to disclose their annuitant status prior to 15 days of employment and the College is required to make a contribution to SURS because of affected status, the employee will be responsible for reimbursing the College for said contribution.

* <https://surs.org/life-events/return-to-work-employee-restrictions/>

Kirk E. Overstrom, Ph.D.

PRESIDENT

October 16, 2024

DATE

ADOPTED: OCTOBER 16, 2024

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 5113, RETIREE RETURN TO WORK POLICY

PURPOSE

To establish a standardized process for recruiting, approving, and managing volunteers at John A. Logan College in accordance with Board Policy.

SCOPE

This procedure applies to all individuals who wish to provide voluntary service to College departments, programs, and activities. It governs the application, approval, and onboarding process for volunteers.

RESPONSIBLE PARTIES & DEFINITIONS

- **AVP of Human Resources:** Oversees the volunteer staff employment program.
- **Executive Administrators:** Approve reimbursement requests for authorized expenses.
- **Board of Trustees:** Grants final approval for each volunteer.
- **Volunteer:** A "volunteer" is an individual who provides services without any express or implied promise of remuneration. Volunteers are not considered employees unless they are formally hired by JALC and compensated for their services.
- **Assignment:** The specific set of duties, responsibilities, and service activities designated to a volunteer by the supervising department or program, which the volunteer agrees to perform under the oversight of College personnel.

IMPLEMENTATION PROCEDURE**1. Recruitment and Interest**

- College departments are responsible for identifying needs for volunteer support and promoting opportunities through internal and external channels.

2. Application Submission

- Prior to volunteering, interested individuals must complete a Volunteer Application Form and submit it to the Human Resources Office for approval.
- The application must include:
 - Personal information
 - Desired area of service
 - Position of interest
 - Availability
 - Emergency contact details

3. Background Check

- All applicants must undergo a criminal background check prior to beginning any volunteer assignment.
- HR will coordinate the background check and notify the applicant of the results.

4. Review and Recommendation

- HR will review the application and background check results.
- Qualified applicants will be recommended to the Board of Trustees for approval by the President.

5. Start Date

- Volunteers may begin their assignment on a conditional basis with approval from the President. Formal approval must come from the Board of Trustees.

6. Onboarding

- HR will provide orientation materials outlining College policies, expectations, and safety protocols.
- All volunteer staff must attend orientation and complete necessary training and certification before beginning.

7. Expense Reimbursement

- Volunteers are eligible for expense reimbursement only, and shall not be compensated for their assignment or time.
- Volunteers may be reimbursed for authorized meal, mileage, and overnight accommodation expenses with prior approval from an executive administrator.
- Reimbursements must comply with College travel and expense policies and procedures.

8. Recordkeeping

- HR will maintain a record of all volunteer applications, background checks, approvals, and service assignments.

Kirk E. Overstreet, Ph.D.

PRESIDENT

12/10/2025

DATE

ADOPTED: DECEMBER 10, 2025

AMENDED:

REVIEWED: DECEMBER 3, 2025

LEGAL REF.: ILLINOIS VOLUNTEER PROTECTION ACT (745 ILCS 10/2-101); FEDERAL VOLUNTEER PROTECTION ACT OF 1997 (42 U.S.C. § 14501); FAIR LABOR STANDARDS ACT

CROSS REF.: BOARD POLICY 5111

PURPOSE

Stipends (or fixed pay) are used to compensate individuals who are engaged in College-related activities normally outside the realm of Board Policies #5220, 5220A, 5221A, and 5221B. Stipend positions are intended as an additional method of accomplishing specific aims and objectives consistent with the established missions and goals of John A. Logan College. Stipends may be granted for professional activities of College-wide or district-wide significance, including activities such as instruction, athletics, student activities, or other projects designated by the president. Stipends will be considered on the basis of documented need and the availability of human and material resources. Stipends will not be added to the base salary.

GENERAL GUIDELINES

The following guidelines and procedures will apply when stipends are requested:

1. All stipend positions should be filled with qualified applicants. Hiring records for employees should be kept in accordance with the Illinois Records Act. The Office of **Human Resources** will advertise various stipends as directed by the president. **Titles and level classifications of stipend positions shall be maintained by the Office of Human Resources.**
2. Stipends may also be used for activities performed during summer terms. Stipends may be filled by presidential appointment, internal posting, or external advertising.
3. With the exception of presidential appointments, which can be at any stipend level, anyone interested in stipend positions must apply in accordance with College hiring procedures. The Stipend Application is a multi-use form to be used by supervisors when proposing a new stipend or by an internal applicant when applying for a stipend activity or project. Positions externally advertised should be circulated through the Opportunity Employment Bulletin, and an application completed in the **Office of Human Resources**. The Stipend Application should be attached to the Employee Recommendation Form. These forms may be obtained from the Office of **Human Resources**.
4. When a short-term stipend for a special project(s) is completed, written documentation must be provided by the project supervisor and sent to the division vice-president or president indicating that the project is completed. Results and evaluation of the project should be included. An Employee Recommendation Form terminating the employee should be submitted through the appropriate channel with a copy of the evaluation information for the employee's personnel file.
5. The payroll information should be collected and forwarded to the Business Office according to College procedures.
6. Stipend employees who resign from their position are encouraged to give a two-week notice when a position is vacated.
7. Faculty advisors shall be paid at a rate of \$24.00 per advisee for fall, spring, and/or summer semesters.

STIPEND SALARY SCHEDULE

Stipend Level	Annual Stipend Range
I	150 – 500
II	400 – 900
III	1,000 – 1,800
IV	1,500 – 3,000
V	2,500 – 4,100
VI	3,500 – 5,500
VII	5,000 – 9,000
VIII	Presidential Stipend

If more than one person serves in a given stipend position, the stipend will be divided equally.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

July 17, 2018

DATE

ADOPTED: FEBRUARY 14, 1992

AMENDED: FEBRUARY 28, 1995; OCTOBER 24, 1995; APRIL 11, 1997; MARCH 22, 2001; APRIL 1, 2004;
OCTOBER 23, 2007; AUGUST 20, 2008; JUNE 9, 2011; **JULY 17, 2018**

CROSS REF.:

In the utilization of interns at John A. Logan College, the following procedures will be followed:

1. All requests for internships are to be referred to the appropriate assistant provost's office.
 - A. Only requests for non-teaching professional internships will be considered. No teaching internships will be allowed.
 - B. Interns will not be allowed to perform routine or ongoing classroom duties or assume routine or ongoing responsibility for classroom activities.
2. All prospective interns will be interviewed and accepted or rejected by the appropriate dean prior to any internship obligation.
3. Persons accepted for internships and the appropriate assistant provost will develop a clearly written internship agreement that will include the following information:
 - A. goals and objectives of the internship experience;
 - B. duties and responsibilities of the intern;
 - C. responsibilities of the direct supervisor of the intern (maybe someone other than the dean);
and
 - D. criteria and methods of evaluating the intern's performance.
4. Contractual agreements regarding internship experiences shall be forwarded to the appropriate vice-president/provost for approval.
5. Copies of all approved contractual agreements regarding internship experiences shall be forwarded to the President.
6. Contractual agreements between John A. Logan College and the interns may be voided if the intern does not fulfill the obligations of the contract to the satisfaction of the College.

(Original signed by President Ray Hancock)

PRESIDENT

September 30, 1993

DATE

ADOPTED: SEPTEMBER 20, 1993

AMENDED:

CROSS REF.:

Purpose:

To establish a standardized, legally compliant process for the evaluation of all John A. Logan College employees, ensuring evaluations are conducted annually based on the most recent hire date for the employee's current position, and scheduled in accordance with existing College procedures.

Scope:

This procedure applies to all employees of John A. Logan College.

Procedure**1. Evaluation Schedule**

- **Annual Requirement:**
Each employee shall be evaluated annually, with the evaluation period based on the anniversary of the most recent hire date for the employee's current position.
- **Scheduling:**
Evaluations must be scheduled and completed within 30 days before or after the anniversary date, unless otherwise specified by a collective bargaining agreement or contract.
- **Probationary Employees:**
Employees in a probationary period shall be evaluated according to the schedule outlined in Administrative Procedures.

2. Evaluation Process

- **Supervisor Responsibility:**
The immediate supervisor is responsible for initiating and conducting the evaluation, using College-approved evaluation forms and criteria relevant to the employee's classification.
- **Employee Input:**
Employees shall be given the opportunity to provide input and self-assessment as part of the evaluation process.
- **Performance Criteria:**
Evaluations will be based on job descriptions, performance standards, and goals established at the beginning of the evaluation period.
- **Documentation:**
All completed evaluations must be submitted to the Office of Human Resources for inclusion in the employee's official personnel file, in accordance with the Illinois Personnel Record Review Act (820 ILCS 40/).

3. Legal and Regulatory Compliance

- **Non-Discrimination:**
All evaluations must be conducted in a manner consistent with the Illinois Human Rights Act (775 ILCS 5/), Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.), and the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.).
- **Confidentiality:**
Evaluation records are confidential and may only be accessed or disclosed in accordance with the Personnel Record Review Act (820 ILCS 40/) and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g).
- **Collective Bargaining:**
Where applicable, evaluation procedures and timelines must comply with relevant collective bargaining agreements.

4. Improvement Plans and Follow-Up (Revised)

- **Performance Improvement Plans (PIP):** Employees receiving a “Needs Improvement” rating will be placed on a Performance Improvement Plan. The immediate supervisor must consult with the Assistant Vice-President of Human Resources to establish targeted performance objectives, support, and timelines.
- **Progress Monitoring & Re-Evaluation Cadence:**
 - If improvement is progressing, the employee will be formally re-evaluated by the first scheduled review date outlined in the performance improvement plan.
 - If improvement is not sufficient, the employee will be formally re-evaluated by the subsequent review date outlined in the performance improvement plan.
- **Alignment with Evaluation Cycle:** These follow-up evaluations occur within the annual anniversary-based evaluation cycle specified in Section 1; the March 31 date previously referenced in legacy materials is retired to avoid conflicting timelines.
- **Documentation:** Supervisors must document progress and decisions; all records are filed with Human Resources in accordance with the Illinois Personnel Record Review Act.

5. Appeals

- **Right to Respond:**
Employees may submit a written response to their evaluation, which will be attached to the evaluation in the personnel file.
- **Appeal Process:**
Disputes regarding evaluations may be addressed through the College’s established grievance or complaint procedures.

Kirk E. Overton, Ph.D.

PRESIDENT

12/10/2025

DATE

ADOPTED: 12/10/2025

AMENDED:

REVIEWED: 12/3/2025

LEGAL REF.: ILLINOIS HUMAN RIGHTS ACT, 775 ILCS 5/; ILLINOIS PERSONNEL RECORD REVIEW ACT, 820 ILCS 40/; TITLE VII, CIVIL RIGHTS ACT OF 1964, 42 U.S.C. § 2000E ET SEQ.; AMERICANS WITH DISABILITIES ACT, 42 U.S.C. § 12101 ET SEQ.; FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), 20 U.S.C. § 1232G; ILLINOIS PUBLIC COMMUNITY COLLEGE ACT, 110 ILCS 805/

CROSS REF.: ADMINISTRATIVE PROCEDURES (501, 502A, 831); COLLECTIVE BARGAINING AGREEMENTS

Purpose: To implement the College's policy on professional growth, vacation, health insurance, and life insurance for professional and executive support staff.

Scope: This procedure applies to all full-time professional and executive support staff employees of the College, excluding Grant Personnel (see AP 711).

Procedure:

1. **Professional Growth & Development:** The College is committed to fostering a culture of continuous learning and professional growth for all employees. This commitment reflects the institution's belief that the development of its workforce is essential to achieving its mission and enhancing institutional effectiveness. These benefits are based on alignment with Board Policy 5250.
2. **Vacation:** Vacation leave for applicable positions is accrued monthly and must be approved by supervisors. Employees may carry over a maximum of 448 vacation hours at the end of a fiscal year. Accumulated vacation leave will be paid out upon termination of employment.
3. **Health Insurance:** The College provides group health insurance with premiums shared between employees and the College. Eligibility requirements are determined by the insurance provider.
4. **Life Insurance:** The College provides life insurance coverage equivalent to the base salary, rounded up to the nearest ten thousand dollars, with a minimum coverage of fifty thousand dollars.

Additional Benefits

Benefits not otherwise covered in individual employment contracts or collective bargaining agreements may include, but are not limited to:

- Professional Development (both internal and external)
- Conference and workshop attendance
- Professional certifications
- Mentorship and leadership development programs
- Access to internal training and continuing education resources

These benefits are subject to availability of funds and administrative approval.

*Illinois Pension Code specifically regulates pay increases related to the years preceding retirement. This procedure will adhere to current guidelines in Illinois Pension Code. It is the responsibility of the employee to pay any penalties incurred by the College in regard to the Illinois Pension Code.

Kirk E. Overstreet, Ph.D.

PRESIDENT

12/10/2025

DATE

ADOPTED: DECEMBER 10, 2025

AMENDED:

REVIEWED: DECEMBER 3, 2025

LEGAL REF.: ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/); ILLINOIS WAGE PAYMENT AND COLLECTION ACT (820 ILCS 115/); AFFORDABLE CARE ACT; EMPLOYEE RETIREMENT INCOME SECURITY ACT; ILLINOIS PENSION CODE (40 ILCS 5); PUBLIC ACTS 094-0004 AND 094-1057

CROSS REF.: BOARD POLICY 5250, ADMINISTRATIVE PROCEDURE 530, 711

Reimbursement for Retirees’ Health Insurance

Administrative Procedure 514

This administrative procedure specifies how Board Policy 5141, Retirement Benefits, is implemented as it relates to the reimbursement of retirees’ health insurance.

Reimbursement will be based on the difference between the actual rates for the chosen coverage within the retirees’ College Insurance Plan (CIP), administered by the Illinois Central Management Services, and the rates for the John A. Logan College health insurance plan for current employees. No reimbursement will occur unless the retirees’ premium is higher than the employees’ share of the premium for comparable coverage under the John A. Logan College health insurance plan. No Medicare premiums will be included as retiree premiums. This reimbursement will be identified as the “current active employee levels method.”

Examples:

- a) Retiree Only CIP Premium (Non-Medicare) \$270, Active Employee Share of JALC premium \$230, Reimbursement \$40*
- b) Retiree Only CIP Premium (Medicare Primary) \$60, Active Employee Share of JALC Premium \$230, Reimbursement \$0*
- c) Retiree Plus Dependent CIP Premium (Non-Medicare) \$1,300, Active Employee Share of JALC Premium \$480, Reimbursement \$820*
- d) Retiree Plus Dependent CIP Premium (Medicare-Retiree, Non-Medicare Dependent) \$1,200, Active Employee Share of JALC Premium \$480, Reimbursement \$720*
- e) Retiree Plus Dependent CIP Premium (Non-Medicare Retiree, Medicare-Dependent) \$700, Active Employee share of JALC Premium \$480, Reimbursement \$220*
- f) Retiree Plus Dependent CIP Premium (Medicare Primary-Both) \$278, Active Employee Share of JALC Premium \$480, No Reimbursement \$0*

If a retiree has additional dependent children enrolled, reimbursement amounts will be calculated based on the difference between the CIP premium and an active employee’s share of the JALC premium for family coverage.

The amounts above are for illustration purposes only. Actual CIP deduction amounts and JALC rates will be evaluated throughout the fiscal year, and reimbursement calculations will be adjusted based on actual enrollment and the actual rates for each plan.

The “current active employee levels method” of reimbursement described above will apply except in these specific instances:

- 1) When a specific reimbursement percentage is designated in an individual employment contract, the reimbursement would be based on specific contract language.
- 2) For those individuals retired on or before August 1, 2008, with a status of Medicare Primary for all enrollees as illustrated in example b and example f above, the College will reimburse up to the actual cost of their CIP premium for the chosen coverage when the amount is below the current dollar amount the College pays for an active employee. For those individuals illustrated in examples: a, c, d, and e above and anyone retired after August 1, 2008, the “current active employee levels method” will still apply. Retirees will not be reimbursed more than their actual CIP premiums.

***Reimbursement for Retirees’
Health Insurance***

Administrative Procedure 514

- 3) In accordance with direction from the Board of Trustees on January 28, 2014, reimbursement to those retired on or before August 1, 2008, who had reimbursement previously reduced due to a change in enrollment status shall have the reimbursement recalculated in accordance with #3. This adjustment is effective February 1, 2014, and shall be applied going forward.

- 4) Retirees will be responsible for immediately notifying the Payroll office of any changes in enrollment status, including, but not limited to, dependent status, plan changes, and changes in Medicare eligibility. The College will request from each retiree proof of enrollment and premium amounts at least two times per year. The request will be made after each open enrollment period with effective dates of January 1st and July 1st of each year or as needed if the College believes there has been a potential status change that may affect the reimbursement calculation. If the requested proof is not provided by the deadline as stated, future reimbursements will be suspended until such proof is received. If a change in status results in an overpayment, the retiree will be responsible for repaying the College.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

SEPTEMBER 26, 2019

DATE

ADOPTED: JANUARY 28, 2014 (TO BE EFFECTIVE FEBRUARY 1, 2014)
AMENDED: JUNE 12, 2017; **SEPTEMBER 26, 2019**
CROSS REF.: BOARD POLICY 5141

***Procedure for Modified Duty
Assignment***

Administrative Procedure 515

The procedure for assigning an employee to a modified duty assignment is as follows:

1. **Fitness for Duty Report:** Employees recuperating from a work-related injury or illness and unable to perform essential job functions shall have the treating healthcare provider complete a *Fitness for Duty Report*. The employee's healthcare provider shall review the position description applicable to the employee's job prior to completing the *Fitness for Duty Report*. It is the responsibility of the employee to inform all healthcare providers of the "employer's" modified duty policy.
2. **Identification of Modified Duty Work:** The employee shall submit the *Fitness for Duty Report* to their *division supervisor*, who shall then consult with the appropriate personnel to identify modified duty work that is compatible with the employee's restriction(s) and the duration of the modified duty assignment, as determined by the health care provider.
3. **Expiration of Assignment:** When the modified duty assignment expires, as stated on the *Fitness for Duty Report*, the employee cannot continue to work. Modified duty assignments may not exceed ninety (90) days unless extended at the request of the employee's supervisor and with supporting medical documentation supplied by the employee.

(Original signed by Robert L. Mees)

PRESIDENT

FEBRUARY 28, 2012

DATE

ADOPTED: FEBRUARY 28, 2012
AMENDED:
REVIEWED:
CROSS REF.: BOARD POLICY 5154

In accordance with PLAWA, all employees are to be afforded a maximum of forty (40) hours of PLAWA leave (hereinafter PL) per 12-month period to be earned at a rate of one (1) hour of PL for every forty (40) hours worked in a 12-month period, up to a maximum of forty (40) hours of PL in a 12-month period.

JALC currently provides Sick Leave for full-time employees at the rate of 13.3 hours per month of employment. It is the intention of this procedure that the (40) hours of PL be taken from the already allocated “personal business” sick leave the employees currently accrue. If an employee does not specify a reason prior to or at the time of their leave, it shall be presumed to be PL up to the maximum (40) hours. Part-time employees who do not earn sick leave shall accrue PL at the rate of one (1) hour of PL for every forty (40) hours worked in a 12-month period, up to a maximum of forty (40) hours of PL in a 12-month period. Employees shall be paid their regular hourly rate of pay for PL.

The 12-month period for purposes of calculating PL shall be the calendar year. Employees shall be permitted to use accrued PL beginning on March 30, 2024, or ninety (90) days after the commencement of their employment, whichever is later. Full-time and part-time employees may, at the end of a 12-month period, carry over accrued, unused PL into the next 12-month period. An employee, however, may not use more than 40 hours of accrued PL in a 12-month period and may not carry over more than 40 hours; anything in excess of 40 hours shall be converted to general sick leave and shall follow the accumulated sick leave policy.

JALC does not credit PL under this policy to any other employee vacation bank or paid time off (PTO) bank. As a result, in accordance with PLAWA, JALC does NOT compensate employees for accrued, unused PL upon termination or separation from employment.

PL Use

JALC requires employees to provide seven (7) calendar days’ notice of the employee’s intent to take PL. If, however, the employee’s need to take PL is not foreseeable, the employee must provide notice as soon as is practicable after the employee is aware of the necessity of taking PL. JALC may deny an employee’s request to use PL if granting leave would significantly impact College operations. The following is an illustrative (not exhaustive) list of reasons why requests to use PL may be denied: 1) Staffing would fall below minimum levels necessary to provide effective public service; 2) Emergency circumstances exist requiring employee attendance; 3) Employee absence would hamper JALC’s ability to meet critical workflow obligations or deadlines.

An employee is not required to search for or find a replacement worker to cover the hours during which the employee will be on PL. Employees may take PL in increments as small as one (1) hour unless the employee’s scheduled workday is less than one (1) hour, in which case, the employee’s scheduled workday shall be used to determine the amount of PL taken. An employee may take PL for any reason of the employee’s choosing. An employee is not required to provide JALC with a reason for taking PL. JALC will not require the employee to provide documentation or certification of the reason that PL was taken. An employee may choose whether to use PL under this policy prior to using any other leave provided by JALC or State law. If an employee does not specify a reason prior to or at the time of their leave, it shall be presumed to be PL. Employees shall be paid their regular hourly rate of pay for PL.

Paid Leave for All Workers (PLAWA)

Administrative Procedure 516

If an employee is separated from employment with JALC and is rehired within twelve (12) months of separation from JALC, previously accrued PL that had not been used by the employee shall be reinstated, and the employee shall be entitled to use it at the commencement of re-employment.

** This procedure does not apply to anyone covered under a collective bargaining agreement.

Kirk E. Overstrom, Ph.D.

PRESIDENT

JANUARY 1, 2024

DATE

ADOPTED: JANUARY 1, 2024
AMENDED:
REVIEWED:
LEGAL REF.: 820 ILCS 192/5
CROSS REF.: BOARD POLICY 5272 – SICK LEAVE

Purpose

To establish clear, consistent guidelines for full-time and part-time professional staff and faculty at JALC who wish to engage in work outside their regular duties—including consulting, external employment, research, and teaching assignments—while ensuring compliance with institutional policies and applicable laws. All approved outside work must not conflict with or be conducted during JALC work hours.

Scope

This procedure applies to all full-time and part-time employees (professional staff and faculty) seeking to perform work for any person or entity other than the College, or to take on instructional duties in addition to their primary roles.

1. Request for Approval

- **Written Request:** Each semester, employees must submit a written request to their supervisor for approval to engage in consulting, research, external employment, or adjunct/part-time teaching.
- **Form Submission:** The supervisor will submit approved requests to Human Resources for appropriate filing and personnel updates.
- **Details Required:** The request must include:
 - Estimated time commitment for the activity.
 - Description of the nature of the work (consulting, teaching, research, etc.).
- **Teaching Assignments at JALC:** Before class assignments are made, written approval must be obtained in advance from the immediate supervisor.

2. Eligibility and Limits

- **Professional Staff Teaching at JALC:** Full-time professional staff may teach up to six (6) credit hours per semester (including summer). Part-time staff may teach only if their combined instructional and administrative duties do not exceed 75% of a full-time equivalent (FTE) workload.
- **Supervisory Review:** Supervisors must confirm that outside assignments will not impair the employee's ability to fulfill their primary job responsibilities.
- **Work Schedule Adjustments:** Any missed hours from work performed outside of an employee's normal duties due to consulting, research, external employment, or adjunct/part-time teaching must be made up through an approved modified schedule or use of leave time. Class preparation and grading must occur outside regular or modified work hours.

3. Annual Reporting & Compliance

- **Annual Statement:** Employees must submit an annual statement to their supervisor and HR detailing the actual time spent on approved outside activities.
- **Compliance:** Employees must ensure that outside activities do not conflict with their College responsibilities and do not use College resources without proper authorization.

Kirk E. Overstreet, Ph.D.

PRESIDENT

3/31/2026

DATE

ADOPTED: MARCH 31, 2026

AMENDED:

REVIEWED: MARCH 30, 2026

LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT, 110 ILCS 805/; FAIR LABOR STANDARDS ACT (FLSA), 29 U.S.C. § 201 ET SEQ.; ILLINOIS WAGE PAYMENT AND COLLECTION ACT, 820 ILCS 115/; TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, 42 U.S.C. § 2000E ET SEQ.; AMERICANS WITH DISABILITIES ACT (ADA), 42 U.S.C. § 12101 ET SEQ.

CROSS REF.:

1. Purpose

The purpose of this procedure is to implement the College's leave policies, ensuring that employees are granted appropriate leave for disability, illness, maternity, personal reasons, military service, jury duty, and insurance coverage during leave in a fair and consistent manner.

2. Scope

This procedure applies to all employees of John A. Logan College, including faculty, full-time, and part-time staff, professional and executive support staff, and employees covered by collective bargaining agreements in areas the CBA does not cover.

3. Leave Types and Procedures**3.1 Disability Leave**

Employees may apply for disability benefits through SURS after 60 days of illness or injury. Benefits start after a 60-day waiting period. Employment may be terminated after 180 consecutive days of disability with written notice.

3.2 Sick and Personal Leave

Employees receive 160 hours annually (102 sick, 48 personal) for illness, injury, medical exams, or family emergencies. Sick leave accrues monthly; personal leave is granted July 1 and prorated for new hires. Personal time may be used for bereavement.

3.3 Parental Leave

Full-time employees may take unpaid leave under FMLA and/or IPLA guidelines (FMLA paperwork required if applicable). Position is held for return.

3.4 Leave of Absence

Employees with 4+ years of service may request up to one (1) year unpaid leave, subject to Board approval. Service credit requires compliance with SURS rules. Unpaid leave occurs after exhausting all benefit time. Employees may retain service credit but do not accrue benefits. Insurance may continue if premiums are paid; failure to pay cancels coverage. Position is held for return.

3.5 Military Leave

Employees in reserve or militia receive leave for training or active duty, pursuant to USSERA and/or ILSERRA. Regular pay continues for annual training; differential pay applies for other service. Benefits and seniority accrue during leave. Position is held for return.

3.6 Jury Duty Leave

Full-time employees receive full pay during jury duty or subpoenaed testimony but must remit any compensation (except travel) to the College.

3.7 Insurance Coverage During Leave

Employees may maintain health, life, and dental coverage during authorized leave. The Board may pay its share of premiums; employees coordinate dues with bargaining units.

3.8 Family and Medical Leave (FMLA)

Provides up to 12 weeks of job-protected leave for qualifying reasons. Paid leave must be used first; remaining time is unpaid. Documentation and HR approval required. FMLA may run concurrently with other leave types.

3.9 Voting Leave

Employees are entitled to up to 2 hours of paid leave to vote if their work schedule prevents adequate voting time. Advance notice required.

3.10 Blood and Organ Donation Leave

Employees may take paid leave to donate blood or organs, as provided under Illinois law. Documentation may be required.

3.11 School Visitation Leave

Under the Illinois School Visitation Rights Act, employees may take up to 8 hours per school year (no more than 4 hours per day) to attend school conferences or activities. Notice and documentation required.

4. Reinstatement

Leave of absence shall be granted with the assurance of reinstatement to the same position or other employment in the department recommending the leave, unless impractical.

Kirk E. Overstreet, Ph.D.

PRESIDENT

12/10/2025

DATE

ADOPTED: DECEMBER 10, 2025

AMENDED:

REVIEWED: DECEMBER 3, 2025

LEGAL REF.: FAMILY AND MEDICAL LEAVE ACT (FMLA): 29 U.S.C. § 2601 ET SEQ.; ILLINOIS EQUAL PAY ACT: 820 ILCS 112/; FAIR LABOR STANDARDS ACT: 29 U.S.C. § 201 ET SEQ.; TITLE VII OF THE CIVIL RIGHTS ACT: 42 U.S.C. § 2000E ET SEQ.; UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA): 38 U.S.C. §§ 4301–4335; ILLINOIS MILITARY LEAVE OF ABSENCE ACT: 5 ILCS 325/; ILLINOIS PAID LEAVE FOR ALL WORKERS ACT (PLAWA): 820 ILCS 192/

CROSS REF.: BOARD POLICY 5270

Purpose

To define employment categories for professional staff and establish procedures for compensation, overtime, and contract extensions, in accordance with Board Policy 5220 and applicable laws and regulations.

Scope

This procedure applies to all professional staff at the College not covered by a collective bargaining agreement.

1. Employment Categories

Professional staff positions are assigned to categories based on responsibilities, duties, and required qualifications. All job titles correspond with a classification on the salary schedule.

Categories include:

- Executive Administrators (Executive Council): Provost (Chief Academic Officer/Chief Student Services Officer), Vice-President for Business Services & Chief Financial Officer
- Senior Administrators: Assistant Provost, Assistant Vice-Presidents
- Administrators: Senior Dean/Director, Dean/Director, Associate Dean/Director, Assistant Dean/Director, Head Coaches
- Managers: Manager, Associate Manager, Assistant Manager
- Professionals: Advisors, Analysts, Assistant Coaches, Coordinators, Facilitators, Technicians, Tutors
- Executive Support Staff: Senior Executive Assistant, Executive Assistant II, Executive Clerk, Executive Assistant I.

2. Compensation and Benefits

Salary and benefits are determined in accordance with the JALC Board Policy and Administrative Procedure manuals. The College's compensation philosophy is based on internal equity, external competitiveness, and fiscal responsibility.

Annual Increases

Annual increases are set by the Board of Trustees, based on comparative market data and recommendations by Cabinet members, with final approval by the President. When the College awards a general salary increase in a given year, application of that increase to professional staff shall follow these rules:

Within Range: Professional staff whose current base pay is below the range maximum will receive the general increase added to base pay, not to exceed the maximum of the applicable range.

At Maximum: Professional staff whose current base pay reaches the range maximum and therefore cannot receive the full percent increase to base pay shall receive a one-time stipend equal to the dollar value of the unreceived portion of the general increase.

Over Maximum: Professional staff whose current base pay is over the range maximum will not receive a base-pay increase but will receive a one-time stipend equal to the full

dollar value of the general increase percentage granted to eligible staff within their range.

New employees hired between March 1 and June 30 will not be eligible for an annual increase in that calendar year.

These rules are applied consistent with Board-approved salary schedules and the College’s compensation philosophy of internal equity, market competitiveness, and fiscal responsibility.

Overtime Compensation

Overtime work for executive support staff is compensated at one and one-half times the normal rate of pay. All overtime must be approved in advance by the immediate supervisor.

3. Employment Contract Extensions

The President may recommend employment contract extensions based on alignment with the College’s long-term needs. Extensions shall not exceed one year until five years of employment, after which contracts may be extended to two years, and after ten years, to three years.

Kirk E. Overstrom, Ph.D.

PRESIDENT

12/10/2025

DATE

- ADOPTED: ORIGINALLY ADOPTED APRIL 1, 1980 AS BOARD POLICY 5221; BECAME BOARD POLICY 5220C JANUARY 25, 2000; BECAME ADMINISTRATIVE PROCEDURE 522 FEBRUARY 28, 2012
- AMENDED: JUNE 8, 1982; AUGUST 23, 1984; MAY 20, 1985; JULY 14, 1986; JULY 14, 1987; JULY 11, 1988; SEPTEMBER 12, 1988; MARCH 11, 1991; JULY 8, 1991; OCTOBER 19, 1993; JANUARY 24, 1995; OCTOBER 22, 1996; AUGUST 25, 1998; JANUARY 26, 1999; SEPTEMBER 28, 1999; JANUARY 25, 2000 (NUMBER CHANGED FROM 5221 TO 5220C – 5221 BECAME “NON-UNION OPERATION STAFF POSITION GUIDELINES”); JANUARY 23, 2001; JUNE 25, 2002; JULY 26, 2005; MAY 27, 2008; NOVEMBER 25, 2008; FEBRUARY 28, 2012 (BOARD POLICY 5220C ELIMINATED AND JOB TITLE CLASSIFICATIONS PUT INTO NEW ADMINISTRATIVE PROCEDURE 522); JUNE 27, 2012; SEPTEMBER 14, 2012; MAY 15, 2013; AUGUST 15, 2013; SEPTEMBER 1, 2014; OCTOBER 31, 2016; JULY 1, 2022 (*LEVELS UPDATED*); DECEMBER 10, 2025
- REVIEWED: DECEMBER 3, 2025
- LEGAL REF.: FAIR LABOR STANDARDS ACT, 29 U.S.C. §201 ET SEQ.; ILLINOIS MINIMUM WAGE LAW, 820 ILCS 105/; EQUAL PAY ACT, 29 U.S.C. §206(d); EMPLOYMENT CONTRACT LAW, 820 ILCS 115/; I.R.S. CH. 122 §103-9 (1977)
- CROSS REF.: BOARD POLICY 5220; ADMINISTRATIVE PROCEDURE 522A.1

Professional & Executive Support Staff Salary Schedule Administrative Procedure 522A.1

Professional salary ranges are based on multiple factors including compensation philosophy, internal equity, market competitiveness, fiscal responsibility, etc. The College salary schedule for professional and executive support staff positions **does not** apply to **grant-funded** positions.

FY 2026 Salary Schedule *			
PROFESSIONAL STAFF			
Executive Administrators (Executive Council)			
Provost (CAO/CSO)	Compensation for Executive Administrators will be determined by the President and Board of Trustees, in accordance with Board Policy 5210.		
Vice-Presidents			
Senior Administrators	Minimum	Mid-Range	Maximum
Assistant Provosts	\$95,000	\$119,780	\$137,000
Assistant Vice-Presidents	\$95,000	\$119,780	\$137,000
Executive Directors	\$95,000	\$119,780	\$137,000
Administrators	Minimum	Mid-Range	Maximum
Senior Dean/Director	\$90,000	\$106,000	\$121,000
Dean/Director	\$75,000	\$98,050	\$116,000
Associate Dean/Director	\$70,000	\$87,450	\$100,000
Assistant Dean/Director	\$65,000	\$79,500	\$89,000
Head Coaches	\$55,000	\$74,200	\$89,000
Managers	Minimum	Mid-Range	Maximum
Manager	\$55,000	\$66,250	\$74,000
Associate Manager	\$50,000	\$60,950	\$68,000
Assistant Manager	\$45,000	\$55,650	\$63,000
Professionals	Minimum	Mid-Range	Maximum
Coordinators, Analysts, Advisors, etc.	\$40,000	\$53,000	\$68,000

Professional & Executive Support Staff Salary Schedule Administrative Procedure 522A.1

EXECUTIVE SUPPORT STAFF			
	Minimum	Mid-Range	Maximum
Senior Executive Assistant	\$55,000	\$63,600	\$68,000
Executive Assistant II	\$45,000	\$53,000	\$58,000
Executive Clerk and Executive Assistant I	\$35,000	\$42,400	\$47,000

Notes on General Increases and Range Minimums:

The College's annual general increases are applied in accordance with Administrative Procedure 522, including stipend provisions when an employee is at or over the range maximum. No base-pay adjustments may exceed the maximum of the applicable range.

**New positions/hires will not exceed the mid-range at initial hire, with the exception of the Executive Council. Executive Council salaries are determined by the President based on multiple factors, including compensation, philosophy, internal equity, market competitiveness, fiscal responsibility, etc.*



PRESIDENT

12/10/2025

DATE

ADOPTED: JULY 1, 2022
AMENDED: JULY 1, 2024; DECEMBER 10, 2025
REVIEWED: OCTOBER, 2023; DECEMBER 3, 2025
LEGAL REF.:
CROSS REF.: BOARD POLICY 5220
ADMIN. PROCEDURE 522

Code of Conduct for all JALC Faculty and Staff Administrative Procedure 523

Specific rules and regulations regarding staff behavior are necessary for the efficient operation of the College and the benefit and safety of all visitors, students, and staff. All College staff are expected to contribute to a productive and cooperative effort to conduct the College's business and serve the students and the general public. Further, College staff are responsible to the College and the community to conduct themselves at the highest level of ethical standards and adherence to Board Policy 4211, Employees Ethics Act.

The reputation of John A. Logan College is reflected by one's attitude toward students, faculty, staff, and visitors with whom they come in daily contact. Personal conduct should be in keeping with the highest standards and ideals with which John A. Logan operates. Regardless of the position, it is essential to remember that good manners and a willing, cooperative attitude are an indispensable part of the job.

Conduct that interferes with operations, discredits the College, or violates performance or ethical standards will not be tolerated. Such conduct will be addressed through performance management processes, specifically Administrative Procedure 524, Progressive Discipline.

CODE OF CONDUCT AND STANDARDS OF BEHAVIOR FOR EMPLOYEES

John A. Logan College staff will show mutual respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and work. College Administration will set the tone for civil behavior through their professional conduct and leadership of the institution. All members of the college community will create a positive environment characterized by considerate and principled conduct.

All employees are expected to conduct themselves and behave with professionalism, courtesy, integrity, and the highest level of ethics. Such conduct includes, but is not limited to:

- Cooperating with other employees and treating all students, visitors, other employees, and members of cooperating agencies or businesses in a courteous and considerate manner;
- Reporting to management unethical or illegal conduct, or conduct suspected to be unethical or illegal, by employees or students;
- Maintaining high standards of honesty and integrity, free from personal considerations, bias, or favoritism.

Employees are expected to perform their assigned duties in accordance with established timelines, standards of quality, and College Policies. This includes, but is not limited to:

- Meeting established quality standards in a timely fashion;
- Protecting and conserving College property and resources;
- Employing all appropriate safeguards and practices to ensure the safety of students, employees, and visitors;
- Reporting ready for work at the assigned starting time and the proper work location, and notifying the supervisor in advance of any absence from work or the inability to report to work on time.

Code of Conduct for all JALC Faculty and Staff Administrative Procedure 523

Employees are required to comply with Federal, State, County, and Municipal laws and regulations as well as the policies and procedures of John A. Logan College.

To assist employees in their efforts to meet the expectations of the College, supervisors shall:

- Be familiar with College policies and procedures that affect assigned personnel;
- Consult with Human Resources for assistance prior to initiating corrective or disciplinary action.
- Substantiate each apparent violation of policy or procedure or instance of unsatisfactory performance before acting;
- Inform the employee if any policy or procedure has been violated;
- Ensure that any action taken is prompt and in accordance with applicable College policy or procedure.

The following conduct is prohibited, and any employee engaging in such conduct, attempting to engage in such conduct, or aiding another employee is subject to the progressive discipline procedures. The examples below are illustrative of the behavior that will not be permitted but are not intended to be all-inclusive:

- Reporting to work under the influence of alcohol and/or illegal drugs or narcotics; using, selling, dispensing, or possessing alcohol and/or illegal drugs or narcotics on College premises, while conducting College business, or at any time which would interfere with the effective conduct of the employee's work for the College; using illegal drugs; or testing positive for illegal drugs;
- Fighting or assaulting a fellow employee, visitor, or student; using language, actions, and/or gestures that are threatening, intimidating, abusive, obscene, or profane; engaging in any form of intimidation, bullying, harassment, sexual harassment, discrimination, or contributing to an offensive, hostile environment; disorderly or disruptive conduct;
- Refusing to follow College policies, regulations, and procedures or management's instructions concerning a job-related matter, except in cases where the safety of the employee may be endangered or in cases where the action is illegal or unethical;
- Possessing firearms or other weapons on College property, except as required by the job;
- Stealing, destroying, defacing, misusing, or using College or another person's property without authorization;

All employees are expected to maintain a certain standard in their communications to each other and the public. Employees are expected to communicate with a high degree of integrity and transparency. Employees are prohibited from lying, misrepresenting, or intentionally omitting information with the intent to mislead and/or to benefit themselves, other employees, employee groups, or non-college individuals or organizations. This standard applies to communication as an employee, in any form, including social media, to any member of the College, community, or the public.

- Failing to notify the College of a felony conviction or the loss of a license or certificate required for the position, or failing to cooperate in a College investigation or audit;
- Abusing sick leave or demonstrating a pattern of sick leave use without required medical documentation or having unauthorized absences from work;

Code of Conduct for all JALC Faculty and Staff Administrative Procedure 523

- Using an employee’s official position for personal gain; using confidential information for personal advantage or to further any private interest; accepting or soliciting, directly or indirectly, any gift or item of other than the modest monetary value from any person or entity seeking action from, doing business with, or whose interests may be substantially affected by the performance or nonperformance of the employee’s duties;
- Engaging in outside employment or activities that conflict with official College duties and responsibilities, or that tend to impair the capacity for performance of duties and responsibilities in an acceptable manner, or that create a real or apparent conflict of interest (see Board Policy 5153, External Consulting and Employment);
- Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
- Disclosing information of a confidential nature to unauthorized persons.

Kirk E. Overton, Ph.D.

PRESIDENT

JANUARY 10, 2022

DATE

ADOPTED: JANUARY 10, 2022

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.: ADMIN. PROCEDURE 524, PROGRESSIVE DISCIPLINE

This procedure aims to provide definitive steps for the progressive discipline of all John A. Logan College staff. Progressive discipline will be used when necessary and will follow all contracts and state guidelines. The College reserves the right to skip any progressive step depending on the severity of the situation.

The steps for progressive discipline include the following:

- 1) Verbal warning, including an emailed confirmation of the warning.
- 2) Written warning, which will be added to the employee’s personnel file.
- 3) *Suspension, including paid or unpaid, depending on the circumstance.
- 4) Dismissal

*Per Board Policy 5225, the Board, through its authorized representative, reserves the right to suspend employees for indefinite periods of time, with or without pay, immediately upon notice. The authorized representative is the President of the College. Such instances of suspension shall be reported to the Board at its next regular meeting. The Board must ratify the action at that time to sustain the suspension. This type of action will be taken when it is considered to be in the interest of the College. No benefits or salary shall be accrued during the suspension.

Kirk E. Overton, Ph.D.

PRESIDENT

JANUARY 10, 2022

DATE

ADOPTED: JANUARY 10, 2022

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 5225, DISMISSAL OR SUSPENSION

JALC is committed to providing a safe learning environment free from sexual misconduct and maintaining appropriate professional boundaries between staff, faculty, and students/attendees. All members of the JALC community are expected to adhere to this procedure.

PURPOSE

This procedure ensures John A. Logan College (JALC) maintains a safe learning environment, upholds professional boundaries, and prevents sexual misconduct between staff, faculty, and students/attendees in accordance with the requirements of 105 ILCS 5/22-85.5 under Illinois jurisdiction.

SCOPE

This procedure applies to all members of the college community, including but not limited to faculty, staff, administrators, Board of Trustees, volunteers, and students.

DEFINITIONS

1. "Sexual misconduct" means any unwelcome conduct of a sexual nature, including but not limited to sexual harassment, sexual assault, sexual exploitation, and sexual violence.
2. "Professional boundaries" refer to appropriate physical, emotional, and behavioral limits maintained by staff and faculty in interactions with students and attendees.

PROHIBITED CONDUCT

The following behaviors are strictly prohibited:

1. Any form of sexual misconduct as defined above.
2. Violation of professional boundaries as defined above.
3. Retaliation against individuals who report violations of this procedure.

REPORTING PROCEDURES

Any individual who witnesses or becomes aware of a violation of this procedure must report it promptly to the designated Title IX Coordinator or through the Title IX Reporting tool.

Confidential reporting is available for individuals who do not wish for JALC to be officially informed of the incident. This means the individual will only talk with a confidential advisor. No formal investigation will result unless the individual decides to formally report the incident.

JALC will investigate all reports promptly, thoroughly, and impartially.

ENFORCEMENT AND CONSEQUENCES

Violations of this procedure may result in disciplinary action, up to and including termination of employment or expulsion from the college.

**Safe Learning Environment and
Preventing Sexual Misconduct**

Administrative Procedure 525

The college will promptly investigate all reported violations of this procedure in accordance with established procedures.

TRAINING AND EDUCATION

All members of the college community, including but not limited to faculty, staff, administrators, Board of Trustees, and volunteers, must complete mandatory training on this procedure when hired and annually thereafter. Students will receive information about this procedure during orientation and through ongoing awareness programs.

PROCEDURE REVIEW

This procedure will be reviewed annually and updated as necessary to ensure compliance with applicable laws and regulations.

COMPLIANCE

JALC will comply with all reporting and disclosure requirements under 105 ILCS 5/22-85.5 and other applicable state and federal laws.

Kirk E. Overton, Ph.D.

PRESIDENT

JANUARY 2, 2025

DATE

ADOPTED: JANUARY 2, 2025

AMENDED:

LEGAL REF.: 105 ILCS 5/22-85.5

CROSS REF.: BOARD POLICIES 4211- ETHICS; 4320-TITLE IX POLICY PROHIBITING SEX DISCRIMINATION
ADMINISTRATIVE PROCEDURES 523-CODE OF CONDUCT; 524-PROGRESSIVE DISCIPLINE

The college is committed to maintaining an environment free from conflicts of interest, exploitation, and favoritism that may arise from intimate personal relationships within the college community. Members of the college community are expected to maintain the highest standards of professional conduct in all interactions and relationships. Intimate personal relationships between individuals where one party has direct academic, administrative, supervisory, evaluative, or other authority over the other are prohibited.

PURPOSE

The purpose of this procedure is to:

1. Uphold the integrity of professional roles within the college community;
2. Ensure a supportive and equitable learning and working environment;
3. Prevent conflicts of interest, exploitation, favoritism, or the perception thereof arising from intimate personal relationships.

SCOPE

This procedure applies to all members of the college community, including but not limited to faculty, staff, administrators, Board of Trustees, volunteers, and students.

JURISDICTION

This procedure is governed by and shall be construed in accordance with the laws of the State of Illinois.

DEFINITIONS

1. "College community" means all individuals associated with the college, including faculty, staff, administrators, students, volunteers, and contractors.
2. "Intimate personal relationship" means a romantic, sexual, or similarly close personal relationship between members of the college community.
3. "Conflict of interest" means a situation in which an individual's personal interests or relationships interfere or appear to interfere with their professional responsibilities or the best interests of the college.

DISCLOSURE REQUIREMENTS

1. Any member of the college community who is in or enters into an intimate personal relationship that may create a conflict of interest must promptly disclose the relationship to the Human Resources department.
2. Failure to disclose such relationships may result in disciplinary action.

MANAGEMENT OF CONFLICTS

Upon disclosure, the college will take appropriate action to eliminate or mitigate any actual or potential conflicts of interest, which may include:

1. Reassignment of duties or responsibilities;
2. Recusal from decision-making processes affecting the other party;
3. Transfer to a different department or reporting structure; or
4. Other measures deemed necessary to maintain the integrity of professional roles and relationships.

***Intimate Personal Relationships Among
Employees, Faculty, Staff, and Students***

Administrative Procedure 526

PROHIBITED CONDUCT

The following conduct is strictly prohibited:

1. Engaging in intimate personal relationships where one party has direct authority over the other;
2. Using one's position of authority to coerce or exploit another individual into an intimate personal relationship;
3. Showing favoritism or bias based on an intimate personal relationship; and
4. Retaliating against any individual who reports a violation of this procedure.

ENFORCEMENT AND CONSEQUENCES

Violations of this procedure may result in disciplinary action, up to and including termination of employment or expulsion from the college.

The college will promptly investigate all reported violations of this procedure in accordance with established procedures.

CONFIDENTIALITY AND NON-RETALIATION

All disclosures and investigations under this procedure will be handled with the utmost confidentiality to the extent possible.

Retaliation against any individual who reports a violation or participates in an investigation is strictly prohibited.

TRAINING AND EDUCATION

All members of the college community, including but not limited to faculty, staff, administrators, Board of Trustees, and volunteers must complete mandatory training on this procedure when hired and annually thereafter.

PROCEDURE REVIEW

This procedure will be reviewed annually and updated as necessary to ensure compliance with applicable laws and regulations.

Kirk E. Overton, Ph.D.

PRESIDENT

JANUARY 2, 2025

DATE

ADOPTED: JANUARY 2, 2025

AMENDED:

LEGAL REF.: 105 ILCS 5/22-85.5

CROSS REF.: BOARD POLICY 4211, ETHICS

ADMINISTRATIVE PROCEDURES 523 - CODE OF CONDUCT; 524 - PROGRESSIVE DISCIPLINE;

525 – SAFE LEARNING ENVIRONMENT AND PREVENTING SEXUAL MISCONDUCT

PURPOSE

This Anti-Nepotism Procedure ("Procedure") establishes guidelines to prevent favoritism and conflicts of interest at John A. Logan College ("JALC") in Illinois.

SCOPE

1. This Procedure applies to all employees, prospective employees, volunteers, and members of the Board of Trustees of the College in conjunction with Board Policy 5110.
2. It governs employment practices to ensure fairness and impartiality at John A. Logan Community College

DEFINITIONS

1. "Nepotism" means favoritism granted to relatives regardless of merit.
2. "Relative" includes spouse, domestic partner, parent, child, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law and "step" relations, or any person residing in the same household.
3. "Student" means any individual enrolled in courses at JALC.

PROHIBITED CONDUCT

1. No employee shall use their position to influence employment or academic decisions affecting a relative.
2. No employee shall directly supervise, evaluate, or make recommendations regarding employment, promotion, salary, or tenure for a relative.
3. No student shall receive preferential treatment, for example in admissions, financial aid, student employment, or academic matters due to relation to a JALC employee.

DISCLOSURE

1. Employees must disclose to Human Resources any relative employed by or enrolled at JALC.
2. Applicants for employment must disclose any relatives at JALC on their application.
3. Failure to disclose may result in disciplinary action up to termination.

REVIEW & MITIGATION

Human Resources will review all disclosures to identify potential conflicts.

If a conflict is found, appropriate measures such as reassignment of duties or reporting structures will be taken.

Exceptions may be granted by the President in rare circumstances where no other options exist.

ENFORCEMENT AND CONSEQUENCES

Violations of this Procedure may result in disciplinary action up to and including termination of employment or reversal of the benefit received through said preferential treatment.

The college will promptly investigate all reported violations of this procedure in accordance with established procedures.

APPEALS

Employees may appeal decisions related to this Procedure in writing to the President within 10 days of notification.

The President's decision on appeals shall be final.

PROCEDURE REVIEW

This procedure will be reviewed annually and updated as necessary to ensure compliance with applicable laws and regulations.

Kirk E. Overton, Ph.D.

PRESIDENT

JANUARY 2, 2025

DATE

ADOPTED: JANUARY 2, 2025

AMENDED:

LEGAL REF.: 105 ILCS 5/22-85.5

CROSS REF.: BOARD POLICY 5110, GENERAL HIRING

ADMINISTRATIVE PROCEDURES 523 - CODE OF CONDUCT; 524 - PROGRESSIVE DISCIPLINE

PURPOSE

John A. Logan Community College District 530 (JALC) shall award two categories of waivers, institutional and discretionary, covering full tuition cost regardless of in-district/out-of-district status.

GUIDELINES

These waivers are driven by policy (7370), Illinois Statute, and ICCB Rules.

1. Persons pursuant to Section 4 of Public Act 99-143, "Senior Citizens and Persons with Disabilities Property Tax Relief Act."
2. Full-time John A. Logan College employees, including retired full-time employees with ten (10) years or more of continuous service, their spouse, and dependent children. In the event of the death of a current full-time employee with ten (10) years or more of continuous service, spouse and dependent children at the time of death are extended this benefit.
3. Part-time employees covered under collectively bargained contracts in accordance with the provisions of the contracts.
4. Board of Trustees members, their spouses, and dependent children if they have completed one full term of service (6 years) and are no longer serving as a member of the Board of Trustees (post-service). This benefit shall be in effect as long as the use of said waiver is not in conjunction with active service on the Board of Trustees.
5. Student representatives to the Board of Trustees, during their term of service, will receive a tuition-only waiver for a maximum of fifteen (15) hours per semester.
6. General institutional tuition waivers will not exceed fifteen (15) hours per semester for a lifetime maximum of 60 hours per eligible individual.
7. Part-time professional or executive support employees working in a regular (non-temporary) position a minimum of 20 hours per week who have worked for the College for a minimum of nine (9) months and their spouse and dependent children. Stipend positions are evaluated on a case-by-case basis to determine if the criteria are met.
8. The President may also waive tuition in special cases when it is in the best interest of the College or to serve a special need within the College district.

Discretionary Waivers

JALC makes discretionary tuition waivers available for the following reasons:

1. Recruitment efforts driven by metrics established by the college.
2. Establish new initiatives, such as new academic programs.
3. Student hardships where financial aid is not available and/or exhausted.
4. Mistakes by the institution.
5. Service to the Community.

Discretionary tuition waivers may be granted at the recommendation of the President or their designee. This waiver applies only to tuition. Any fees to be waived must have the approval of the Vice President of Academic Affairs and the Chief Financial Officer and be supported by fundraising or other fund balances.

DEFINITIONS

- An employee’s immediate family is defined based on definitions within the Free Application for Federal Student Aid (FAFSA). JALC reserves the right to deny a tuition waiver for immediate family members.
- Employees discharged for cause shall not be entitled to a tuition waiver, effective upon separation.
- In addition to the tuition waiver, all fees will be waived for courses that have been approved as pertinent to an employee’s professional development; all such waivers are subject to approval by the employee’s direct supervisor.
- Employees classified as student workers while employed do not qualify for this waiver.

Kirk E. Owens, Ph.D.

PRESIDENT

12/10/2025

DATE

ADOPTED: DECEMBER 10, 2025
AMENDED:
REVIEWED: DECEMBER 3, 2025
LEGAL REF.:
CROSS REF.: BOARD POLICY 7370

Individuals who qualify under Board Policy #7370 – Tuition Waivers and Administrative Procedure 528 – Employee Tuition Waivers must complete this application after registering. The individual will present the authorized application to the Office of Human Resources for appropriate processing prior to paying applicable fees in the Bursar Office.

Employee Name

Job Title

Department

(Check a box) Full-time Part-time

Waiver Code

Please place a check mark by the appropriate waiver code. This section must be completed prior to authorization by the Supervisor and Vice-President, Provost or President.

Faculty (full-time)
Professional Staff
Executive Support

Operational
Teamsters
FOP

Faculty (adjunct)
Adjunct Tier _____
Equated Course Load _____

Submission of this form does not guarantee that tuition will be waived until teaching load is verified in accordance with the Collective Bargaining Agreement between the Association of Adjunct Faculty and John A. Logan Community College.

Student Information

(Please attach a copy of the class schedule)

Student Name

(If dependent please include date of birth)

ID Number

Relationship to Employee

Semester

For Office Use Only:

Human Resources:

Entered by

Date

Financial Aid

Entered by

Date

I certify that the individual listed above meets the dependent definition as defined in Board Policy #7370 and Administrative Procedure #528.

Employee's signature

Date

Supervisor's signature

Date

VP, Provost, President signature

Date

I. Purpose This procedure establishes ethical standards and guidelines for employees, officers, and representatives of John A. Logan College, in accordance with the Illinois State Officials and Employees Ethics Act (Public Act 93-615, as amended).

II. Definitions For the purpose of this procedure, the following definitions shall apply:

- **Employee:** Any individual employed by the college, whether full-time, part-time, or contractual.
- **Officer:** Any elected or appointed member of the college's governing board or administration.
- **Prohibited Political Activity:** Activities such as soliciting campaign contributions, distributing political materials, and using college resources for political purposes.
- **Gift:** Any tangible or intangible item of value received in connection with one's employment or position.

III. Prohibited Political Activities

- Employees and officers shall not engage in prohibited political activities during compensated time or use college resources for such activities.
- No employee shall be required to participate in political activities as a condition of employment.
- Employees may engage in political activities outside of compensated work hours and without the use of college resources.

IV. Gift Ban

- Employees and officers shall not solicit or accept gifts from prohibited sources, except as allowed under legal exemptions (e.g., personal gifts from relatives, educational materials, or gifts under \$100 annually).
- Any unsolicited gift received must be returned to the sender or donated to charity.

V. Ethics Advisor and Ethics Commission

- The College President shall appoint an Ethics Advisor to provide guidance on compliance with this procedure.
- An Ethics Commission, if established, shall review complaints, conduct investigations, and recommend disciplinary action.

VI. Complaint Process

- Complaints regarding ethical violations shall be submitted in writing to the Ethics Advisor.
- The Ethics Commission shall determine the validity of complaints and take appropriate action, including recommending penalties or disciplinary measures.

- Employees found in violation of this procedure may be subject to disciplinary action, up to and including termination.

VII. Penalties

- Violations of this procedure may result in fines, disciplinary actions, or criminal prosecution in accordance with applicable laws.
- Knowingly filing false complaints may also result in penalties.

VIII. Implementation and Compliance

- This procedure shall be reviewed periodically to ensure compliance with state laws and institutional regulations.
- All employees and officers must complete ethics training upon hiring and annually thereafter, unless otherwise specified by statute.

Kirk E. Overton, Ph.D.

PRESIDENT

12/10/2025

DATE

ADOPTED: DECEMBER 10, 2025
AMENDED:
REVIEWED: DECEMBER 3, 2025
LEGAL REF.: ILLINOIS ETHICS ACT (5 ILCS 430/)(5 ILCS 420/)
CROSS REF.: BOARD POLICY 4211

Purpose

To define the process by which vacation leave is accrued, tracked, and utilized by Professional and Executive Support Staff at John A. Logan College, in accordance with Board Policy 5260.

Eligibility

This procedure applies to all Professional and Executive Support Staff employed on a full-time basis. Part-time employees are eligible to earn a proportionate amount of vacation time based on their employment percentage.

Accrual Method

Vacation leave is accrued monthly. If employment is for less than a full month, a pro-rated amount is awarded. Vacation leave must be accrued before it can be used.

- Vacation time is calculated based on the employee’s anniversary of their original full-time hire date, or rehire date, as applicable. Accrual begins on day one of employment, with year 1 ending on the employee’s 1st anniversary, etc.
- Leave must be taken in minimum increments of 15 minutes.
- A full day of absence results in an eight (8) hour deduction from the vacation balance during regular college operations. During Summer Schedule (AP 365), a full day’s hours may be modified to fit an employee’s specific schedule.

Vacation Accrual Schedule

Years of Employment	Days per Year	Hours per Year	Monthly Accrual (Hours)
1 – 3	19	152	12.67
4 – 8	21	168	14.00
9	22	176	14.67
10 – 12	23	184	15.33
13	24	192	16.00
14	25	200	16.67
15+	26	208	17.33

Transition – CatchUp Provision (Effective February 1, 2026)

Effective February 1, 2026, vacation accruals will be aligned to each employee’s last hire date/anniversary date. From February 1, 2026 through the day before an employee’s next anniversary date, the employee will continue to accrue vacation at the rate in effect as of January 31, 2026. On the employee’s next anniversary date occurring on or after February 1, 2026, the applicable accrual rate under the Vacation Accrual Schedule will be updated based on years of service measured from the original hire date/anniversary date, unless the employee

had a break in service from JALC. No retroactive adjustments will be made for the period prior to the anniversary date, and existing vacation balances are unchanged by this transition. Employees whose anniversary date falls on February 1, 2026 will move to the updated rate effective that date. Proration for partial months continues as provided under Accrual Method, and this provision applies to both fulltime and eligible parttime employees.

Carryover and Forfeiture

- Employees may carry over a maximum of 448 hours (56 days) at the end of each fiscal year.
- Any hours beyond this limit will be forfeited on July 1 without compensation.

Usage Guidelines

- Vacation may be taken any time during the year, subject to supervisor approval and operational needs.
- Employees with financial transaction duties must take a minimum of four (4) contiguous working days of vacation or personal leave each fiscal year.
- Holidays and Suspended Operation days occurring during vacation leave will not be charged against vacation time.

Separation from Employment

- Upon termination, employees (or their heirs in case of death) will be paid for accumulated vacation leave.
- This payment will be reported to the State Universities Retirement System (SURS) as applicable and subject to SURS guidelines.

Tracking and Reporting

- Vacation leave is tracked via the College’s HR system.
- Supervisors are responsible for scheduling and approving vacation leave within their areas.

Kirk E. Overton, Ph.D.

PRESIDENT

1/6/2026

DATE

ADOPTED: JANUARY 6, 2026

AMENDED:

REVIEWED: DECEMBER 3, 2025

LEGAL REF.: ILLINOIS PAID LEAVE FOR ALL WORKERS ACT (820 ILCS 192/1 ET SEQ.); ILLINOIS ADMINISTRATIVE CODE (80 ILL. ADM. CODE § 303.250); FAIR LABOR STANDARDS ACT (29

U.S.C. § 201 ET SEQ.; 29 CFR § 4.173); SURS GUIDELINES; ICCB ADMINISTRATIVE RULES (23
ILL. ADM. CODE § 1501 ET SEQ.)

CROSS REF.: BOARD POLICY 5260, ADMIN PROCEDURE 360

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

Purpose: The purpose of this procedure is to establish a comprehensive framework for the management of federal grants at John A. Logan College, ensuring compliance with federal and state laws, and promoting accountability and transparency in the use of grant funds.

Scope: This procedure applies to all departments, faculty, staff, and students involved in the application, acceptance, management, and reporting of federal grants at John A. Logan College.

Procedure:

1. **Application and Acceptance of Grants:**
 - The President of the College is the only person authorized to commit the College to any grant or project or to accept a grant award on behalf of the Board.
 - The Office of the Provost coordinates the College's efforts in external grant funding. No proposal may be submitted without this office's approval.
2. **Financial Management:**
 - All financial management systems must meet the requirements of OMB Circulars applicable to each specific federal funding agency.
 - The Business Office is responsible for assisting with budget construction, maintaining official fiscal records, and financial reporting.
3. **Lobbying Activities:**
 - The College prohibits the use of federal funds for lobbying activities in connection with securing federal grants, loans, cooperative agreements, or contracts.
 - If any funds other than federally appropriated funds are used for lobbying, a Disclosure Form to Report Lobbying must be completed and submitted .
4. **Institutional Review Board (IRB):**
 - All research involving human subjects or animals must be reviewed and approved by the IRB before any research is performed.
 - The IRB must consist of five or more members with varying backgrounds.
5. **Grant Personnel:**
 - Grant personnel are employees paid by grant funds in excess of 50% of total compensation.
 - Grant personnel shall be compensated in accordance with the terms of the applicable grant.
 1. Upon completion of ten (10) years of continuous full-time employment, grant personnel may begin accruing vacation time according to board policy for non-grant personnel. For the purposes of this policy, continuous employment does not require summer employment.
 2. Upon retirement, grant personnel employed twenty (20) full-time years, ten (10) of which must be continuous, are eligible for the same retirement benefits as non-grant personnel with the exception of the benefit of health insurance referred to in Board Policy #5141. The College will strive to fund such benefits through grant funds, but if not allowed, will fund such through non-grant dollars.
 3. If retiring grant personnel were historically employed through non-grant funds at a level of greater than 50% for an adequate time to qualify for retirement benefits as a non-grant employee, he/she will retain eligibility for such benefits.
 - Grant personnel must work under the supervision of designated College officials and have no implied or guaranteed employment beyond the grant period.

Kirk E. Overstreet, Ph.D.

PRESIDENT

11/18/2025

DATE

ADOPTED: NOVEMBER 18, 2025
AMENDED:
REVIEWED: NOVEMBER 17, 2025
LEGAL REF.: 5 CFR PART 1310; 2 U.S.C. § 1601; PUBLIC LAW 110-315; 45 CFR PART 46; 30 ILCS 708/1 ET
SEQ.; 30 ILCS 500/
CROSS REF.: ADMINISTRATIVE PROCEDURE 750

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

The College will place a Bursar hold on a student’s account with an outstanding balance greater than \$200 that will restrict registration for the upcoming semester. The College will offer a payment plan option that does not exceed six months for a student with a balance over \$200. The Bursar Office must approve the plan and set up regular electronic payments from a bank account or credit card. If approved, the student will be allowed to register for the upcoming semester.

A student with a balance of \$200 or less will be allowed to register for the upcoming semester by paying 50 percent of their balance or utilizing available Financial Aid. The past-due balance must be paid in full before the drop for non-payment date, or students must submit a financial aid form to have pending aid cover the past-due amount up to \$200. The Bursar and Assistant Provost for Student Affairs (or their designee) are authorized to override low and high student account balance holds.

In accordance with the Student Debt Assistance Act, the College will not withhold an official transcript or diploma due to an outstanding balance that includes tuition, course or other student fees, and the return of financial aid funds. All current and former students with an outstanding debt may request an official transcript to be sent for the following purposes: to complete a job application; transfer from one institution of higher education to another; apply for State, federal, or institutional financial aid; join the United States Armed Forces or Illinois National Guard; or pursue other postsecondary opportunities. When submitting a transcript request, a student with an outstanding debt will only be charged the transcript fee noted under Tuition and Fees on the College’s website. For instructions on how to request a transcript, students should refer to the Request a Transcript page under Admissions and Records on the myJALC portal or the College website.

The Bursar Office will utilize Illinois Debt Recovery each semester to collect past-due balances of \$10 or more using the schedule below. Students actively enrolled in a past-due payment plan will not be reported to Illinois Debt Recovery.

Reporting Semester	Semesters to Report
Spring	Previous Summer and Prior
Summer	Previous Fall and Prior
Fall	Previous Spring and Prior

Kirk E. Overstreet, Ph.D.

PRESIDENT

SEPTEMBER 24, 2024

DATE

ADOPTED: OCTOBER 31, 2016
AMENDED: JANUARY 25, 2017; MARCH 1, 2023; **SEPTEMBER 24, 2024**
CROSS REF.: BOARD POLICY 7180, DEBT COLLECTION

Purpose

The purpose of this procedure is to establish guidelines for payroll disbursements, compensation deferrals, and payroll deductions to ensure compliance with College policies and applicable laws. It aims to provide a clear framework for the timely and accurate payment of employee wages, maintaining the required supporting documentation and records.

Scope

This procedure applies to all John A. Logan College employees, including faculty, full-time, part-time, student workers, and temporary staff.

Procedure**1. Payroll Disbursements**

- The Treasurer of the Board will authorize regular payroll disbursements.
- Effective September 1, 2008, payroll for full-time and continuing part-time employees will be electronically deposited into the bank account(s) of the employee's choice unless specified otherwise in collective bargaining agreements .
- John A. Logan College offers an electronic (ACH) direct deposit system for payroll funds. Employees may have their payroll deposited into either a checking or savings account at a financial institution of their choice. Direct deposit authorization forms must be completed and signed, and bank documentation (i.e., voided check, bank letter) must be attached for verification and turned in to the payroll office. If employees do not wish to utilize the ACH system, a paper check will be mailed to their address on file.

2. Compensation Deferrals

- Employees may participate in the Tax Deferred Annuity/Deferred Compensation program.
- Participating companies must:
 - Maintain accessible service representatives.
 - Execute an Information Sharing Agreement with the College.
 - Comply with Internal Revenue Code provisions and College requirements.
 - Be authorized by the Director of Insurance of the State of Illinois to issue annuity contracts.

3. Payroll Deductions

- Employees may purchase additional insurance through payroll deductions, with premiums fully paid by the employees.
- Participating companies must:
 - Maintain accessible service representatives.
 - Be authorized by the Director of Insurance of the State of Illinois.
 - Comply with College guidelines and maintain proper licensing.
- Mandatory deductions will include:
 - **Retirement (SURS):** Employees must become participants in the State Universities Retirement System (SURS) as a condition of employment. The employee's retirement contribution is 8% of gross earnings, treated as a tax-

sheltered item for income tax withholding purposes. John A. Logan College employees are not eligible for Federal Social Security coverage.

- **SURS Deferred Compensation Plan (DCP):** Newly certified members will be automatically enrolled into the SURS DCP. Employees have 30 calendar days to opt out. If contributions begin, employees have 90 days to withdraw and receive a refund of deferred contributions.
- **Retiree's Health Plan (CCHIP):** Full-time community college employees pay an additional 0.85% of earnings to fund a health insurance plan for retirees. This contribution is not tax-sheltered.
- **Medicare Tax:** Employees are subject to mandatory Medicare coverage. The employee's Medicare tax contribution is 1.45% of gross earnings, matched by a college deposit.

4. Payroll Schedule

- Faculty and teaching staff will be paid monthly, with the pay period beginning on the first of each month and ending on the last day of the month. Payments will be issued on the 7th of the following month.
- Non-faculty staff will be paid semi-monthly. The first pay period will run from the 1st of the month through the 15th, with payment issued on the 22nd of the month. The second pay period will begin on the 16th of the month and end on the last day of the month, with payment issued on the 7th of the following month.
- When a scheduled payroll date falls on a Saturday or Sunday, the payroll is distributed on the Friday before. If the scheduled pay date falls on a banking holiday, the payroll is distributed the day before.

5. Timekeeping Procedures

- John A. Logan College uses an automated Time Reporting System (TRS) to record time worked for the purpose of:
 - Collecting the data necessary to pay employees accurately and in a timely manner.
 - Tracking compliance with appropriate governmental regulations.
 - Maintaining the required supporting documentation.
- Nonexempt employees are required to use the TRS system to record their arrivals and departures from work each scheduled workday. Paid leave will also be reported via the TRS system.
- Exempt employees are not required to use the TRS to record their arrivals and departures from work.

6. Payroll Adjustments

- Any payroll errors must be reported to the payroll department within five (5) business days of the pay date. Corrections will be made in the next payroll cycle.

7. Confidentiality and Compliance

- Employee payroll information is confidential. Access is limited to authorized personnel only. A yearly report on faculty and staff salaries is reported to the ICCB.
- This procedure complies with federal, state, and local labor laws. John A. Logan College will remain up to date with any changes in legislation affecting payroll practices.

8. Manager and Supervisor Responsibilities

- Ensuring that nonexempt employees report all the time worked using the Time Reporting System.
- Reviewing, approving, and reporting any paid leave for both exempt and nonexempt employees.
- Providing proper documentation for any changes or additions to an exempt employee's regular pay.

9. Employee Responsibilities

- Employees are responsible for accurately reporting their hours worked.
- Nonexempt employees must report arrival and departures using the TRS via a computer or biometric clock designated by the employee's department.
- Exempt employees must submit any sick, personal, and vacation leave via the employee portal.
- It is the employee's responsibility to update their personal information, such as address, direct deposit, or tax status in a timely manner.

Kirk E. Overton, Ph.D.

PRESIDENT

November 18, 2025

DATE

ADOPTED: NOVEMBER 1, 2024

AMENDED: NOVEMBER 18, 2025

REVIEWED: NOVEMBER 17, 2025

LEGAL REF: ILLINOIS WAGE PAYMENT AND COLLECTION ACT (820 ILCS 115); INTERNAL REVENUE CODE (IRC) SECTIONS 403(B) AND 457; ILLINOIS INSURANCE CODE (215 ILCS 5); FAIR LABOR STANDARDS ACT (FLSA)

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 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. For outside events that are anticipated to reach more than 500 persons, sound must be contracted through an outside vendor and paid for by the facility user. The Facility Scheduling Office must approve outside vendors in advance.

All rates are quoted as daily rates unless indicated otherwise. **All users will receive a rental agreement from the Facility Scheduling Office before using the facility that waives all claims to liability of College District No. 530 for injuries or loss sustained while using the facilities.**

<u>FACILITY</u>	<u>FEE</u>
Baseball Field (2-hour practice)	\$150
Baseball Field (single game)	\$325
Baseball Field (doubleheader)	\$600
C123A Library Conference Room	\$50
C138 Small Auditorium	\$150
Classroom for Profit	\$50
Computer Lab ¹	\$10 per person
Hancock Center Conference Room	\$250 (per room)
Donald L. Brewer Gymnasium	\$250
Robert H. Robinson Hall of Fame Room	\$50
Informational Table ³ (No Sales)	No Charge
Main Dining Room	\$150
McCollum Terrace Dining Room	\$150
Mees Village Center	\$300
O’Neil Auditorium	\$250
Piano Lab ²	\$30 (per person)
Softball Field (2-hour practice)	\$150
Softball Field (single game)	\$200
Softball Field (doubleheader)	\$350
Sound Technician (O’Neil Auditorium)	<u>Current</u> Hourly Rate
Tennis Courts (reserved use)	\$100

¹ Computer labs are reserved with the written permission of the Provost or Assistant Provost.

² The Piano lab is reserved with the written permission of the Provost or Assistant Provost.

³ Prior approval is required and subject to regulations.

Kirk E. Overstrom, Ph.D.

PRESIDENT

July 1, 2024

DATE

ADOPTED: OCTOBER 31, 2016
AMENDED: **JULY 1, 2024**
CROSS REF.: BOARD POLICY 7210, FACILITY POLICY

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.

Capital Asset Category	Capitalization Threshold	Depreciable Life
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.

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

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.:

Purpose:

To establish a clear and consistent process for determining and verifying residency status for tuition and professional licensure purposes at John A. Logan College.

Scope:

This procedure applies to all students enrolling at John A. Logan College and covers the classification of residency status for tuition purposes and the disclosure of professional licensure requirements.

Procedure:

Residency Status for Tuition Purposes:

General Residency Requirements:

Students must submit proof of residency within the first 14 days for courses lasting 9 to 16 weeks, within the first 7 days for courses lasting 4 to 8 weeks, and by the first day for courses shorter than four weeks. Acceptable proof of residency includes an Illinois driver's license, state identification card, voter registration card, mortgage or rental agreement, real estate tax statement, bank or credit card statement, utility bill, insurance card, paystub, shelter residency documentation, installment loan documentation, medical claim or statement of benefits, or a final transcript from an in-district high school if graduation occurred within the last three years.

Students must meet the 30-day residency requirement to qualify for in-district tuition. Simply attending John A. Logan College for 30 days does not establish residency. Students may appeal residency status after the deadline by completing the Residency Appeal form. The Registrar will email a decision to the student's official JALC Email (Volmail) account within 7-14 business days. Residency adjustments will not be considered for the current term after midterms.

District Provisions:

Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are:

- Federal job corps workers stationed in the district;
- Inmates of State or federal correctional/rehabilitation institutions located in the district;
- Full-time students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency; or
- Students attending under a Career Agreement with another community college.

Special State Provisions:

Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are:

- Federal job corps workers stationed in Illinois;

- Members of the armed services stationed in Illinois;
- Inmates of State correctional/rehabilitation institutions located in Illinois; or
- Employed full time in Illinois.

Exemptions:

Students under the guardianship of the Illinois Department of Children and Family Services or those recently emancipated with a placement change are exempt from the 30-day residency requirement if they provide proof of residency. Out-of-district or out-of-state tuition may be waived for students employed for at least 35 hours per week by an entity within District #530 or enrolled in a course provided under a contract for services between the employing entity and the College.

Students who are veterans, or were previously in the military, naval, or air service, will receive in-district tuition regardless of their current residence. Veteran status must be confirmed by the Coordinator of Veterans Services & Financial Aid before in-district tuition is awarded.

In accordance with Public Act 102-800, any student who is a veteran, active duty military, or an eligible dependent utilizing federal education benefits shall be classified as an in-district resident for tuition purposes, regardless of actual address.

Students who move from outside the state, who obtain residency for purposes other than going to college, and demonstrate verifiable interest in permanent residency shall be exempt from the 30-day requirement.

Lawful permanent residents (LPR) will receive in-state tuition once all required enrollment documents are received, and in-district tuition if the student can provide one of the acceptable forms of residency documentation.

International students who are asylum seekers, DACA recipients, or on Temporary Protected Status will receive in-state tuition (or in-district tuition if the student can provide one of the acceptable documents with an in-district address) if they meet the following criteria:

- Provide a signed affidavit stating their intent to become a permanent resident at the earliest opportunity the individual is eligible to do so, and meet other specified criteria.
- Lived with a parent or guardian while attending an Illinois high school.
- Graduated from an Illinois high school or earned an equivalent of a high school diploma in Illinois.
- Attended school in Illinois for at least three years prior to graduation or earning the equivalent diploma.

Residency Status for Professional Licensure Purposes:

Definition of Residency Status for Tuition and Professional Licensure Purposes **731**

In accordance with U.S. Department of Education regulation 34 CFR 668.14(b)(32), John A. Logan College will notify prospective students residing outside Illinois if a professional licensure program does not meet educational requirements in their state. This information will also be posted on the College website.

Students enrolling in a licensure program must meet with an Academic Advisor, who will verify the student's location based on their application address. If the student resides in a state where the program does not meet licensure requirements, they must complete a written attestation. Students who complete the attestation and enroll will receive a direct disclosure via email within 14 days from Admissions and Records. Those who do not complete the attestation will not be permitted to enroll in the program.

If a student relocates to a non-compliant state after enrollment, they may continue to receive Title IV funds; no new attestation is required. If a student enrolls in a different licensure program while in a non-compliant state, a new attestation is required for the new program.

Kirk E. Overton, Ph.D.

PRESIDENT

7/1/2025

DATE

ADOPTED: NOVEMBER 26, 2024
AMENDED: JULY 1, 2025
LEGAL REF.: 110 ILCS 805/2-16.02; 110 ILCS 805/6-4.1; ILLINOIS PUBLIC ACT 102-800; ADMINISTRATIVE RULES OF THE ILLINOIS COMMUNITY COLLEGE BOARD (23 ADMIN CODE 1501.501); US DEPARTMENT OF EDUCATION REGULATION 34 CFR 668.14(B)(32);
CROSS REF.: BOARD POLICY 7310; BOARD POLICY 7311

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 incurred by individuals traveling on official College business whose purpose is to further the mission of John A. Logan College. Reimbursement for entertainment expenses is expressly prohibited, except for the direct supervision of college-sponsored student-related events. Individuals should conduct their travel with an awareness that they are using College funds.

A. RESPONSIBILITY

The President, Vice-President/Provost, and Assistant Vice-Presidents/Assistant Provosts or Executive Directors are responsible within their administrative units for assuring the following:

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 documented in writing and approved by the President.
5. Travel funded by grants or contracts must adhere to all John A. Logan College policies and procedures and 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 an approved travel request form with the Business Office at least two (2) weeks before the travel when possible. Approval signatures required for travel should follow the approval spending limitations defined in Board Policy 7154, Purchasing. All employee and student overnight travel must be approved at a minimum by the immediate supervisor and the Vice-President/Provost, regardless of the amount. Travel expenses for the President require approval by the Vice-President of Business Services and CFO or the Board. It is the decision of individual departments if they choose to require written approval for single-day travel.
2. For the purpose of this procedure, aggregate travel expenses (registration, meals and incidentals, transportation, lodging, and other travel expenses) for any single event totaling \$3,500 or more per person must be approved by the President and a roll call vote at an open meeting of the Board of Trustees. In such situations, the Business Office must receive the travel advance request form in sufficient time to be reported to and approved by the Board.
3. All Board of Trustee member aggregate travel expenses (registration, meals and incidentals, transportation, lodging, and other travel expenses) must be approved by the President and a roll call vote at an open meeting of the Board of Trustees.
4. All travel expenses incurred or adjusted because of an emergency or other extraordinary circumstance do not require advance approval and may exceed the allowable maximums. Subsequent reimbursement of expenses, however, is subject to the same terms and conditions outlined in this procedure and requires a written explanation of the emergency or extraordinary circumstance.

C. TRAVEL EXPENSE REQUIREMENTS

1. Receiving a Monetary Travel Advance

After overnight travel has been approved, a monetary travel advance may be requested on the same form as follows:

- a. The total monetary cost of overnight travel must exceed \$50.
- b. The advance will not be issued more than fifteen (15) days before the commencement of travel.
- c. Payments for airfare and rental cars will not receive monetary cash advances and must be paid on a PCard, requested as a direct payment to the vendor, or handled on a reimbursement basis.
- d. Payments for other public transportation (including fuel for rental car), lodging, and registration fees are recommended to be paid with a PCard, requested as a direct payment to the vendor, or handled on a reimbursement basis.
- e. Monetary travel advances are restricted to overnight travel and will not be processed for single-day travel.
- f. Documentation of anticipated travel advance expenses should accompany the monetary travel advance request.

2. Meal and Incidental Per Diem Reimbursement

There is no meal and incidental per diem reimbursement for in-district or single-day travel for an employee or student. Travel funded by grants or contracts must adhere to any additional restrictions required by the grant or contract authority.

a. Staff and Faculty Travel

- i. Reimbursement for meals and incidentals will be on a per diem basis. The fixed per diem rate is intended to provide for meals, tips, and related items, i.e., incidentals. Related items include fees and tips for personal service employees. Employees traveling outside of the College district on overnight travel will receive a per diem of \$44 per partial day and \$59 per whole day. The first and last days of the trip are considered partial days because you spend less than 24 hours away from your tax home. A whole day is a day between two (2) overnight stays.
- ii. Meal charges for out-of-district overnight travel charged to a 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.

b. Student Club Travel (excluding Athletic-sponsored teams)

- i. Meal expenses incurred for approved single-day travel for student club activities that are intrinsic to the experience shall be paid via PCard. Alternatively, they may be reimbursed through a travel voucher thereafter.
- ii. Per diem meal and incidental reimbursement for overnight student club travel may be approved by the Student Life Department up to an amount not to exceed per diem rates available to employees.

3. Transportation

For any travel in excess of 200 miles, if airfare, train, or rental is not chosen, you must submit proof of the least-cost method, and you will be reimbursed or receive a monetary travel advance for the least-cost mode of transportation.

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

Administrative Procedure 742

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. No first-class accommodations will be reimbursed.

If traveling by private vehicle, the employee will be reimbursed at the current Internal Revenue Service approved standard mileage rate, unless a lower rate is stipulated by a funding grant, by submitting mileage information on the travel voucher.

- a. Mileage will be payable to only one individual if traveling with two or more individuals in the same personal vehicle.
- b. Trip routing should always be based on the most direct route.
- c. Commuting from home to your primary assigned location is not a reimbursable expense.
 - i. Mileage reimbursement to a destination other than the College (or primary assigned location) may begin from your home if both conditions are met:
 1. The distance between your home and your destination is less than the distance between the College (or primary assigned location) and your destination and
 2. Your travel is not part of your regular commute.

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 offers very competitive rates. 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.

D. SUBMISSION OF TRAVEL VOUCHER DOCUMENTATION

After completion of the travel, an approved travel voucher must be submitted to the Business Office within thirty (30) days for the proper resolution and accounting of travel expenses.

Documents to be submitted with the approved travel voucher include:

1. Copy of the approved travel request form, regardless of whether a monetary travel advance was received.
2. Copies of receipts for all travel expenses included in the travel voucher as described in the instructions on the form.

Failure to submit in a timely manner may result in loss of your eligibility for future travel advances and may also result in the classification of your reimbursement as taxable income per IRS guidelines.

Kirk E. Overstreet, Ph.D.

PRESIDENT

JANUARY 1, 2024

DATE

ADOPTED: JULY 1, 2010
AMENDED: DECEMBER 15, 2017; JULY 1, 2022; JANUARY 1, 2024
REVIEWED: OCTOBER 19, 2023
LEGAL REF: INTERNAL REVENUE CODE
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 reimbursement for the round trip. (Mileage Reimbursement = Distance to be Reimbursed X IRS Mileage Rate X #trips)
2. 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

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

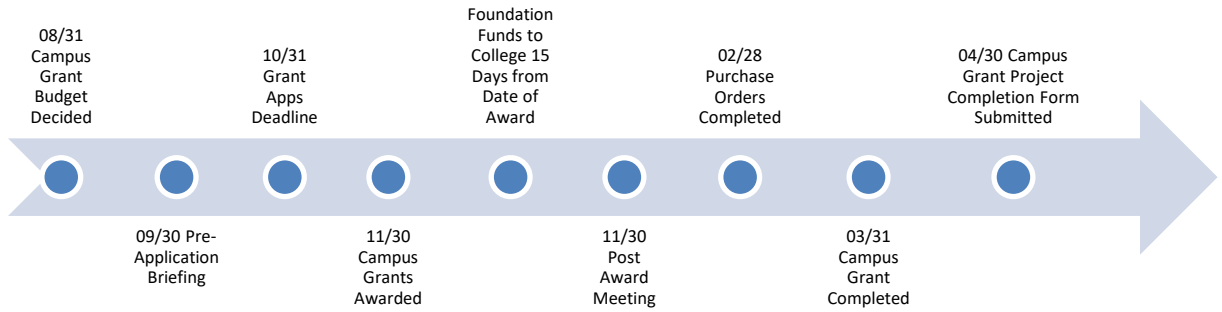
AMENDED:

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 30th.



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

The John A. Logan College Institutional Review Board (IRB) is a local, unregistered IRB. Its primary purpose is to ensure that research conducted at the College protects the welfare of human participants. Although the IRB is modeled after a formal IRB registered with the U.S. Department of Health and Human Services, the John A. Logan College IRB is not registered. As a result research that has been approved by the IRB is not eligible for federal funding through the Department of Health and Human Services programs. Also, some research publications require approval from a formal registered IRB. If you believe that your research might require approval of a formal registered IRB, please contact the Assistant Vice-president of Institutional Effectiveness and Research to discuss options.

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:

- Assistant Vice-President of Institutional Effectiveness and Research
- Assistant Provost of Academic Affairs
- One representative from Student Affairs
- Two full-time faculty members

The IRB shall review, approve/disapprove, and audit research projects involving human subjects as required by federal and state law and College policy. There are three types of reviews that the IRB conducts, depending on the particular characteristics of individual projects:

Exempt from IRB Review

The research project does not require review and approval by the full IRB. The exempt decision is made by the IRB co-chairs using the federally-approved Categories of Exemption.

Expedited Review

Review of a research project conducted by the co-chairs of the IRB or by one or more individuals designated by the co-chairs. Research can be approved through this process, or referred to the IRB for full review.

Full IRB Review

Research that cannot be submitted as Exempt or Expedited review must be submitted for full IRB review. When a full IRB review is warranted, 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.

More detailed information is available in the John A. Logan College IRB Guidelines for Human Subject Research Document.

Kirk E. Overton, Ph.D.

PRESIDENT

DECEMBER 19, 2023

DATE

ADOPTED: FEBRUARY 24, 2015
AMENDED: DECEMBER 19, 2023
CROSS REF.: BOARD POLICY 7174

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

Administrative Procedure 761

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

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 conditions or severe weather warrant the closing of campus, cancellation of classes, or delayed start. (Example: An accumulation of snow, ice, or other debris on roadways and sidewalks.)

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

4:00 P.M.

If the afternoon before inclement weather forces 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. Those participating in the discussion shall be the following:

- President
- Vice-President for Business Services
- Assistant Vice-President of Construction, Planning & Facilities Management
- Assistant Vice-President of Marketing, Public Relations, and Communications
- Provost
- Assistant Provost for Student Affairs
- Assistant Provost for Academic Affairs
- Director of Buildings and Grounds
- Chief of Campus Police
- Athletic Director

The President's Office will facilitate the call/meeting.

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.

If no decision was made on the previous day and there is still inclement weather concerns, the following steps will be taken:

2:00 A.M.

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

3:00 A.M.

Campus Police will call the Chief of Campus Police and convey all information gathered from sheriff departments, Illinois State Police, and campus checks. The Chief of Police will report this information to the Assistant Vice-President of Construction, Planning & Facilities Management.

4:00 A.M.

The Assistant Vice-President of Construction, Planning & Facilities Management will update the President on campus and area conditions. The President will now decide whether to close the campus or call for a delayed start. The President will contact the Vice-President of Marketing, Public Relations, and Communications and the Chief of Campus Police regarding this decision.

- The Vice-President of Marketing, Public Relations, and Communications shall contact the media, update the college website and social media, and send a decision to staff and faculty through Announce and to the students via the student notification system. The Coordinator of Digital Marketing will serve as a backup on these notifications.
- The Office of the Provost will notify faculty whether the day will be counted as an academic day, prompting online learning plans, via official campus communications.
- The Vice-President of Marketing, Public Relations, and Communications shall contact the food service provider, the SIH Educational Center contact, and the primary contacts for scheduled events. They will also email the President's Cabinet to convey the decision.

5:30 A.M.

- The Assistant Vice-President of Construction, Planning, & Facilities Management will contact contractors scheduled to work on the campus during a closure. Contractors can continue operations but must make accommodations for our snow/ice removal.
- The Athletic Director will contact the Director of Logan Fitness

Fitness Center:

- When inclement weather is forecasted, Logan Fitness will temporarily close the facility, including limiting members utilizing 24/7 access during non-business hours. This is due to safety and liability concerns from impacted roadways, parking lots, and sidewalks. The outdoor facility access scanners shall be powered down until roadways, parking lots, and sidewalks have been safely cleared. The Director of Logan Fitness is responsible for communicating any closures/reopenings to the Logan Fitness members via text alerts and social media. Weekend closures will be handled following these same procedures due to frequent campus weekend events and Logan Fitness's operation.

Notifications regarding changes to operating schedules will be communicated to the campus community, students, and the public.

No notification will be issued if no changes are made to the operating schedule.

Kirk E. Overton, Ph.D.

President

DECEMBER 19, 2024

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; **DECEMBER 19, 2024**

CROSS REF.: ADMINISTRATIVE PROCEDURE 364; BOARD POLICY 3250; COLLECTIVE BARGAINING
AGREEMENTS/BOARD POLICY 6200

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)

PRESIDENT

November 30, 2016

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

PRESIDENT

November 30, 2016

date

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

All official text message communications from the College will be conducted through college-issued texting platforms, including JText and JALCAalert. Students and employees will be asked to opt-in for text messaging at the time of their initial application or hire. It is recommended that all current students and employees opt-in to texting to ensure they do not miss important information. Users may choose to opt-out at any time.

Students who opt-in to text messaging with JText will be authorizing their mobile number to receive messages that may pertain to FERPA-protected student information, such as conversations with faculty about courses, advising, billing, financial aid, student conduct, or other private student records. They will also be authorizing their phone number to be verified as an equivalent to their college-issued login credentials. This means texted authorizations to requests from the College will be considered valid, such as authorizations to register a student for courses or to release transcript records. To ensure the privacy of their own records, students who do not have private mobile numbers should not opt-in for this service.

The College will not text sensitive personal identification information, such as social security numbers, login credentials, or other records that may reasonably be considered too sensitive for text message communication. If a message is received in a college-issued texting inbox that is determined to be too sensitive or inappropriate for a text messaging conversation, the sender will be directed to a more appropriate communication channel, such as their college email, a phone call, mail, or a meeting.

If you are currently enrolled in JALCText, you will now be enrolled in JALCAalert. JALCAalert will be used only for campus closures, weather-related events, and emergencies. To no longer receive JALCAalert, reply stop at any time.

Kirk E. Overstrom, Ph.D.

PRESIDENT

November 9, 2023

DATE

ADOPTED: NOVEMBER 9, 2023

AMENDED:

REVIEWED:

CROSS REF.:

Purpose and Scope

This procedure establishes the standards and processes for awarding academic credit at John A. Logan College for both transfer coursework and prior learning experiences. It applies to all students seeking credit for courses completed at other institutions, military service, standardized examinations, work experience, and other non-traditional learning.

I. Transfer Credit**A. U.S. Institutions**

- Only college-level credits from regionally accredited institutions (as recognized by the Council for Higher Education Accreditation (CHEA)) are accepted. This includes institutions in candidacy status.
- Recognized accrediting bodies include ACCJC, HLC, MSCHE, NECHE, SACSCOC, and WSCUC.

B. International Institutions

- Coursework completed outside the U.S. must be evaluated by a member of the National Association of Credential Evaluation Services (NACES), such as Educational Credential Evaluators or Educational Perspectives.
- Translated course descriptions must accompany the evaluation report.
- Students are responsible for all evaluation costs.

C. Evaluation Process

- Students must submit official transcripts and complete the Transcript Evaluation Request Form.
- Only credits applicable to the student's current degree or certificate program will be added.
- Credits may be re-evaluated if the student changes programs, but will not be removed from the transcript.
- Minimum grade requirements apply; pass/fail or credit courses are accepted only if noted and approved by the Registrar.
- Credit hours are awarded based on the hours earned at the previous institution, with excess or deficit hours adjusted accordingly.
- No developmental or remedial coursework is accepted.
- Students must provide additional documentation (syllabi, course descriptions,, etc.) if requested.
- Appeals may be made to the Office of Admissions and Records.

II. Prior Learning Credit**A. General Guidelines**

- Students must be enrolled at John A. Logan College.
- Prior learning credits do not carry grades or grade points and are not included in GPA.
- Prior learning credits from other institutions are not accepted; credits awarded by John A. Logan College may not transfer elsewhere.
- Maximum of 30 hours of combined prior learning credit; specific limits may apply to each type.
- All prior learning credit will be indicated on a student's transcript with a "CR" grade.

B. Types of Prior Learning Credit**1. Military Credit**

- Students must submit their DD-214 for evaluation to receive credit for CPR, Physical Education and Health Education This credit is not applicable to all programs.
- Students who provide official copies of military transcripts may be awarded additional credit; subject to review by Admissions and/or program faculty.

2. State Seal of Bilingualism

- Submission of high school transcript with seal is equivalent to two semesters of college-level foreign language coursework
- Credit is limited to one language per student; students with multiple seals must choose which to record. Student must request credit within three years of high school graduation.

3. Credit by Examination

- **Advanced Placement (AP):** Minimum score of 3, 4, or 5; maximum 15 hours.
- **CLEP:** Awarded per ACE recommendations; maximum 15 hours;
- **International Baccalaureate (IB):** Subject-specific exam scores of 4 or higher will be accepted
- **Proficiency Examinations:**
 - Students should make a request for proficiency credit with the Registrar and complete the Proficiency Examination Request form.
 - Students must furnish evidence of prior knowledge to Academic Affairs (e.g. Lead Instructor, Department Chair, Assistant Dean, or Dean).
 - Students must pay the non-refundable fee before the exam is administered.

4. Prior Learning Assessment (PLA) Credit

- Students should make the request with the Registrar and complete the Prior Learning Assessment (PLA) Request form.
- Experience (e.g. employment history, training, portfolio, certificates, or licensure) will be evaluated by Lead Instructor or Department Chair
- Up to 15 hours of program-specific or major courses may be awarded.
- Students must have completed 12 credit hours toward a degree or 9 toward a certificate at John A. Logan College.
- Student must pay the assessment service fee before credit is awarded.

5. Child Development Associate (CDA)

- Eight semester hours awarded for valid CDA certificate in Preschool or Infant-Toddler.
- Credits apply toward A.A.S. in Early Childhood Education.

C. Limitations and Conditions

- Credit will not be awarded if a student has an existing grade, withdrawal, audit, or incomplete in the course.
- For credit by examination, official score reports must be sent to the Office of Admissions and Records.
- Credit will not be awarded for work below a "C" grade level.
- Credit will not be awarded twice for the same learning experience.
- Prior learning credit may be used to meet prerequisites but not for financial aid or veteran's benefits.
- Credits become part of the permanent academic record.

III. Administration and Appeals

- Appeals regarding transfer or prior learning credit decisions should be directed to the Office of Admissions and Records.

Kirk E. Overton, Ph.D.

PRESIDENT

1/28/2026

DATE

ADOPTED: MARCH 26, 2024

AMENDED: JANUARY 28, 2026

LEGAL REF.: ICCB 23 ILL. ADM. CODE 1501.310 ET SEQ. (PRIOR LEARNING CREDIT, CLEP, AP); ILLINOIS EXECUTIVE ORDER 13-02 (MILITARY CREDIT); ACE (AMERICAN COUNCIL ON EDUCATION) CREDIT STANDARDS; 105 ILCS 5/2-3.159 (ILLINOIS SCHOOL CODE)

CROSS REF.: BOARD POLICY 8110

SUPERVISED COLLEGE FUNCTIONS

Students are allowed to make up work for classes missed while on a scheduled, supervised College trip or function. In no instance will a student be penalized for an excused absence. This procedure applies to but is not limited to attendance, exams, tests, quizzes, and any other grade-determining criteria regardless of their name or method of administration.

Procedures for implementing this procedure are as follows:

1. The student will notify the instructor in person no later than one class meeting prior to the absence for regularly scheduled events.
2. The student should request from the instructor work that can be made up prior to the absence.
3. Examinations and other assignments that cannot be done prior to the absence will be made up at a time mutually agreed upon by the student and the instructor.
4. If the work is not completed due to absences while participating in extracurricular activities, the student will be given an "incomplete" grade and will have one semester to complete the course.
5. To help prevent excessive absenteeism, those staff members responsible for scheduling student activities and athletic events should make every effort to schedule trips away from campus when they are least likely to affect class attendance.

OTHER EXCUSED ABSENCES

Students are expected to attend all scheduled class periods for the courses in which they are enrolled unless they are participating in a scheduled, supervised College trip or function or unless they have been called for military duty, jury duty, or subpoenaed as a witness during regular school days. Because there is no set number of acceptable absences, students should refer to their course syllabi for attendance requirements.

A student who has extensive absences due to illness, hospitalization, or a death in the family, should notify his or her individual instructors when possible, or if necessary, the Assistant Provost for Student Affairs.

Students will be allowed to make up work for classes missed due to:

- a scheduled, supervised College trip or function
- a death in the immediate family
- military obligations
- jury duty
- serving as a witness in court

Students should personally notify an instructor *prior to* an absence unless the instructor specifies that another College staff member (e.g., a club sponsor, coach, activities director) may notify him or her of the student's prospective absence. Students who have been summoned for jury duty must present a copy of the official notification or the subpoena to the instructor prior to the absence.

Procedures for implementing this procedure are as follows:

1. The student will notify the instructor in person, not later than one class meeting prior to the absence for regularly scheduled events.
2. The student should request from the instructor work to be completed prior to the absence.

3. Examinations and other assignments that cannot be done prior to the absence will be completed at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
4. Students who fail to complete classwork due to absences while participating in College-sponsored extracurricular activities may be given an incomplete grade and will have one semester to complete the course. Students who are absent due to military call-up may also be given an incomplete grade and will have one semester to complete the course after their return.

Kirk E. Overton, Ph.D.

PRESIDENT

June 21, 2022

DATE

ADOPTED: FEBRUARY 17, 1981

AMENDED: NOVEMBER 21, 1990; AUGUST 8, 2012; JANUARY 13, 2017; FEBRUARY 7, 2017; JUNE 21, 2022

CROSS REF.: BOARD POLICY 8410, STUDENT ATTENDANCE

PROGRAM DEFINITIONS**Dual Credit**

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

JALC provides several types of Dual Credit to its high schools per the ISBE/ICCB Model Partnership Agreement (<https://www.isbe.net/Documents/DCQA-Model-Partnership-Agreement-Form.pdf>) (page 7) Each participating high school, in consultation with JALC, develops its course offerings utilizing one or more of the types of Dual Credit described below:

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

In accordance with HLC (Higher Learning Commission) requirements, students must complete at least half of their program at the College's approved instructional sites (i.e., Carterville main campus or the Du Quoin or West Frankfort Extension Centers). In practical application, students can earn a maximum of 30 credit hours through dual credit courses taught at one or more district high schools.

Early College

Early college opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. Early College courses are outside of any existing MOU with our partner high schools. Upon successful course completion, students earn college credit. Any high school credit awarded for these courses is at the discretion of the participating high school. Transcripts will be provided at the request of the student.

ADMISSIONS REQUIREMENTS

High school students can begin taking courses the summer after their sophomore year. High schools must approve all course registrations. The Dual Credit/Early College Tuition Waiver is available for up to six consecutive semesters beginning the summer before a student's junior year (see table under *Waiver Eligibility and Limitations*).

To start the registration process, new students must submit the Dual Credit/Early College application for admissions on the College's website. This application will create an account for the student and generate a student ID number.

Testing Requirements

Students must have placement test scores on file with JALC to take any dual credit or early college course. Most students take the Accuplacer test on campus or at their high school with a JALC proctor. JALC also

accepts qualifying ACT/SAT scores. Students may schedule to take the Accuplacer test after their acceptance to the College.

Testing Exemptions

Dual credit faculty may submit exemption letters to allow students not meeting the applicable testing thresholds to enroll in dual credit courses based on multiple measures. Only students who have taken the JALC placement test at least twice will be considered. If the student does not meet the testing requirement after two tests, they may be admitted into the course if they meet all of the following requirements:

- 1) Test scores within 5 points on the applicable portions of the JALC placement test
- 2) Minimum of a B in all prior, relevant high school coursework (shown on an updated high school transcript)
- 3) Written consent of the high school dual credit instructor

The Assistant Provost of Academic Affairs will make all decisions regarding exemption letter approvals.

Mixed Classrooms

A 2022 amendment to the DCQA provides that a partnership agreement between a community college district and a school district shall allow a high school student who does not otherwise meet the community college district's academic eligibility requirements to enroll in a dual credit course for high school credit only. High schools interested in utilizing this provision to enroll students in classes should contact the Director of College Readiness for additional information.

Registration

Students should make course selections in consultation with their high school counselor, dual credit advisor, or parent administrator if homeschooled. After meeting with a high school counselor, students should arrange an appointment with an advisor in the Office of College Readiness. The advisor can provide valuable insight into careers and programs offered at the College and assist students interested in pursuing a degree after attending John A. Logan College.

Once courses are mutually decided upon, the student should complete a registration form. Students may complete a registration form with their high school counselor or dual credit advisor. An advisor from the Office of College Readiness will then enroll the student in the course. Dual Credit and Early College students cannot enroll themselves in courses. Students must also complete the Registration Agreement and Personal Information Update each semester through their MyJALC student portal.

COSTS OF THE PROGRAM

Tuition and fees are waived for all Type A Dual Credit courses taught at the high school by high school instructors. Students may be responsible for course materials and should check with their high school to determine the high school's policy.

For Type B, C, and D Dual Credit courses taught by JALC faculty and all Early College courses, the tuition waiver covers up to eight (8) credit hours per semester. Students who enroll in more than eight (8) credit hours will be charged the full JALC tuition rate. Students are also responsible for all fees and course materials. All students are charged a technology fee of \$5 per credit hour. A student activity fee of \$5 and a Logan Fitness fee of \$60 is applied when students take six credit hours for the fall and spring semesters

or three credit hours in the summer (the summer fee is \$40 total). There may also be individual course fees that vary by class.

Outstanding Balances

Per Administrative Procedure 718, students are responsible for monitoring and paying all outstanding balances. If a student owes more than \$200, they will be required to pay the balance down to below \$200 before enrolling in any new dual credit or early college courses.

Waiver Eligibility and Limitations

Time eligibility chart for qualified students entering the program:

Entering the program the summer before junior year	6 consecutive semester eligibility
Entering the program fall of junior year	5 consecutive semester eligibility
Entering the program spring of junior year	4 consecutive semester eligibility
Entering the program summer before senior year	3 consecutive semester eligibility
Entering the program fall of senior year	2 consecutive semester eligibility
Entering the program spring of senior year	1 semester eligibility

ACADEMIC POLICIES

Probation, Suspension, and Successful Course Completion

Probation: A student who fails to maintain a cumulative GPA of 2.0 or higher will be placed on probation for one semester. Probation is only a warning status. While on probation, the student is eligible for Pell Grants, ISAC monetary awards, scholarships, outside awards, or veterans' benefits.

If, after the probation semester, the student does not have the required cumulative GPA of 2.0, the student may remain on probation if the semester GPA is at least 2.0.

Suspension: If, after the probation semester, the student does not return to satisfactory academic standing or qualify to remain on probation, the student will be placed on academic suspension.

Financial Aid Good Standing: Students who have at least a 2.0 cumulative grade point average, complete at least 67% of attempted coursework, and have not attempted more than 150% of credits required for their program meet all aspects of the Satisfactory Academic Progress policy.

While high school students are not subject to the same probation/suspension consequences, satisfactory academic progress is vital for student success and essential for students expecting to utilize financial aid in their future college career. Therefore, we require students participating in our program to maintain at least a 2.0 GPA and a completion rate of at least 67%. If a student falls below these standards for more than one semester, they may lose the ability to participate in early college courses. The ability to continue participating in dual credit courses is at the discretion of the high school.

Grade Change Requests

The DCQA allows institutions to adopt policies to protect the academic standing of students who are unsuccessful in dual credit courses. JALC allows students to submit a Grade Change Request Form for any college courses taken while in high school. Forms may be completed on the College Readiness website at any time after the student's final grade is posted. If approved, the applicable earned grade will be changed to a "W" on the student's official JALC transcript and will no longer be factored into the student's JALC GPA. However, the "W" may affect future financial aid eligibility by negatively affecting the student's completion rate. Once changed to a "W," a student may not request that the grade change be reversed.

MEMORANDUM OF UNDERSTANDING (MOU)

John A. Logan College creates an individual partnership agreement for each high school superintendent to sign annually. This agreement is developed in accordance with the DCQA and serves as a Memorandum of Understanding between each high school and JALC. The purpose of the MOU is as follows:

"The purpose of this agreement is to establish the high school district's and the community college district's respective roles and responsibilities in providing the program and ensuring the quality and instructional rigor of the program. Per the DCQA, this must include an assurance that the community college district has appropriate academic control of the curriculum, consistent with applicable state or federal laws and as required or negotiated with the Higher Learning Commission or other accrediting agency."

DUAL CREDIT FACULTY CREDENTIALING

Approved instructors of dual credit courses shall meet the faculty credential standards allowed by HLC to determine minimally qualified faculty. Appropriate credentials are required for students to earn dual Credit.

Required Faculty Credentials for Baccalaureate Transfer Dual Credit Offerings

Baccalaureate transfer dual credit faculty must hold a master's degree or higher in the discipline or subfield in which they are teaching. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Required Faculty Credentials for Career-Technical Education Dual Credit Offerings

Dual credit faculty teaching career and technical education (CTE) courses, including when such courses transfer into baccalaureate programs, must hold a bachelor's degree in the field or a combination of education, training, and tested experience equivalent to a bachelor's degree. CTE faculty must also have 2,000 hours of work experience in the discipline being taught or a related field.

Professional Development Plans

In some situations, high school teachers who do not meet the faculty credential standards for teaching dual Credit can enter into a professional development plan with JALC while continuing their education. The plan must be approved by the institution and shared with the State Board of Education no later than January 1, 2025.

For a high school instructor entering into a professional development plan on or after January 1, 2023, the high school instructor shall qualify for a professional development plan if the instructor:

- (1) has a master's degree in any discipline, has earned nine (9) graduate hours in a discipline in which he or she currently teaches or expects to teach, and agrees to demonstrate his or her progress toward completion to the supervising institution, as outlined in the professional development plan, or
- (2) is a fully licensed CTE instructor who is halfway towards meeting the institution's requirements for faculty in the discipline to be taught and agrees to demonstrate his or her progress toward completion to the supervising institution, as outlined in the professional development plan.

JALC shall have 30 days to review and approve the plan. These approvals shall be good for as long as satisfactory progress toward the completion of the credential is demonstrated, but in no event shall a professional development plan be in effect for more than three (3) years from the date of its approval or after January 1, 2028, whichever is sooner. A high school instructor whose professional development plan is not approved by the institution may appeal to the Illinois Community College Board or the Board of Higher Education, as appropriate.

Requests for New Dual Credit Offerings

Dual credit courses offered at the high school and taught by high school teachers are proposed by the high schools. To initiate the process of creating a new dual credit offering or making an instructor change to an existing dual credit offering, high schools must submit the following documents to the Director of College Readiness for an unofficial review:

- 1. Dual credit request form
- 2. JALC faculty application
- 3. Official college transcripts
- 4. 2,000 work hours experience form (CTE courses only)

If the unofficial review is approved by the Director of College Readiness, the paperwork is reviewed by the appropriate Department Chair, Assistant Provost for Academic Affairs, and Provost for official approval. Prospective dual credit faculty, team leaders, and high school administrators will be informed of the results of the review by the Director of College Readiness.



PRESIDENT

DATE April 1, 2023

ADOPTED: APRIL 1, 2023

AMENDED:

CROSS REF.: BOARD POLICY 8239, EARLY COLLEGE; 8243, DUAL CREDIT

IDENTIFICATION

Students with disabilities may be identified by one or more of the following methods:

1. self-identification by a student with a disability;
2. placing information in each admissions packet which can be filled out and returned to the **Disability Support Services Coordinator**.

ORIENTATION

Students with disabilities are required to meet with the **Disability Support Services Coordinator** prior to receiving accommodations. At that time, the coordinator will determine what accommodations are reasonable. The coordinator will explain the services available to assist students with disabilities, which may include the following:

1. parking;
2. reasonable modifications;
3. restroom facilities;
4. drinking fountains; and
5. building entrances, exits, and traffic flow.

PROCEDURE FOR RESOLVING ACCOMMODATION ISSUES

When a student requests an accommodation, the Student Success Center shall be responsible for determining whether or not a disability is impeding his or her educational access or progress. A student anticipating the need for accommodations should contact the Student Success Center at least six weeks prior to the start of the semester to allow adequate time for preparations to be made. When a student is determined to have a disability impeding educational access, the center plans a program of service for him or her consistent with the disability. In combination, program modifications, auxiliary services, and academic adjustments are referred to as "academic accommodation." When a person (student or employee) has information that a student with a disability is being (or has been) denied an accommodation, such information is to be reported to the director of the Student Success Center. The director and the College's affirmative action officer will meet with the student and/or the employee alleged to have denied the accommodation for the purpose of discussing any necessary corrective action. If the matter is not resolved, it will be referred to the appropriate vice-president for action. Nothing contained in this section shall be deemed to prohibit a student from filing a complaint pursuant to **Administrative Procedure 831, Student Complaints**, and the **Student Guidebook**.

PARKING REGULATIONS

Students needing disabled parking permits are required to fill out a request form, at which time documentation must be furnished. Students will pick up the permit in the Campus Police Office. Each student will be issued one permit, which will be displayed on the vehicle's rear-view mirror. The permit will be valid for the duration of the student's studies at the College.

COMPLAINTS

Complaints by students with disabilities are permitted by following **Administrative Procedure 831, Student Complaints.**

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)
PRESIDENT

FEBRUARY 28, 2017
DATE

ADOPTED: OCTOBER 5, 1983
AMENDED: FEBRUARY 22, 1988; JULY 15, 1996; AUGUST 8, 2001; **FEBRUARY 28, 2017**
REVIEWED:
CROSS REF.: BOARD POLICY 3510, EQUAL OPPORTUNITY STATEMENT FOR STUDENTS AND EMPLOYEES
BOARD POLICY 8310, *STUDENT GUIDEBOOK*
ADMINISTRATIVE PROCEDURE 831, STUDENT COMPLAINTS

Student organizations and clubs must be established for legal purposes consistent with the College's broad educational mission. Organizations desiring to be recognized by the College must comply with College policies and procedures and abide by all applicable local, state, and federal laws, including Title VI, Title IX, and Section 504.

The recognition of a student organization or club does not constitute an endorsement of that organization's objectives, policies, or practices, nor does the College assume sponsorship of, control over, or responsibility for any of the programs or activities of that organization. All students are expected to take personal responsibility for their conduct.

The procedures for forming a new student organization or club are established to ensure that all student organizations can, on an equitable basis, obtain the right to become an official College organization. The organizations must be open to any John A. Logan College student regardless of race, religion, color, national origin, disability, age, sexual orientation, or gender orientation.

DEFINITIONS OF STUDENT ORGANIZATION AND CLUBS

John A. Logan College recognizes that learning takes place in a wide variety of settings and circumstances. Involvement and participation in a student organization provides opportunities for developing leadership skills and enhances campus life at JALC. In recognition of the important role of student development through involvement in student organizations, the College supports the growth and management of student organizations in accordance with these policies and definitions.

1. Student Organizations include Student Government, Student Ambassadors, Student Honors programs, Competitive departmental student groups, or other groups dedicated to the College's learning and service.
2. Student Clubs are a collection of like-minded students or students with similar interests, usually more in a social nature and not competitive.

PROCEDURES FOR APPROVAL OF STUDENT ORGANIZATION AND CLUBS

1. Students who wish to form a student organization or club must complete the appropriate form(s) provided by the Office of Student Life. They must identify a full-time faculty or full-time professional staff member willing to serve as the organization or club advisor and submit a new student organization or club request form with the names of at least five (5) students who are currently enrolled in at least one JALC baccalaureate or career credit hour.
2. If approved by the Director of Enrollment Management, the petition will be submitted to the Assistant Provost for Student Affairs for review and consideration.
3. If approved by the Assistant Provost for Student Affairs, the new organization or club request form and other relevant information will be submitted to the Provost for review and consideration.

CRITERIA FOR SELECTION OF STUDENT ORGANIZATION AND CLUB ADVISORS

1. Student organization or club advisors must be **full-time employees** who have been identified as potential student organization or club advisors by the students, are willing to serve, and are approved by the Director of Enrollment Management.
2. Full-time faculty or staff may serve as advisors to no more than two organizations or clubs. Adjunct faculty or part-time staff may serve as the advisor for no more than one organization or club. Each club shall have no more than two student organizations or club advisors.

3. Staff advisors are encouraged to schedule organization or club meetings during lunch hours or outside of their regular work hours. However, if the club membership requires meetings at other times, work hours missed from the employee's regular working hours may be made up through a temporary modified weekly work schedule or leave hours approved by the employee's direct supervisor.
4. Student organizations or club advisors must be knowledgeable about student rights and responsibilities outlined in the [Student Guidebook](#) and the faculty handbooks.
5. Student organization or club advisors must be willing and able to work with students, attend all their meetings and events, and follow the student organization or club procedures set forth by the Director of Enrollment Management.

RESPONSIBILITIES OF STUDENT ORGANIZATION AND CLUB ADVISORS

1. Student Organization and club advisors must ensure student compliance with established procedures for student organizations and clubs at John A. Logan College, including College policy, [Student Guidebook](#), faculty handbook, and relevant local, state, and federal laws.
2. Student organization or club advisors must familiarize themselves and appropriate club officers with fiscal procedures, forms, and policies and must ensure that forms and policies are handled in an appropriate and expeditious manner, including travel forms, fund-raising/club project forms, and other forms and procedures that may be required by the Director of Enrollment Management.
3. Student organization or club advisors must be present at all club meetings, events, and all other club activities. At club meetings, advisors or students are responsible for taking minutes and advisors for turning them in to the Student Life office.
4. Student organization or club advisors must participate in student life activities at the beginning of the year that promote organizations and clubs at the College. At least one advisor and, if possible, one student representative must participate.
5. Student organization or club advisors must be present and supervise any club that travels in the name of the College.
6. Student organization or club advisors are responsible for student conduct at on-campus and off-campus activities.
7. Student organization or club officers and advisors must seek approval from the Director of Enrollment Management prior to scheduling and promoting events and activities, including fund-raising efforts, travel, campus events, and all other activities using the documentation required by the Director of Enrollment Management.
8. Student organization or club advisors must attend a beginning-of-the-year training meeting and file a mid-year report and end-of-the-year report with the Director of Enrollment Management. The report must include the major activities of the club for the past year, the number of meetings; a list of club members; a list of club events, activities, and trips of the club; and other relevant functions.
9. Student organization or club advisors must fulfill updated and additional duties and responsibilities as required by the Director of Enrollment Management.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS AND CLUBS

1. Student Organizations or clubs must have at least five students (currently enrolled in at least one JALC baccalaureate or career credit hour) as active members. Active members are those who attend at least half of the club's meetings. If a club does not maintain five active members, it will not be considered an active club and will become inactive. This will be monitored throughout the year based on attendance from meeting minutes.
2. Each club should meet at least once per month during the fall and spring semester.
3. Student Organizations or clubs should take meeting minutes and submit them monthly to the Director of Enrollment Management.
4. Student Organizations or clubs must have all logos, designs, flyers, or other materials reviewed and approved by the Director of Enrollment Management.
5. Student Organizations or clubs must fulfill any updated or additional responsibilities required by the Director of Enrollment Management. Failure to fulfill the club's responsibilities may result in probationary status and relinquishing the allocated funds for the club and stipend(s) for the club advisor(s).
6. The amount allocated for a defunct club or a club on probation will be returned to the fund from which club allocations are distributed.

RESPONSIBILITIES OF THE DIRECTOR OF ENROLLMENT MANAGEMENT

1. The Director of Enrollment Management will provide annual training for advisors.
2. The Director of Enrollment Management will maintain all appropriate records in compliance with the College's policies and procedures.

CLUB FUNDING AND CLUB ADVISOR STIPEND

1. Each approved active organization or club will have a stipend allocated for the club advisor(s). Stipends will be paid to eligible student organizations or club advisors at the end of the fall and spring semesters.
2. To be eligible for the stipend, student organization or club advisors must:
 - Provide the Director of Enrollment Management with club meeting dates for the upcoming year, attend the monthly club meetings, and ensure meeting minutes are provided to the Director of Enrollment Management.
 - Attend the beginning of the year training.
 - Submit the required reports by the required due dates.
 - Fulfill all other club advisor responsibilities listed in this procedure's Responsibilities of Student Organization and Club Advisor section above.
3. Student organizations and clubs operate on a 9-month cycle (August through May). Organizations and clubs created after August of an academic year will receive a prorated funding allocation, and the club advisor will be eligible for a prorated stipend. The prorated amounts will be based on institutional funds available for organizations or clubs and advisor stipends. Student organizations or club advisors should contact the Director of Enrollment Management for more detailed information.

LIMITATIONS OF THIS PROCEDURE

Recognition of a student organization by John A. Logan College does not:

1. Authorize the organization to enter a contract or otherwise act on behalf of the College.
2. Authorize the organization to use (1) the College's name for any commercial purpose in any way which may reflect adversely upon the College, or (2) the College's logo, seal, or any facsimile thereof, or any trademark or copyrighted symbol of John A. Logan College. Such uses of the name or symbols owned by the College are allowed only when authorized in writing by the Assistant Vice President for Marketing, Public Relations, and Communications.
3. Imply John A. Logan College sponsorship of, control over, or responsibility for the organization's activities.

CLUB ADMINISTRATION

Student organizations and clubs at John A. Logan College are administered through the Assistant Provost for Student Affairs and Provost. Student organization and club advisors report directly to the Director of Enrollment Management for all club functions. Ultimately, student organizations and clubs report to the Assistant Provost for Student Affairs, the Provost, and the President of the College.

SANCTIONS AGAINST STUDENT ORGANIZATIONS

Sanctions that may be imposed by the Provost in the case of offenses by student organizations are:

1. Temporary or permanent suspension of charter recognition.
2. Loss of privileges as a recognized organization and the use of John A. Logan College facilities.

All sanctions against student organizations may be appealed to the Disciplinary Hearing Committee. Organization representatives should file a written request for a hearing with the Provost.



PRESIDENT

September 5, 2024

DATE

ADOPTED: OCTOBER 29, 1987

AMENDED: JUNE 21, 2001; DECEMBER 17, 2009; AUGUST 30, 2010; SEPTEMBER 8, 2015; JANUARY 17, 2017;
FEBRUARY 7, 2017; AUGUST 1, 2024; **SEPTEMBER 5, 2024**

CROSS REF.: BOARD POLICY 3360, EXTRACURRICULAR ACTIVITIES
ADMINISTRATIVE PROCEDURE 508, STIPENDS

***Certification of Veterans and Veterans
Who Earn Incomplete Grades***

Administrative Procedure 809

In an effort to comply with rules and regulations prescribed by the Veterans Administration, to provide efficient College certification of students to the Veterans Administration, and to avoid unnecessary problems, the following policies--in addition to all other rules and regulations prescribed by the Veterans Administration and the College--are to be followed:

1. Veterans who have received payment for a class in which he/she has received an "INC" grade cannot repeat the class and receive additional benefits from the Veterans Administration. The Veterans Administration will not pay more than one time for the same course. Veterans wishing to repeat a class where an incomplete grade has been received may do so, but the Veterans Coordinator at John A. Logan College may not certify the second class for payment.
2. Veterans who transfer from other colleges and universities to John A. Logan College may not receive any veterans benefits until all transcripts have been received and evaluated by John A. Logan College personnel (the Veterans Coordinator and/or his/her designee).
3. It is the responsibility of the Veterans Coordinator at John A. Logan College to strictly enforce the above guidelines, all College policies, all Veterans Administration policies, and procedures, and to monitor the records to ensure complete compliance.

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)

PRESIDENT

APRIL 16, 1996

DATE

ADOPTED: AUGUST 31, 1988
AMENDED: APRIL 16, 1996
CROSS REF.:

A student receiving monies from a U.S. Department of Education Pell Grant award may charge his or her book costs to this grant, providing the following steps are taken:

1. A student must secure an authorization form showing the amount available for book costs from the Office of Student Financial Assistance:
 - A. a new student must complete all qualifying steps to receive a Pell Grant before a bookstore authorization form will be issued;
 - B. a continuing student must complete an academic progress review before a bookstore authorization form will be issued; and
 - C. a Pell Grant recipient transferring to John A. Logan College from another college, must submit academic and financial aid transcripts before a bookstore authorization form will be issued.
2. The student must take the authorization form to the on-campus bookstore and select the books required for the semester in question.
3. The student then presents the authorization form to the bookstore representative, who will record the book costs on the authorization form and an attached invoice before forwarding them to the Financial Aid Office.

The cost of books will subsequently be deducted from the student's Pell Grant award check, providing the Pell Grant amount is sufficient for the total book costs. If the available Pell Grant amount is not sufficient for the total book costs, the student will be responsible for the difference.

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)
PRESIDENT

MARCH 11, 1996
DATE

ADOPTED: JUNE 15, 1989
AMENDED: MARCH 11, 1996
CROSS REF.:

This administrative procedure has established criteria and guidelines for all College departments to follow when employing student workers. It is the ultimate responsibility of each student worker supervisor to adhere to each of the twelve criteria that comprise Administrative Procedure #811 before officially employing a student.

The student work program at John A. Logan College is designed to provide work experience and part-time employment for students who need financial assistance in order to attend college. The program is also intended to provide valuable assistance to John A. Logan College employees who rely on students to assist them with various job-related responsibilities. Student jobs are open to all students regardless of race, color, national origin, sex, or disability.

Any student seeking a student work position must apply through the Career Services Office, Room C215. Career Services staff will attempt to match a student's academic background and previous work history with appropriate departmental vacancies. This information is then forwarded to the individual student worker supervisors to compare applicant credentials and make a final decision regarding the employment of a student worker. The actual hiring will be the responsibility of the student worker supervisor in charge of the specific worksite.

The following criteria must be used in the employment of student workers:

1. All on-campus student jobs must be listed with the John A. Logan College Career Services Office. Qualifications and job-related responsibilities must accompany the listing.
2. The Career Services Office will post all job vacancies for a minimum of five (5) working days or until the position is filled.
3. Students interested in applying for on-campus student work positions must make an official application through the Career Services Office.
4. The Career Services Office will refer qualified applicants to the supervisor(s) for the interview process. The actual hiring will be the responsibility of the student worker supervisor in charge of the specific worksite.
5. To be eligible for on-campus employment, students must carry at least six (6) **credit** hours during the fall and spring semesters and three (3) **credit** hours during the summer semester. If a student falls below the required number of **credit** hours, they will be terminated immediately.
6. **All students maintaining the required credit hours are eligible for student positions.** Priority in hiring student workers will be given to students eligible for financial assistance through the **Federal Work-Study** Program, providing they meet the qualifications specified for the vacant student work position.
7. To be eligible for **Federal Work-Study positions**, students must complete the FAFSA application--(Pell Grant). The results of this application must be on file in the Financial Aid Office before the student can be declared eligible for employment.

8. All student workers employed by John A. Logan College are expected to maintain satisfactory academic progress, as explained in the most recent edition of the annual College bulletin.
9. **Student workers are allowed to work no more than 16 hours per week, except during break and the summer, at which time they may work up to a maximum of 20 hours per week. The only exception to these new hours will be for areas specifically related to safety and security (lifeguards and computer lab student workers).**
10. Student workers will not be permitted to begin work until the supervisor has properly completed the employee recommendation form and necessary approval signatures have been secured.
11. Student employees may not work more than five hours continuously without a half-hour unpaid break.
12. If a student worker leaves at the end of the semester, the student should be terminated immediately at the end of the final exam week.

Exceptions to these rules may be made on an emergency basis if approved by the **Provost** or the President.

(ORIGINAL SIGNED BY PRESIDENT OVERSTREET)
PRESIDENT

OCTOBER 21, 2021
DATE

ADOPTED: JUNE 5, 1990
AMENDED: JULY 15, 1996; OCTOBER 20, 1998; JULY 1, 2003; SEPTEMBER 20, 2007; APRIL 12, 2010;
AUGUST 17, 2012; FEBRUARY 25, 2013; SEPTEMBER 30, 2016, **OCTOBER 21, 2021**
CROSS REF.: BOARD POLICY 8151, SATISFACTORY ACADEMIC PROGRESS

1. QUALIFICATIONS

The student representative to the John A. Logan College Board of Trustees must meet the following qualifications:

- A. The student board member must reside within the John A. Logan College District.
- B. At the time of election and during service as a trustee, the student board member must be a John A. Logan College student enrolled for at least nine (9) hours.
- C. The student board member may not be a full-time employee of John A. Logan College District 530.
- D. At the time of election and during service as a trustee, the student board member must maintain an overall grade-point average of 2.75 or above.

If the student board member fails to maintain any of the above stipulations, the student will be removed from office; the office will be filled in accordance with board policy.

2. ELECTION PROCEDURES

The election for student board members will be held in the **first or second week of March each year**, whichever best accommodates the College calendar. The Student Liaison or Director of College Readiness and Student Life will publicize the election and filing dates on the College's online calendar.

A. Filing Procedures

In order to file for election to the office of student board member, a student must submit to the President's Office the following:

- (1) A nominating petition with no fewer than 50 signatures of students currently enrolled at John A. Logan College; and
- (2) A completed Statement of Candidacy.

Nominating petition and Statement of Candidacy forms may be picked up in the President's Office at the announced date and time.

Nominating petitions and completed Statement of Candidacy must be turned in to the President's Office no later than 4:00 p.m. on the designated deadline date in order to appear on the ballot. No exceptions to the deadline will be made.

A write-in candidate may be elected if the person meets the qualifications for office.

If there are no candidates, the Student Senate may recommend a qualified student to the Board for approval.

Other means of notice of election and filing dates may be used at the discretion of the Student Liaison or Director of College Readiness and Student Life (i.e., posters, bulletin boards, easels, electronic message boards).

B. Campaigning

Active campaigning for election must be limited to the two weeks immediately preceding the election. Only accepted eligible candidates may campaign.

C. Conducting of Election

As of March 2, 2011, all votes for student board member will be cast electronically.

The President's Office will submit official ballot information to the director of student activities, who will work with appropriate staff to prepare for secure online voting.

The ballot will be available to students via a link on the College's home page between 8:30 a.m. and 6:00 p.m. on Election Day. In addition, one walk-up electronic voting station will be made available on the College's Carterville campus. Candidates must remain at least 50 feet from the voting location.

An eligible voter shall be any student currently enrolled at John A. Logan College. Students will be required to enter his/her student identification number to access the ballot, and security measures will be installed to prevent duplicate voting.

Election results will be forwarded by the Student Liaison to the President's Office. The Student Liaison will notify the (unofficial) winner of the election results.

In the case of a tie among the top vote-getters, the Student Liaison will draw lots before the March Board meeting to determine the candidate to be submitted for approval.

D. Approval of Election Results/Seating of New Member

The election results will be submitted for approval at the regular March meeting of the Board of Trustees in order for the new student member to be seated at the April board meeting. The student member will serve a one-year term officially beginning on April 15.

3. DUTIES AND RESPONSIBILITIES

As a representative of the students of John A. Logan College, the function of the student member of the Board is to provide a channel of communication between the students of the College and the Board of Trustees. It is very important that the student trustee communicate very effectively with the student body through the student government organization and through College administrators responsible for coordinating student government in order to truly act on behalf of and for the benefit of the students of John A. Logan College. The duties and responsibilities of the student trustee shall include but not be limited to the following:

A. attend Board meetings and related functions;

B. serve as the student representative on Shared Governance;

C. be the student voice in the Board's decision-making process by making motions and casting an advisory vote on issues before the Board;

D. report to the Board of Trustees on student activities and/or concerns during the time reserved for the student trustee on the monthly board agenda;

- E. serve on board committees as directed by the board chair;
- F. attend student government meetings and regularly provide that organization information on Board activities;
- G. perform other duties as requested by the Board, the President, or the Student Services administration that would enhance communication between College students and the Board of Trustees;
- H. conduct himself or herself in such a manner that the integrity of the Board of Trustees and the institution is never questioned as a result of his or her actions; and
- I. understand that confidential material or information must never be revealed to anyone, regardless of the power or position of the requester.

4. TRAVEL

The student member will be entitled to the following benefits:

- A. may attend ICCB student advisory committee meetings and other appropriate statewide meetings;
- B. may attend one appropriate national meeting during the year when College staff and/or Board of Trustees members are attending; and
- C. will be reimbursed for travel expenses as approved in advance of the trip.

Kirk E. Overton, Ph.D.

PRESIDENT

NOVEMBER 9, 2023

DATE

ADOPTED: FEBRUARY 27, 1996

AMENDED: JANUARY 28, 2000; NOVEMBER 21, 2008; JANUARY 28, 2011; MAY 11, 2011; JANUARY 16, 2015;
SEPTEMBER 30, 2016; MARCH 9, 2018; JANUARY 5, 2023; **NOVEMBER 9, 2023**

CROSS REF.: BOARD POLICY 2380

Tuition Rates for Veteran Students

Administrative Procedure 813

Students using Chapter 1606 MGIB-SR, Chapter 30 MGIB-AD, Chapter 31 Vocational Rehabilitation, Chapter 33 Post 9/11 GI Bill, Illinois National Guard Grant (ING), and Illinois Veterans Grant will pay the in-district tuition rates regardless of their Illinois residential address.

This does not include students using Chapter 35 Dependents Education Assistance of the Illinois MIA/POW State Scholarship.

(SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

October 7, 2020

DATE

ADOPTED: OCTOBER 7, 2020

AMENDED:

CROSS REF.:

General Program
Requirements for Graduation

Administrative Procedure 814

DEGREE OPTIONS

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

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

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

CERTIFICATE OF ACHIEVEMENT

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

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

GENERAL EDUCATION CORE CURRICULUM (GECC)

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

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

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

Kirk E. Overton, Ph.D.

PRESIDENT

September 24, 2024

DATE

ADOPTED: SEPTEMBER 24, 2024

AMENDED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 8244 PROGRAM REQUIREMENTS FOR GRADUATION

ADMISSIONS/REGISTRATION

The College's admissions process provides ample opportunity for admission and registration activities without conflicting with religious holidays and observances.

CLASS ATTENDANCE

Students absent from classes because of observances of major religious holidays will be excused. Students **must notify the instructor within the first week of classes of a future absence from class for a religious holiday** and must take responsibility for making up work missed.

EXAMINATIONS

In the event an examination must be scheduled on a date that conflicts with a student's required observance of a religious holiday, the student should be given a reasonable opportunity to make up the examination. It is the student's responsibility to notify the instructor of the class when the examination will be missed. The notification must occur within the first week of classes and again at least three regular class meeting periods in advance of the absence or at the time of the announcement of the examination is made, whichever is later.

GRIEVANCE PROCEDURE

A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practice may challenge this decision in accordance with the procedures outlined in the **Student Guidebook**.

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)
PRESIDENT

JUNE 11, 1997
DATE

ADOPTED: JUNE 11, 1997
AMENDED:
CROSS REF.:

**Financial or Physical Hardship
Withdrawal Procedure**

Administrative Procedure 820

Consistent with the Illinois Student Debt Assistance Act, a student may seek to limit their student debt when a physical or financial hardship requires the student to withdraw from the College. Examples of hardship include but are not limited to serious injury or illness; chronic illness; medical issue involving a family member that requires the student to act as a part or full-time caretaker; mental health condition; sudden or consistent lack of transportation; and significant and unexpected cost of living increase forcing the student to withdraw from courses.

Students who experience one of the above situations should complete the [Student Financial or Physical Hardship Appeal Form](#). This form should be submitted as soon as possible during the semester the student withdraws from the College, but no later than 30 days after the end of the semester. When completing the appeal, it is important to explain the situation and clearly state the desired resolution. Once the form is submitted, the Assistant Vice-Provost for Student Affairs will set up a meeting to review the request. Failure to attend the meeting and submit the required documentation to support the appeal will result in the denial of the request. Following the meeting, the Assistant Provost for Student Affairs will notify the student of the decision, via email, to the student’s college email address within five (5) business days.

If the student disagrees with the decision, they have the right to submit a final appeal. The final appeal must be made within ten (10) business days of receipt of the letter outlining the decision from the Assistant Provost for Student Affairs. The appeal should include a detailed explanation outlining the reason for the final appeal and all supporting documentation. The final appeal should be sent to the Provost via email at provost@jalc.edu or regular mail. The Provost will review the appeal and set up a meeting, if necessary, to review the request. The student will be notified within five (5) business days of the decision via email to the student’s college email address. All decisions of the Provost are final.



PRESIDENT

April 1, 2023

DATE

ADOPTED: APRIL 1, 2023 (RETROACTIVE TO AUGUST 1, 2022)
AMENDED:
CROSS REF.: SB 3032, STUDENT DEBT ASSISTANCE ACT
BP 8318 – FINANCIAL OR PHYSICAL HARDSHIP WITHDRAWAL

ADMINISTRATIVE WITHDRAW

John A. Logan College reserves the right to administratively withdraw students for disciplinary reasons. The College may also withdraw students who fail to attend and/or actively participate in classes as required under federal financial aid funding guidelines.

FACULTY-INITIATED WITHDRAW

Instructors reserve the right to withdraw students from classes at any point in the semester, subject to the disciplinary process outlined in the *Student Guidebook*. Additionally, faculty are required to withdraw students who fail to regularly attend and/or participate in class as outlined in federal financial aid guidelines. While John A. Logan College is not an attendance-taking institution, to maintain compliance with the distribution of Title IV funds, instructors must withdraw students who fail to regularly attend face-to-face courses and participate in online and hybrid courses. Please refer to the examples below for further guidance on the withdrawal process for various course types:

- **Face-to-Face (16, 12, and 10-week courses)**

Students should be withdrawn after missing consecutive class sessions equal to one week of the scheduled meetings for the course. The only exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function.

- **Face-to-face (8 and 5-week courses)**

Students should be withdrawn after missing consecutive class sessions equal to half the weekly scheduled meetings for the course. The only exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function.

- **Face-to-face (4-week and winter session courses)**

Students should be withdrawn after missing two consecutive class sessions, except for class sessions that fall on holidays recognized by the College. The other exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function.

- **Online (16, 12, and 10-week courses)**

Students should be withdrawn after failing to actively participate for one consecutive week of the course. The only exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function. Participation is defined as active engagement in the course, which includes posting or sending assignments in D2L or to the instructor directly through email, participating in online discussions, taking quizzes or exams, or other activities assigned by the instructor. Merely logging in on D2L does not count as participation.

- **Online (8 and 5-week courses)**

Students should be withdrawn after failing to actively participate for three consecutive days of the course. The only exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function. Participation is defined as active engagement in the course, which includes posting or sending assignments in D2L or to the instructor directly through email, participating in online discussions, taking quizzes or exams, or other activities assigned by the instructor. Merely logging in on D2L does not count as participation.

- **Online (4-week and winter session courses)**

Students should be withdrawn after failing to participate for two consecutive days, except for days that fall on holidays recognized by the College. The other exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function. Participation is defined as active engagement in the course, which includes posting or sending assignments in D2L or to the instructor directly through email, participating in online discussions, taking quizzes or exams, or other activities assigned by the instructor. Merely logging in on D2L does not count as participation.

- **Hybrid (16, 12, and 10-week courses)**

Students will be withdrawn after a combination of missing a class session(s) and failing to actively participate online for the equivalent of one week of the course. The only exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function.

- **Hybrid (8 and 5-week courses)**

Students will be withdrawn after a combination of missing a class session and failing to participate online for three days of the course. The only exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function.

- **Hybrid (4-week and winter session courses)**

Students will be withdrawn after a combination of missing a class session(s) and failing to actively participate online for the equivalent of two consecutive days of the course, except for days that fall on holidays recognized by the College. The other exception would be for students with excused absences approved by the instructor or a scheduled, supervised College trip or function.

ADMINISTRATIVE PROCEDURE TO WITHDRAW A STUDENT

- The appropriate College administrator or faculty member will notify the Admissions and Records Office through email or Qwickly Attendance requesting the student be withdrawn. Once the notification is received, the student will be formally withdrawn from the course.
- The student will then receive an email notification of the withdrawal from the Admissions and Records Office. The notification will outline the student's appeal options if they wish to re-enroll in the course.
- If a student wishes to challenge a "withdrawal" grade, they will have due process as with the appeal of any other grade.
- A faculty member granting a student's appeal to be re-enrolled in a course must notify the Admissions and Records Office in writing through email. The Office will then officially re-enroll the student.
- "Withdrawal" grades may not be issued after the last day to drop a course for the semester, as noted in the Advisement Calendar.

Kirk E. Overton, Ph.D.

PRESIDENT

August 1, 2024

DATE

ADOPTED: JANUARY 13, 2017
AMENDED: APRIL 27, 2022; JUNE 21, 2022; APRIL 1, 2023; **AUGUST 1, 2024**
CROSS REF.: BP 8313, ACADEMIC HONOR CODE; BP 8315, STUDENT DISCIPLINARY ACTION
AP 823, ACADEMIC HONOR CODE

JOHN A. LOGAN COLLEGE STUDENT IDENTITY VERIFICATION PROCESS

1. In order to verify identity over the telephone, a student must provide their student identification number or last four digits of the social security number and their date of birth. Once the student's identity has been verified, only student directory information may be provided.
2. To verify identity in person, a student must provide their student identification number or the last four digits of the social security number and their date of birth. If requested, a student may also be asked to show a photo identification card for verification.

GUIDELINES FOR JOHN A. LOGAN COLLEGE EMPLOYEES:

1. Employees may have access to only the information needed to perform assigned job duties. Employees are expected to use a "need to know" (rather than a "right to know") approach when accessing student records. College officials must have a legitimate college-related educational or administrative interest and a need to review the educational record in order to fulfill their professional responsibility.
2. Employees may not disclose information about a student to anyone who does not need this information to do his or her job at the College. Additionally, employees may not browse through student records, whether in hard copy form or computer files, for information about students.
3. Employees must take reasonable precautions to safeguard access to student information. These include shredding documents, not sharing computer IDs and passwords, not allowing anyone else to do work under personal IDs and passwords, and not leaving the student information accessible on unattended computers.
4. Employees must always check a student's record to see if the student has requested nondisclosure prior to releasing directory information about a student to individuals who are not College officials.
5. Employees should refer requests for information concerning student records to the appropriate office, e.g., admissions, records, financial, etc.
6. Employees should not provide non-directory information to third parties such as prospective employers, associations, honorary organizations, etc., without the student's written consent.
7. Employees should keep any personal, professional records relating to individual students separate from their educational records.
8. Employees should not provide copies to students of their transcripts from other institutions. Release of these transcripts implies that JALC is testifying as to the accuracy of the information on the transcripts.
9. Employees should not share non-directory information from a student's records, such as grades or class schedules, with parents.
10. All emergency student information requests should be directed to the Campus Security Office at (618) 985-2828, ext. 8218.
11. Employees should refer all judicial orders, subpoenas or other written requests for access to information or data subject to the Freedom of Information Act to the Office of Admissions and Records.

GUIDELINES ON THE INTEGRITY AND CONFIDENTIALITY OF STUDENT RECORDS

The first responsibility of every JALC office is to ensure the integrity and the confidentiality of student records. Below is a description of the best practices with respect to the confidentiality of student records.

WHAT IS FERPA?

It is the responsibility of every employee to become familiar with the federal law that governs the release of student record information. Known by the acronym of FERPA, the title of the law is the Family Educational Rights and Privacy Act. Passed in 1974 and sponsored by then senator James Buckley, it is commonly referred to as "the Buckley Amendment." The original intention was to assure the rights of students to have access to their educational records. The primary practical impact of the law is that it requires colleges and universities to respect the confidentiality of personally identifiable student information by adhering to well-defined guidelines concerning the release of such information.

WHAT IS DIRECTORY INFORMATION

In brief, FERPA requires colleges and universities to define the information that they will release without a student's prior written consent. JALC's definition contains a list of "directory information" items that may be released: name, address, enrollment status (full-time or part-time), dates of attendance, honors (including honor roll), degree(s) conferred (including dates), past and present sports participation and physical factors of athletes (heights and weight). One common misconception is that FERPA requires us to release student information. It does not. Accordingly, you should err on the side of not releasing information when you are in doubt. Please direct all questions concerning FERPA to the Assistant Provost for Student Affairs at (618) 985-2828, ext. 8221.

WHAT ARE THE EMPLOYEE'S RESPONSIBILITIES REGARDING FERPA?

FERPA pertains to all employees at the College, regardless of position. What FERPA says, in effect, is that employees may have access to as much information about students as necessary to perform specified job duties. While some employees at the College have no access to student records and have no need for individual student information, they may, however, come across confidential information in the course of doing their jobs. For this reason, all employees are equally obliged to respect confidentiality guidelines according to FERPA regulations. Beyond any legal requirements, the College is bound by professional ethics to safeguard the integrity and confidentiality of student information. This includes all college officials, persons employed by the College in an administrative, supervisory, academic, or support staff position, regardless of their work classification of full-time, part-time, or temporary. What follows are some guidelines, in compliance with the FERPA regulations and College policy, to follow in order to maintain, report, and make available information included in student records.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)
PRESIDENT

FEBRUARY 7, 2017
DATE

ADOPTED: FEBRUARY 7, 2017
AMENDED:
CROSS REF.:

Every student at John A. Logan College has a responsibility to avoid all forms of academic dishonesty, including but not limited to the following:

- **Plagiarism**: The intentional or unintentional use of another source of written words or ideas as one's own. Unintentional plagiarism usually results from inadequate documentation of sources.
- **Multiple Submission**: Submitting the same or significantly similar academic work for credit multiple times without the instructor's permission.
- **Cheating**: An attempt (successful or not) to gain an unfair advantage in academic endeavors or to assist or protect someone else who has cheated. **Cheating includes submissions generated by artificial intelligence services unless the use of these services is clearly part of the instructor's intent for the assignment. Examples of artificial intelligence services include chatbots, text generators, music generators, art generators, automatic programmers, language translators, and virtual assistants.**
- **Falsification, Fabrication, or Misrepresentation**: The creation or alteration of data, research, or resources/citations in connection with an academic assignment or records.
- **Copyright Infringement**: The unauthorized use of copyrighted work, such as when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. (For more information, please see Board Policy 3361 – Copyright Policy).
- **Dishonesty**: Intentionally making false or misleading statements.
- **Complicity**: Aiding another person in committing an act of academic dishonesty.
- **Outside Sourcing**: Submitting any paper or academic work that was purchased or otherwise obtained from an outside source, which includes (but is not limited to) a commercial vendor of research papers, a file of research papers, or tests maintained by a student organization or other body or person, or any other source of papers or of academic work that was authored or prepared by a person other than the student who submitted it.

RESOLUTION

When an instructor identifies any form of academic dishonesty (as defined above), the instructor will inform the student of the violation by completing the *Notification of Academic Dishonesty* Form. The instructor shall determine the appropriate sanction(s) for the particular offense.

The following three sanctions, alone or in combination, may be imposed by the instructor for offenses or violations of the Academic Honor Code:

1. Reprimand/Warning
2. Rewriting/Redoing the assignment
3. Failing Grade. Students may receive a failing grade on the assignment, for a component of the course, or for the entire course.

If the student acknowledges his/her actions and accepts the instructor-imposed sanctions, the matter shall be considered resolved, and documentation of the incident will be forwarded to the Assistant Provost for Student Affairs for record-keeping.

More serious sanctions may be recommended by the instructor under the College's Student Disciplinary Action procedure.

Kirk E. Overton, Ph.D.

President

May 5, 2023

Date

ADOPTED: APRIL 27, 2022

AMENDED: JUNE 21, 2022; **MAY 5, 2023**

REVIEWED:

CROSS REF.: BP 8313, ACADEMIC HONOR CODE; BP 8315, STUDENT DISCIPLINARY ACTION

Athletes at John A. Logan College are expected to maintain high standards of conduct at all times and, particularly, when representing the College. The following constitutes the Student-Athlete Code of Conduct which must be adhered to by all John A. Logan College student-athletes. In addition to adhering to this conduct code, student-athletes must also adhere to the general Student Code of Conduct, which can be found on the JALC website (www.jalc.edu):

STUDENT-ATHLETE CODE OF CONDUCT

I certify that as a participant in the College's athletics programs, I understand that athletics participation is a privilege and not a right. To enjoy the privileges of athletics participation, I will adhere to all codes of conduct, including, but not limited to, those listed below. I understand that as a participant in the College's athletic program, I am expected to behave in a manner that is consistent with the principles of John A. Logan College and as a respectful member of an intercollegiate team. The failure to conduct oneself responsibly may lead to dismissal from and association with the intercollegiate athletics program at John A. Logan College and may also lead to the immediate cancellation of any athletically related aid. Student-Athletes must represent John A. Logan College and conduct all activities in a manner that reflects the personal commitment and the moral and ethical values becoming of a John A. Logan College student-athlete. Inappropriate behavior may result in disciplinary action and removal from the team.

The Rules of Conduct shall be maintained by the Athletic Department.

SUMMARY

The information contained in the Student-Athlete Code of Conduct and Rules of Conduct is not intended to be all-inclusive. Each John A. Logan College student-athlete is encouraged to speak with his or her coach whenever any problem, concern, or questions arise regarding their academic or athletic experiences at John A. Logan College.

The College reserves the right to inform parents, guardians, or immediate family members of students who are found to be in violation of the Student-Athlete Code of Conduct. This is to be used primarily for, but not limited to, alcohol, drug, or threats of harm to self and others. Student-athletes agree to grant permission for the coach, or designated appointee, to provide information on academic performance financial accounts to his or her parent/guardian.

Actions that could be deemed inappropriate or which reflect negatively on the College will be considered a violation of the Student-Athlete Code of Conduct Policy. Such behavior can result in discipline, which may range from a warning to dismissal from the team, and/or reduction or withdrawal of athletic-related aid.

Kirk E. Overton, Ph.D.

PRESIDENT

AUGUST 7, 2025

**Conduct of John A. Logan
College Student-Athletes**

Administrative Procedure 824

DATE

ADOPTED: DECEMBER 16, 1981

AMENDED: OCTOBER 10, 2011; JUNE 21, 2022; AUGUST 7, 2025

CROSS REF.: BOARD POLICY 8310; STUDENT HANDBOOK

The information contained in the Student-Athlete Code of Conduct, Administrative Procedure 824, and Contract is not intended to be all-inclusive. Each John A. Logan College student-athlete is encouraged to speak with his or her coach whenever any problem, concern, or questions arise regarding their academic or athletic experiences at John A. Logan College.

The College reserves the right to inform parents, guardians, or immediate family members of students who are found to be in violation of the Student-Athlete Code of Conduct. This is to be used primarily for, but not limited to, alcohol, drug, or threats of harm to self and others.

Any deviations from the above-mentioned Student-Athlete Code of Conduct or other actions which could be deemed as inappropriate behavior or which reflects in a negative manner on the College will be considered a violation of the Student-Athlete Code of Conduct Policy. Such behavior can result in a student-athlete being disciplined. The discipline may range from a warning, to dismissal from the team, and/or reduction/withdraw of athletic related aid.

I also grant permission for the coach, or designated appointee, to provide information on either my academic performance or my financial account, to my parent/guardian.

By my signature below, I attest that I have read, understand, and have received a copy of the Student-Athlete Code of Conduct. My coach has explained the team rules to me and I agree to the terms mentioned above.

Printed Name of Student-Athlete

Date: _____

Signature of Student-Athlete

Date: _____

Signature of Coach

Date: _____

Signature of Athletic Director

Academic Information Release Authorization

I, _____, hereby authorize John A. Logan College and its faculty to grant the JALC Athletic Academic Advisor and/or Coaching Staff access to my academic records, including but not limited to grades, attendance, assignments, and overall academic progress. Additionally, I authorize the Athletic Academic Advisor and/or Coaching Staff to communicate with my instructors regarding my academic performance and coursework.

This authorization shall remain in effect for the duration of the athlete's participation in official JALC athletic programs, or until revoked in writing by student-athlete.

Student Name: _____

Student ID: _____

Date: _____

Signature: _____

The John A. Logan College Library is provided for purposeful learning and information seeking. The following administrative procedures have been adopted to ensure that everyone gains maximum benefit from these facilities and resources.

1. Individual or group study should be conducted quietly. Conversation that exceeds an acceptable noise level or causes disturbance to other patrons or library staff is prohibited. Acceptable noise level is determined by staff members present.
2. Any misconduct that disturbs the quiet study environment or hinders others from using the library or library materials is prohibited. If such misconduct occurs, the offender may receive a warning or may be asked to leave the library immediately. Campus Police may be summoned if a staff member considers it necessary. An offender may be denied the use of the library for up to 48 hours, and the offense may result in probation or reprimand with or without the loss of privileges (see Student Guidebook.) The violation must be reported to the Provost.
3. Eating and drinking are prohibited.
4. Animals (except service dogs) are not permitted.
5. Shirts, shoes and other appropriate clothing must be worn at all times.
6. Theft, vandalism, and mutilation of library property are criminal offenses that will be prosecuted. The library reserves the right to inspect all bags, purses, briefcases, packs, etc., for library materials in the event that there is reasonable suspicion that theft is occurring.
7. Only library staff or authorized persons are allowed behind public service desks.
8. **Unless they are a John A. Logan College student, children under the age of 16 must be supervised by a parent or guardian/caretaker (18 or older) while in the library. Parents, guardians, and caretakers (not library staff) are responsible for the behavior of children whom they bring to the library. Caretakers should prevent children from engaging in activities that disrupt the library or could lead to damage of library equipment and materials or injury, such as: running, climbing, playing on stairs, loud or boisterous behavior, handling library materials, or equipment. Violation of the rules will result in a warning and/or expulsion from the library and/or campus. Campus police will be notified if violations persist.**
9. The library computers are for the use of library resources. **Library staff has the right to ask patrons to relinquish their computer station. Community members may only use computer stations for up to two hours daily.**
10. The library is not responsible for personal belongings left unattended.

(Original signed by President Mike Dreith)

PRESIDENT

June 29, 2015

DATE

ADOPTED: OCTOBER 20, 1998
AMENDED: JUNE 29, 2015
CROSS REF.:

A list of offenses shall be maintained in the most up-to-date version of the *Student Guidebook*. Any of the offenses listed therein may result in sanctions as described in Administrative Procedure 827: Student Disciplinary Action. In addition, criminal charges may be filed when appropriate. Any observed violation of this Student Code of Conduct should be reported to an appropriate college official.

Kirk E. Overton, Ph.D.

PRESIDENT

JUNE 21, 2022

DATE

ADOPTED: JUNE 21, 2022

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.:

BOARD POLICY 8315, STUDENT DISCIPLINARY ACTION

BOARD POLICY 8313, ACADEMIC HONOR CODE

ADMIN. PROCEDURE 827, STUDENT DISCIPLINARY ACTION

John A. Logan College strives to conduct disciplinary proceedings fairly and consistently; the procedures described herein are a means to that end. Student disciplinary action policies shall apply to all College activities, whether on or off campus.

Specific offenses that may result in sanctions are listed in the current publication of the *Student Guidebook* under the "Student Code of Conduct." However, sanctions can be applied in response to the violation of any established rule or policy (see "Offenses" in the definitions below).

DEFINITIONS

The following definitions are included to provide clarity for students and College officials during disciplinary proceedings:

College

Refers to Community College District 530, Counties of Williamson, Jackson, Franklin, Perry, Randolph, and the State of Illinois (John A. Logan College).

Offense

An offense is any violation of an established rule or policy, including, but not limited to, those published in the Board Policy Manual, Administrative Procedures, *Student Guidebook*, *College Catalog*, specific program handbooks, course syllabi, or documents posted on campus.

Student

A student at John A. Logan College is any person who is officially enrolled and accepted as a participant in any credit course or non-credit course offered by the College, including but not limited to workforce development, community education, adult basic education, Mary Logan High School, Logan Academy, and Logan Fitness courses, or courses held through a consortium to which the College belongs.

SANCTIONS

Formal disciplinary action shall be instituted against a student after it is determined that sanctions are an appropriate response to a violation of College policies, rules, or other directives. Other appropriate responses may include medical or counseling referrals. Sanctions outlined below may be imposed upon a student by John A. Logan College only as stipulated by this code, and combinations of sanctions may be applied if appropriate. Failure to comply with the terms of any sanction may lead to more severe sanctions.

These sanctions are listed from least serious to most serious. Expulsions and suspensions are intended to address the most serious or persistent violations.

Restitution

Restitution is a financial penalty defined as compensation paid to an impacted party and can be assessed as a specific sum of money or an obligation to replace damaged property. *Responsibility: Restitution can be imposed by the President, Provost, and Assistant Provosts.*

Education

Education is a requirement to participate in an educational program related to the violation (e.g., a substance abuse program, anti-harassment or anti-bias training). *Responsibility: Education may be imposed by the President, Provost, and Assistant Provosts.*

Reprimand

Reprimands are imposed with or without loss of designated privileges for a specified period of time not to exceed three (3) months. A reprimand may include the loss of such privileges (such as access to certain College facilities, resources, activities, or other College-sponsored functions) consistent with the offense committed. *Responsibility: Reprimands can be imposed by the President, Provost, and Assistant Provosts.*

Probation

Probation prevents the individual from representing John A. Logan College in any official capacity, such as intercollegiate activities, including athletics or student office. It may include loss of privileges, such as access to certain College facilities, resources, activities, or other College-sponsored functions. It is invoked for a specific period of time, which shall be not less than three (3) months. Probation may include terms that must be fulfilled before restrictions are lifted. *Responsibility: Probation can be imposed by the President, Provost, and Assistant Provosts.*

SUSPENSIONS**One-Day Suspension**

One-day Suspension is the dismissal of the student from a course, program, or activity for a time not to exceed 24 hours, usually intended to prevent class or activity disruption. One-Day Suspensions may precede additional sanctions. *Responsibility: One-day Suspensions can be imposed by the President, Provost, Assistant Provosts, Deans, Directors, Instructors, and staff responsible for non-instructional student activities such as a student or academic club.*

Short-Term Suspension

Short-term Suspension is the dismissal of the student from a course, program, or activity for a time not to exceed three (3) days. Short-Term Suspensions may precede additional sanctions. *Responsibility: Short-Term Suspensions can be imposed by the President, the Provost, or Assistant Provosts.*

Semester Suspension

Semester Suspension is the dismissal of the student from a course, program, or activity for the remainder of a semester. Semester Suspensions may precede additional sanctions. Semester Suspensions may include terms that must be fulfilled before restrictions are lifted. *Responsibility: Semester Suspensions can be imposed by the President, the Provost, or Assistant Provosts.*

Long-Term Suspension

Long-term suspension is the involuntary separation of the student from John A. Logan College for a specific period of time that exceeds one semester. While students can be suspended from campus altogether, suspension can also apply to specific courses, programs, or College activities. Students suspended shall be

assigned the grades that would be appropriate if they were withdrawing voluntarily. Long-Term Suspensions may include terms that must be fulfilled before restrictions are lifted. *Responsibility: Long-Term Suspensions may be imposed by the President or his or her designee.*

Expulsion

Expulsion is the involuntary permanent removal of the student from John A. Logan College. The separation is permanent in the sense that it does not project a definite time of eligibility to return. Students dismissed shall be assigned grades that would be appropriate if they were withdrawing voluntarily. Students dismissed under this code can be reinstated only by the President or his or her designee following a written request from the student. The President of John A. Logan College and/or his or her designee shall decide whether to honor a reinstatement request, and the denial of a reinstatement request may be appealed. *Responsibility: Expulsion may be imposed by the President or his or her designee.*

AUTHORITY TO RECOMMEND OR IMPOSE SANCTIONS**Instructors**

Instructors may define and apply appropriate penalties for violations of classroom policies in their syllabi and may recommend additional sanctions to the Assistant Provost for Academic Affairs. Course-level sanctions include academic consequences (a failing grade for an assignment or course) and One-Day Suspensions.

Student Activities

College staff responsible for non-instructional student activities of any kind may impose One-Day Suspensions and may recommend additional sanctions to the Assistant Provost for Student Affairs.

Student Worker Supervisors

Supervisors of student workers may recommend sanctions to the Assistant Provost for Student Affairs. This authority is in addition to employee policies that may apply to the student.

Campus Police

The Chief of Campus Police may recommend sanctions to an Assistant Provost or Provost. This authority is in addition to the law enforcement responsibilities of the Campus Police.

Deans/Directors

Deans/Directors may impose One-Day Suspensions and may recommend additional sanctions to an Assistant Provost or the Provost.

Assistant Provosts

The Assistant Provost for Academic Affairs or the Assistant Provost for Student Affairs may impose Restitution, Education, Reprimands, Probation, and Suspensions for up to one semester upon recommendation from instructors or College staff or upon their own initiative, if appropriate. The Assistant Provost for Academic Affairs or the Assistant Provost for Student Affairs may recommend additional sanctions to the Provost.

Provost

The Provost may impose all sanctions upon recommendation from instructors or College staff or upon their own initiative, except Long-Term Suspension or Expulsion. The Provost may recommend Long-Term Suspensions or Expulsions to the President.

President

The President may impose all sanctions upon recommendation from the Provost or upon his or her own initiative, if appropriate. If the presence of any person is an immediate and serious threat to persons associated with the College or to College property, the President or his or her designee may impose an interim suspension from the College. During the period of the interim suspension, the person shall not, without prior written permission of the President or his or her designee, enter or remain upon the campus of John A. Logan College other than to attend a hearing. Violation of any condition of the interim suspension shall be grounds for further sanctions.

APPEALS

Students and student organizations have the right to appeal decisions in all disciplinary cases, and Administrative Procedures shall be established to guide the appeal process (Administrative Procedure 832).

Kirk E. Overstreet, Ph.D.

PRESIDENT

SEPTEMBER 3, 2024

DATE

ADOPTED: JUNE 21, 2022
AMENDED: **SEPTEMBER 3, 2024**
REVIEWED:
LEGAL REF.:
CROSS REF.: BOARD POLICY 8315, STUDENT DISCIPLINARY ACTION
ADMIN. PROCEDURE 832, STUDENT APPEALS

In accordance with Board Policy #8311 – Removal from Clinical, the following are procedures to be used when it has been deemed necessary to remove a John A. Logan College student enrolled in Allied Health programs from his/her clinical experience.

1. A faculty member who has evidence of unsafe clinical practice shall immediately notify the student that he or she is being removed and:
 - a. Provide the student with the basis (reason) on which a determination has been made that an unsafe clinical practice has occurred or is occurring. The student will be instructed to immediately leave the health care facility premises.
 - b. After the verbal notice of removal, the faculty member shall, within 24 hours of removal, reduce the same to writing and cause it to be served on the student by:
 - (1) hand delivery to the student by an authorized person; or
 - (2) depositing the same in the U. S. mail (sent certified mail with return receipt requested) to the student's last known address as shown on his/her current registration.

NOTE: If the verbal removal is issued on a Friday (the last day of an academic week), the times specified in this section shall begin on the first following academic day (usually Monday except for holidays.)

- c. The written notice of removal shall generally state:
 - (1) the facts giving rise to the conclusion of clinical dismissal;
 - (2) the date and approximate time when the clinical dismissal occurred;
 - (3) the names of any witnesses, and the identification of any documents; and.
 - (4) the length of the removal, and what remedial action must be taken before the student may return to clinical, if at all.

2. The student may submit a written appeal to the appropriate administrator (see *Rights and Responsibilities: A Student Code of Conduct.*)

3. The **Provost** shall be notified of the student's removal for unsafe clinical practice, and a suspension or expulsion request may be recommended by the John A. Logan College Health Professions Review Committee.

(ORIGINAL SIGNED BY PRESIDENT ROBERT MEES)
PRESIDENT

OCTOBER 27, 2009
DATE

ADOPTED: OCTOBER 27, 2009

AMENDED:

CROSS REF.: BP 8311, REMOVAL FROM CLINICAL

Purpose

To provide a fair, timely, and legally compliant process for resolving student complaints and appeals, ensuring equal opportunity and protection for all students in accordance with federal and state laws and institutional policies.

Scope

This procedure applies to all students of John A. Logan College who wish to file complaints or appeals regarding academic, non-academic, or civil rights matters, including but not limited to grade disputes, faculty conduct, student services, policy violations, discrimination, harassment, and retaliation.

Types of Complaints

- **Academic:** Grades, course information, faculty communication/performance.
- **Non-Academic:** Student services, policy violations, student-to-student issues, campus concerns.
- **Civil Rights:** ADA compliance, sex-based misconduct, discrimination/harassment (race, ethnicity, religion, gender, disability, etc.).

Procedure Steps**1. Informal Resolution**

- Students should first attempt to resolve issues informally with the involved faculty/staff, unless this would cause harm.
- Documentation of informal efforts is strongly encouraged.
- Assistance available from Director of Student Success or Assistant Provost for Student Affairs.

2. Formal Complaint

- Submit the Report a Concern Form.
- Complaint reviewed by Director of Student Success or Assistant Provost (or designee).
- Referral to appropriate college official; student notified via Volmail.
- Response required within 10 business days using the Student Complaint Resolution Form.

3. Student Response

- Student may accept or reject the resolution.
- If dissatisfied, supervisor review occurs within 10 business days.
- Further appeal possible to the Student Complaint and Conduct Committee.

4. Committee Review

- Ad hoc committee convened within 10 business days.
- Hearing scheduled; student and relevant personnel may present information.
- Recommendation issued to Chair; written decision provided within 10 business days.

5. Final Appeal

- Student may appeal to the College President.
- President may review and investigate; written response issued.
- If declined, committee decision stands as final.

Retaliation

Strictly prohibited against any student filing a complaint. Violations may result in disciplinary action, up to expulsion or termination.

Records

All complaint records are maintained in Student Affairs in compliance with ICCB Administrative Code 23 Ill. Adm. Code §1501.116.

Optional External Contacts for Discrimination Complaints

Students may also file complaints with:

- [Human Rights Commission \(State of Illinois\)](#)
- [Department of Human Rights \(State of Illinois\)](#)
- [US Equal Employment Opportunity Commission](#)
- [US Department of Education Office for Civil Rights](#)

Kirk E. Overton, Ph.D.

PRESIDENT

1/28/2026

DATE

ADOPTED: MARCH 23, 2022
AMENDED: AUGUST 28, 2023; JANUARY 28, 2026
REVIEWED: OCTOBER 6, 2025; JANUARY 6, 2026
LEGAL. REF.: TITLE IX (20 U.S.C. §1681 ET SEQ.; 34 C.F.R. PART 106); ADA (42 U.S.C. §12101 ET SEQ.; 28 C.F.R. PART 35); SECTION 504 (29 U.S.C. §794); ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/); ICCB ADMINISTRATIVE RULES (23 ILL. ADM. CODE §1501.110, §1501.201, §1501.203)
CROSS REF.: BOARD POLICY 8316; BOARD POLICY 4320;

Students have a right to appeal course grades (“Grade Appeal”) and disciplinary sanctions (“Disciplinary Appeal”). If a student (the “Student Appellant”) wants to appeal course grades or sanctions imposed by College disciplinary proceedings, these procedures shall apply.

The Appeal Committee, a five-person committee, appointed annually by the Provost and subject to modification by the Provost at any time, shall have jurisdiction over all appeals. Appeals are non-adversarial and are not subject to the rules of formal legal proceedings, including rules of evidence. Deadlines described in this procedure may be modified by the Provost in consultation with the Student Appellant.

In the case of a Grade Appeal, the following steps shall be completed before initiating the appeal process:

- The student should complete the Student Grade Appeal Form and submit the form and any relevant evidence (syllabus, grade exams, essays, assignments, etc.) to the Department Chair of the relevant department for the course within 10 College business days of the first day of the next semester. The Department Chair shall submit a written response to the student within 10 College business days.
- If the student is not satisfied with the decision of the Department Chair, the decision may be appealed to the Assistant Provost for Academic Affairs within 5 College business days of the date when the Department Chair delivered a written response. The Assistant Provost of Academic Affairs will provide a written decision on whether to support the existing grade or support the appeal.
- If the student is not satisfied with the decision of the Assistant Provost for Academic Affairs, they may initiate the appeal process as described below.

Step 1: Starting an Appeal

Appeals must be made in writing within 5 College business days of receipt of the decision. A Decision Appeal form is available and shall be used to begin an appeal. A hearing shall be held within 10 College business days of receipt of the notice of appeal. While an appeal is pending, all sanctions imposed shall be temporarily suspended unless the President or Provost has ordered a temporary suspension from the College or has taken other steps to protect the safety or health of the College community.

Through the Decision Appeal form, the Student Appellant will provide the following information:

- Identifying information
- Copy of the notifications of the original determination
- Statement of the grounds for appeal
- Choice between an open or closed hearing
- Statement of intent to attend the hearing (if the student does not attend the hearing, the grounds for review will be limited to the available documented evidence)
- List of persons attending the hearing
- List of witnesses providing testimony

A complete Decision Appeal form should be submitted to the Provost.

Step 2: Appeal Hearing

Within 5 College business days of receipt of a complete Decision Appeal form, the Provost shall schedule a date for a hearing and notify the Student Appellant, the Appeal Committee members, and the President. Notice of the hearing will be considered delivered if the notice has been sent to the current local address

of the Student Appellant as provided to the admissions and records office of the College by the student. As a result, failure to notify the College of a change of address could result in a hearing being held without the student present. The Student Appellant is responsible for notifying witnesses and advisors of hearing dates. The hearing shall be held within 14 College business days of the date that a complete Decision Appeal form is received by the Provost.

The Student Appellant is entitled to:

- Assistance from an outside advisor, who may not participate directly in the hearing. If the advisor is an attorney, the College may also have an attorney present
- Present relevant oral testimony from themselves or other witnesses
- Present verified written testimony from themselves or other witnesses
- Hear and question all witnesses
- Have access to all available evidence
- Challenge Appeal Committee members, the retention or replacement of which will be determined by the Provost
- Remain silent

Appeal Committee members are obligated to hold the proceedings in confidence and refrain from public comment. No participant is ever obligated to provide testimony that may be self-incriminating.

Step 3: Appeal Committee Determination

After the hearing, the Appeal Committee will issue a written determination within 14 College business days. The determination shall be limited to the following actions:

- Accept the original decision in its entirety
- Accept the original decision but revise the rationale
- Reduce the severity of the sanction

The decision of the Appeal Committee shall be considered final in the case of a Grade Appeal.

Step 4: Final Appeal

In the case of a disciplinary appeal, the Student Appellant may appeal the decision of the Appeal Committee to the President and the Board of Trustees by delivering a written statement of appeal to the President within 5 College business days of receipt of the decision by the Appeal Committee. The President shall respond within 10 College business days. The President's determination is limited to the following actions:

- Accept the decision of the Appeal Committee in its entirety
- Accept the decision of the Appeal Committee but revise the rationale
- Reduce the severity of the sanction

The Student Appellant may appeal the President's decision to the Board of Trustees by delivering a written statement of appeal to the Chair of the Board of Trustees within 5 College business days of receipt of the decision by the President. The Board of Trustees is not obligated to act upon an appeal. If the Board of

Student Appeals

Administrative Procedure 832

Trustees does not act upon an appeal of the President's decision at the next regularly scheduled meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regularly scheduled meeting), the President's decision shall be considered final.

Kirk E. Overton, Ph.D.

PRESIDENT

JUNE 21, 2022

DATE

ADOPTED: JUNE 25, 2014
AMENDED: FEBRUARY 7, 2017; JUNE 21, 2022
CROSS REF.: BOARD POLICIES 8310, 8315

Federal regulations require that a student receiving federal financial aid make Satisfactory Academic Progress (SAP) in accordance with the standards set by the John A. Logan College (JALC) College and federal regulations. All semesters of enrollment are reviewed for SAP status whether or not financial aid was awarded or received aid. Satisfactory Academic Progress standards also apply to state aid. Progress is measured throughout the student's academic program by reviewing their cumulative grade point average (Qualitative) and credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their program of study before attempting 150% of the credits required to complete their program. The Financial Aid Office will evaluate Satisfactory Academic Progress after grades are posted every semester, beginning with a student's first semester of enrollment. Some certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an aid-eligible program.

I. STUDENT FINANCIAL AID STATUS

- A. Financial Aid Good Standing** – Students who have at least a 2.0 cumulative grade point average, completed at least 67% of attempted coursework, and have not attempted more than 150% of credits required for their program are meeting all aspects of the Satisfactory Academic Progress policy.
- B. Financial Aid Warning Status** – Students who fail to meet Satisfactory Academic Progress for the first time will be placed on *Warning* status for one semester and are expected to meet SAP requirements by the end of that semester. Students who fail to meet Satisfactory Academic Progress requirements at the end of the *Warning* period will be placed on a financial aid *Ineligible* status but are eligible to appeal. Students whose appeals are approved will be placed on financial aid *Probation* and regain financial aid eligibility for one semester.
- C. Financial Aid Probation Status** – Students who have successfully appealed financial aid *Ineligible* status are placed on *Probation* status. Students on *Probation* status are eligible to receive financial aid for one (1) semester, after which they must be in *Good Standing* or meet the requirements of their Academic Plan. Any student who does not follow the Academic Plan along with any additional requirements stated in writing by the Appeal Committee will be placed on *Ineligible* status. (See Section IV, Appeals, for further information.)
- D. Financial Aid Ineligible Status** – Students who do not meet the 67% completion rule and/or the cumulative grade point average requirement, or who fail to meet the requirements of their Academic Progress Plan, will be placed on *Ineligible* status. Students in Ineligible Status are not eligible to receive federal or state financial aid funds.
- E. Reinstatement** – Students may regain their eligibility for federal student aid after completing enough courses to bring their cumulative GPA up to at least 2.0 and/or their cumulative completion rate up to at least 67%. Financial aid eligibility for students who have exceeded the Maximum Timeframe can be reinstated only if an appeal for reevaluation of Maximum Timeframe and an Academic Progress Plan have been submitted and approved.

- F. **Academic Suspension** – Academic requirements differ from Financial Aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; whereas, the Financial Aid status will be noted in the Financial Aid system. Any student suspended from the College for academic or behavioral reasons is automatically ineligible for financial aid.

II. **EVALUATING PROGRESS**

- A. **Quantitative Standards or Pace of Completion Rate (67% Rule)** – Students must successfully complete a minimum of 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits accepted as transfer credits count as both attempted and successfully completed credits. This evaluation will be made after grades are posted at the end of each semester in which a student was enrolled at the College. The College considers earned grades of A, B, C, D, S, or P as satisfactory.
- B. **Maximum Timeframe (150% Rule)** – In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for their program. Developmental coursework is included in this calculation.

Students who have received a bachelor's degree are also considered to have exceeded the Maximum Timeframe for completion at John A. Logan College since students with a bachelor's degree are not eligible for federal or state grants, and the College does not participate in the Federal Direct Student Loan programs.

- B.1. Transfer Students: Credits officially accepted in transfer that count toward a student's program will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility.
- B.2. Developmental Studies: Developmental courses are considered when evaluating SAP requirements. Students may receive financial aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met.

Additional Considerations for Quantitative or Pace of Completion Standards

- Withdrawals (W grades) that are recorded on the student's advising worksheet will be included as credits attempted and will have an adverse effect on the student's ability to meet the requirements of the completion rate for financial aid.
- Incomplete Grades: Courses that are assigned an Incomplete grade are included in cumulative credits attempted. Incomplete grades cannot be used as credits earned in the progress standard until a successful grade is assigned.
- Repeated courses may enable the student to achieve a higher cumulative grade point average. Students can attempt to repeat a courses twice and receive financial aid, but repeating courses may adversely affect the student's ability to meet

completion rate requirements. Only the latest attempt will count toward the cumulative grade point average.

C. Qualitative Standards

Cumulative GPA Requirements (GPA Rule) – In order to remain eligible for financial aid consideration, students must meet a minimum 2.0 cumulative grade point average requirement. All courses with grades of A, B, C, D, and E, are included in this calculation. Transfer credits are excluded.

III. REGAINING ELIGIBILITY FOR FINANCIAL AID

Students who do not meet the 67% completion rate requirement (Quantitative or Pace of Completion) and/or 2.0 cumulative grade point average requirement (Qualitative) will be *Ineligible* for financial aid. Being *Ineligible for* financial aid does not prevent students from continuing their education using another method of payment. A student who is *Ineligible for* financial aid may regain eligibility after filing a successful Appeal or meeting Satisfactory Academic Progress requirements in the future.

Students who fail to meet Satisfactory Academic Progress Standards and who choose to continue their education without financial aid may request a review of their academic records after any semester in which they may have regained Satisfactory Academic Progress.

Students should contact the Financial Aid Office for assistance in understanding this procedure or questions about the Appeal/appealing any element of this policy or to determine how to regain eligibility for financial aid.

IV. APPEALS

Students who fail to meet SAP standards and lose eligibility for financial aid can *Appeal* their financial aid ineligibility status. Students must submit a written explanation as to what caused their *Ineligible* status and must indicate what has changed that will allow the student the potential to succeed in the future. Appeals are encouraged if:

- Extenuating circumstances exist (i.e., student's serious illness or accident; illness or death of an immediate family member; other mitigating circumstances)

Appeal Process:

- Complete the College's online SAP Appeal Form and submit it to the Financial Aid Office. The Appeal Form is available on the College's website at: <https://www.jalc.edu/financial-aid/appeal-form>
- Completely answer each item on the Appeal form and click the Submit Button.
- Students must have a complete Financial Aid file with all requirement documents submitted to have their Appeal reviewed by the Appeal Committee.
- Once a student's Appeal has been approved, an Academic Plan for Financial Aid Probation must be completed and submitted.
- Students who exceeded the Maximum Timeframe must also meet with an Academic Advisor to develop an Academic Progress Plan documenting the remaining coursework to be taken each semester to successfully complete their program.

JALC Satisfactory Academic Progress (SAP)

Administrative Procedure 833

- Students will be notified via email of the Appeal Committee’s decision or if any areas of deficiency are identified. Please be advised that the Financial Aid Office reserves the right to request a photo I.D. to release appeal results in person.
- Only one appeal is allowed per semester.

Kirk E. Overton, Jr. Ph.D.

PRESIDENT

JANUARY 13, 2022

DATE

ADOPTED: SEPTEMBER 27, 2016
AMENDED: OCTOBER 1, 2020; **JANUARY 13, 2022**
CROSS REF: BOARD POLICY 8152

John A. Logan College recognizes that students may return to the College after an absence hampered by a prior academic record that may not represent their current abilities and commitment to education. Additionally, this prior work may negatively impact current degree completion. Possible reasons for poor performance may include immaturity, personal crisis, or unclear vocational/educational goals. In such cases, the College acknowledges that it may be reasonable for the student to request the exclusion of prior academic work from the calculation of the cumulative grade point average (GPA) for graduation purposes only. Prior to requesting academic forgiveness, the student must meet the following guidelines:

- not have enrolled in credit courses at John A. Logan College for a period of at least three consecutive calendar or academic years from the last enrollment period;
- complete at least 12 credit hours at the College with a minimum grade point average of 2.0;
- complete the Request for Academic Forgiveness form found on the Admissions and Records webpage under "Forms" or located in the student portal student tab;
- request the exclusion of all courses attempted and/or completed during the semester or semesters stated in the Academic Forgiveness request in the cumulative GPA calculation for the purpose of graduation.

The Assistant Provost for Student Affairs may approve or deny the request for academic forgiveness. The determination of the Assistant Provost for Student Affairs shall be considered final.

Approval of academic forgiveness means that grades in the requested semester(s) will be excluded from the cumulative grade point average calculation at John A. Logan College exclusively for the purpose of meeting GPA requirements for awarding degrees or certificates. All grades shall continue to be listed on the student's permanent academic record and transcript. Students planning to transfer to another institution are cautioned that the transfer institution may use all grades earned at the College, including those excluded by this policy, to calculate cumulative grade point average for the purpose of admission decisions or other purposes. If a student is receiving financial aid, Satisfactory Academic Progress guidelines still apply regardless of the Academic Forgiveness Policy. All failing grades earned as the result of a violation of the Academic Honor Code will not be excluded and are not eligible for appeal under the Academic Forgiveness Policy.



PRESIDENT

August 1, 2022

DATE

ADOPTED: AUGUST 1, 2022
AMENDED:
REVIEWED:
LEGAL. REF.:
CROSS REF.:

The Office for Student Financial Assistance will, upon the request of an enrolled or admitted student who is an applicant for a private alternative loan (as defined in 34 CFR 601.2(b)), provide to the applicant the self-certification form required under 34 CFR 601.11(d) and the information required to complete the form, including—

- (A) The applicant’s cost of attendance at the institution, as determined by the institution under part F of title IV of the HEA;
- (B) The applicant’s estimated financial assistance, including amounts of financial assistance used to replace the expected family contribution as determined by the institution in accordance with Title IV, for students who have completed the Free Application for Federal Student Aid; and
- (C) The difference between the amounts under paragraphs (b)(29)(i)(A) and (29)(i)(B) of this section, as applicable.

The Office for Student Financial Assistance will discuss one on one with the applicant the availability of Federal, State, and institutional student financial aid.

The Office for Student Financial Assistance will discuss one on one with the applicant budgeting for college and student loan repayment options.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

President

October 31, 2016

Date

ADOPTED: OCTOBER 31, 2016

AMENDED:

REVIEWED:

CROSS REF.: