

# FACULTY AND STAFF HANDBOOK

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JOHN A. LOGAN COLLEGE  
700 LOGAN COLLEGE ROAD  
CARTERVILLE , IL 62918

2018 2019

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## MISSION STATEMENT :

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

John A. Logan College  
Faculty &  
Staff Handbook

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## Student Learning Outcomes

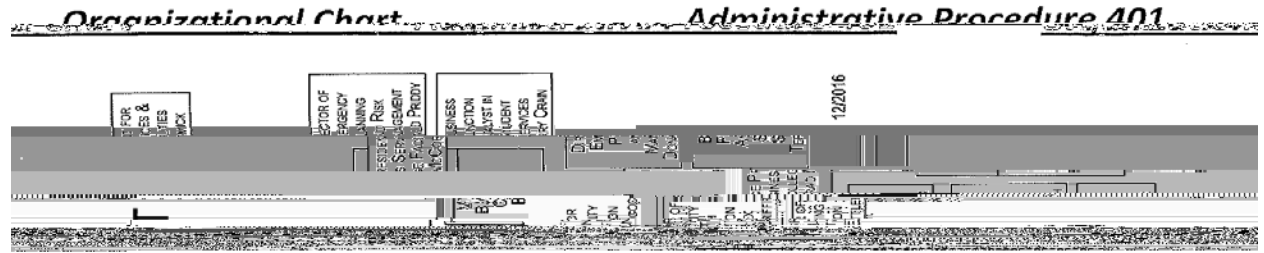
The faculty and staff of John A. Logan College are committed to providing students with opportunities to develop learning abilities that will last a lifetime. Graduates will be prepared to succeed in their personal and professional lives because of achieved competence in the following student learning outcomes:

1. Communication: Students express thoughts, ideas, and feelings in both written and oral modes. Students will demonstrate one or more of the following:
  - a. Articulate and select appropriate purposes for reading, writing, speaking, and listening, as individuals and in groups.
  - b. Engage in the stages of the written and oral communication process.
  - c. Select, organize, and present details to support a main idea.
  - d. Demonstrate knowledge of target audiences' expectations and values in the communication process.
  - e.

5. Quantitative Reasoning: Students use and understand numbers to interpret, evaluate, and express information in quantitative terms. Students will demonstrate one or more of the following:
- a. Interpret, analyze, and solve problems.
  - b. Differentiate among reasonable and plausible results.
  - c. Interpret, evaluate, and present data.

Approved 4-22-14, Board of Trustees Revised 1-13-14, Academic Assessment Team Approved 2-11-14,  
College Council

# ORGANIZATIONAL CHART





A BRIEF INTRODUCTION TO JOHN A. LOGAN COLLEGE

Philosophy

Administrative Procedures are specific operations the College follows related to implementation of

Lora Hines Business Department Chair

Donna Farris.....	Nursing
Janet Followell.....	Nursing
Heather Hampson.....	Nursing
Pam Hays.....	Nursing
Julie Horecker.....	Nursing
Mikeal Kos.....	Nursing
Lisa Maje95.....	Te. i. 58.....
.....)Tj (.....Nurrrrrri49.....)Tj....	

## COLLEGE POLICIES ON EMPLOYMENT

All College policies and procedures can be accessed through SharePoint using the Board Policy Manual or Administrative Procedures.

Equal Opportunity Statement for Students and Employees Policy 0510

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

These agencies can be reached at:

Human Rights Commission	Illinois Department of Human
William G. Stratton Office	Rights
Building	Springfield Office
Suite 802	222 South College,
Springfield, Illinois 62706	Room 101A, Intake Unit
Tel: (217) 7854350	Springfield, IL 62704
TDD: (217) 5571500	
Fax: (217) 5244877	

## B. COMPLAINT PROCEDURE

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

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

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

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

1. Confidentiality will be maintained throughout the investigative process to the greatest extent possible.
2. Anonymous complaints will be accepted; however, the College may be limited in its options in investigating or resolving anonymous complaints due to a limited ability to collect additional information.





## Equal Opportunity Statement for Students and Employees 3510

John A. Logan College is an equal opportunity institution.

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

The College is also committed to equal

These agencies can be reached at:

Human Rights Commission	Illinois Department of Human EEOC	
William G. Stratton Office	Rights	Chicago District Office
Building	Springfield Office	500 West Madison Street
Suite 802	222 South College,	Suite 2000
Springfield, Illinois 62706	Room 104A, Intake Unit	Chicago, Illinois 60661
Tel: (217) 7854350	Springfield, IL 62704	Phone: 1800-669-4000
TDD: (217) 5571500	TEL: (217) 7855100	Fax: 312869-8220
Fax: (217) 5244877	TTY: (866) 7403953	TTY: 312869-8001
	FAX: (217) 7855106	

Adopted: March 8, 1976

Amended: April 9, 1990; November 22, 1994;

January 24, 1995; November 14, 1995; June 23, 1998;

April 25, 2000; August 23, 2011; May 27, 2014; November 22, 2016 Reviewed:

September 21, 2016; November 7, 2016 Legal Ref.:

Cross Ref.: Board Policies 3511, 3512, 5110, 5290, 8312, 8310; and Administrative Procedures 308, 807

## COLLEGE TECHNOLOGY

TheC



to indicate that he/she communicates as an individual citizen, not as an institutional spokesman.

PDF, the copy request will be denied. A person can also get copies by submitting a hard copy of the

with the Dean for Academic Affairs is for the student to furnish evidence that he/she has the necessary background knowledge and/or experience to sit for the exam.

The student will then deliver the forms to the Business Office and pay the appropriate fee. The nonrefundable fee is determined by multiplying the tuition rate by the number of credit hours. After paying the fee, the student should return the form(s) to the Dean for Academic Affairs Office, which schedules the test(s) in the Learning Resources Center. The student will be notified when to take the examination(s).

1. Any student is eligible to apply.
2. Credit may not exceed 30 semester hours (including credit earned by CLEP and Advanced Placement).
3. If a student earns proficiency credit, the record will show the course number, title, hours of

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## AUDIT POLICY 7340

An officially registered student who does not desire or feel qualified to complete the work required for receiving credit in a particular course, but who wishes to attend the class regularly may register as an auditor.

An auditor may participate in all class activities, assuming that such participation does not hinder the participation of those registered for credit. Specific requirements or responsibilities of an auditor are at the discretion of the instructor and should be made clear when the permission to audit is granted.

The following policies and regulations apply to auditors:

1. An audited class must be approved by the student's advisor and by the instructor whose course the student wishes to audit.
2. Enrollment priority is given to credit students. Therefore, an auditor may officially register only during the first three school days after the close of late registration for credit courses. A student intending to audit may, with the consent of the instructor, attend the first week of classes unofficially.
3. The same tuition is charged as for credit courses.
4. Audited hours do not count as credit hours for purposes of determining scholarships, veterans' benefits, etc.
5. An AU is recorded on the student's transcript when the audit is satisfactorily completed; otherwise, no entry is made.
6. A student may change from audit status to credit status during the first 10 days of the semester, provided he/she has the consent of his/her advisor and the instructor. A student registered for credit may, with the same approvals, change to an audit status up to the fourth week of the semester.
7. An audited course may later be taken for credit.

Adopted: April 6, 1971  
Amended: April 1, 1980

## ADMINISTRATIVE POLICY RELATIVE TO TEXTBOOK CHANGES

1. Textbook adoptions and changes are initiated through the appropriate Department Chair or the appropriate Dean. Requests for adoption and changes (excluding edition changes) must be accompanied by the textbook evaluation form and the standard textbook adoption form. Copies of these forms are available from the Department Chair or the bookstore.
2. The deadline for changing any textbook, including edition changes, is two weeks before the start of final exams for any given semester.
3. Instructors are strongly encouraged to make textbook recommendation changes at least one full semester in advance of the class so that students will know at the time of purchase whether or not, the book will be purchased back. The major exception to this, of course, relates to edition

changes that occur during the middle of any semester.

4. Textbook changes should be made no sooner than every two years ~~or later~~



The schedule is utilized by all offices on campus as a device to locate and communicate with faculty members. It is an open record, available for inspection internally, so everyone knows assignments and responsibilities.

2016-2017 Instructional Calendar

Summer Semester 2016	
Advisement	
Continuing students.....	
New students.....	
Late Registration.....	June 6 June 15
Last day to register.....	
Instruction begins .....	June 13, 2016

## TERM FACULTY

### CONTINUING TERM FACULTY CHECK LIST PRIOR TO SEMESTER START

- 9 Receive tentative teaching assignment and complete the Teaching and Office Schedule by deadline. (B215)
- 9 Inquire about text book(s) from assistant to the Director of Term Faculty as soon as you receive your teaching assignment. (B215)
- 9 For those who retained their text books, check the campus bookstore website to insure correct text information. If you are not teaching the same class from last semester, turn in your previous books to the Term Faculty office. (B215)
- 9 Check voice mail (voice mail is required). (B215)
- 9 Check College e-mail. (College e-mail account is required. Problems? Call the Help Desk @ x 8388)
- 9 Contact Campus Support Services staff to obtain mailbox key. (C28tQ/ 14(hpv64 1 Tf 0.003 To

## POLICIES OR TERMS FACULTY #410

\*\*See the Association of Term Faculty collective bargaining agreement for most current information.

### Definition and Explanation of Part-Time Faculty Status

Part-time baccalaureate transfer and career education faculty are those faculty who teach 12 equated hours or less each semester on a non-continuing basis. Appointments are for one semester or less only and any hours taught under the category of part-time faculty will not apply toward any permanent status with the College. Instructional assignments of part-time faculty depend on sufficient enrollment which will not be verified until registration is completed. Part-time instructors shall be competent to render in accordance with Board Policy #5112.

Adult and continuing education instructors are instructors other than baccalaureate transfer or career education who are compensated at an hourly rate based upon contact hours.

### Duties and Responsibilities

Part-time baccalaureate transfer and career education faculty are directly responsible to the assigned administrative supervisor. Duties and responsibilities are as follows:

1. To teach classes assigned by the assigned administrative supervisor consistent with stated course objectives and to meet all classes in accordance with the published times for said classes.
2. To post and maintain regular office hours unless exempted by the appropriate department chair or associate dean.
3. To observe, support, and enforce the regulations, policies, and programs of the College.
4. To represent the College creditably with respect to any of its activities.
5. To fulfill all terms of the employment contract unless, through mutual agreement between the College and the individual, an exception is arranged.
6. To perform other professional duties as assigned by the assigned administrative supervisor.

### Employment Rights and Limitations

Fulltime teaching employees have, in addition to their classroom instruction, other teaching duties and responsibilities that are not required of part-time faculty.

Part-time instructors are not entitled to the same employment rights granted fulltime teaching faculty, including but not limited to: right to remuneration on the same basis; right to employment beyond the date shown on the employment agreement; or right to tenure.

### Compensation

#### Part-Time Baccalaureate Transfer and Career Education Faculty Teaching Half or More on Campus During the Day

Part-time baccalaureate transfer and career education instructors who teach half or more on campus and who were employed during the 1976 academic year will receive the same rate of pay per equated semester hour which they received for teaching half or more on campus during the day for the 1976-77 academic year.

### Part-Time Baccalaureate Transfer and Career Education Faculty Teaching Less

Part-time baccalaureate transfer and career education instructors who teach less than ~~thirty~~ and who were employed prior to or during the ~~1976~~ academic year will receive the same rate of pay per equated semester hour which they ~~received~~ for teaching such classes during the ~~1976~~ academic year.

### Part-Time Faculty Teaching Adult and Continuing Classes

Continuing education credit classes include those taught during the day or evening ~~at off~~ campus locations as part of the College's adult and continuing education program. ~~Part-time~~ baccalaureate transfer and career education instructors who teach adult and continuing education classes and who were employed prior to or during the ~~1976~~ academic year will receive the same rate of pay per equated semester hour which they received for teaching adult and continuing education classes during the ~~1976~~ academic year.

### Compensation for Part-Time Faculty

Effective fall semester 1998, all ~~part-time~~ instructors who have accumulated less than 30 equated semester hours of teaching experience will be compensated at the rate of \$380 per equated semester hour assignment. Effective fall semester 1998, all ~~part-time~~ instructors who have accumulated 30 or more equated semester hours of teaching experience at John A. Logan College will receive \$405 per equated semester hour compensation.

Compensation for ~~part-time~~ adult and continuing education instructors shall be based upon the prevailing hourly rate approved by the president and the Board of Trustees

### Absences

When a ~~part-time~~ instructor is absent from a teaching assignment (including the regular assignment and/or extra credit or continuing education credit course assignment) because of illness or other causes, he/she will not be compensated for ~~the~~ instruction missed, unless the circumstances prohibit the College from employing a substitute to replace him/her.

### Pay for Substitute Teaching

Individuals who substitute teach for ~~part-time~~ baccalaureate transfer and career education instructors will be paid at the rate of \$11 per hour for laboratory substitution and \$15 per hour for ~~lecture~~ substitution. Substitutes for hospital clinical supervision in the area of clinical nursing will be compensated at a rate of \$25 per hour. The administration will strive to utilize ~~the~~ full teaching faculty for substitute teaching assignments.

1. To encourage and facilitate a positive learning environment in the classroom and to establish an effective working relationship with the students.
2. To demonstrate a thorough knowledge of subject area and effective teaching techniques.
3. To demonstrate effective communication skills and sensitivity to student needs and varying student abilities.
4. To show evidence of adequate preparation for class activities and applications to relevant real-life examples.
5. To provide individual academic assistance outside the classroom and to begin and end all class sessions on time.

### Contracts

All contracts for part-time baccalaureate transfer and career education teaching assignments will be issued as soon as possible after the beginning of the semester. This contract will be for one semester only and the College assumes no contractual obligation for subsequent employment beyond the dates indicated on the contract as issued. Part-time contracts must be signed and returned to the office of the Vice President for Instruction within one week of the issuance date. Failure to sign and return contracts within the seven-day period invalidates the contract. If the College decides to cancel all or part of the tentative part-time assignment prior to the issuance of the signed contract, the College does not assume any contractual obligation to the instructor involved. The College will reimburse the instructor on a pro-rata basis for the contact hours that the instructor has met the class prior to the cancellation.

### Class Assignments

Tentative assignments of part-time baccalaureate transfer and career education faculty shall be made by the Vice President for Instruction.

The instructor shall meet the tentatively scheduled class during the late registration period at the College.

Within one week following the last day of late registration or before, a decision will be made concerning the need for the class. If the Vice President for Instruction determines that sufficient need does not exist for the class, it shall be canceled and a contract shall not be issued.

Until such time as a part-time contract is entered into, the only obligation the College assumes is to pay the tentative instructor on a pro-rata basis for the contact hours taught at the appropriate rates.

### Part-Time Teaching Load

Part-time baccalaureate transfer and career education instructors at John A. Logan College may teach no more than 12 equated hours per semester. Additional services provided to the College by part-time baccalaureate and career education faculty, such as providing training, conducting seminars, and miscellaneous assignments, will be equated to semester credit hours and will not be above teaching assignment limitations.

Adult and continuing education instructors may teach no more than 28 contact hours per week per term.

Promotion of PartTime Baccalaureate Transfer and Career Education Faculty to Full Status

Appointments to all fulltime positions require that the provisions and procedures of Board Policy No. 5110 be followed. Parttime baccalaureate transfer and career education faculty may be considered for a full-time position under this policy by filing an application for employment in the existing vacancy.

Other Benefits

Effective spring semester 1991, parttime faculty members, other than adult and continuing education instructors, who have accumulated 30 equated semester hours of teaching load or more and who regularly teach 8 hours or more (a minimum of one semester just prior to accumulating benefits) each semester will be granted the following benefits:

1. Tuition waivers for themselves and their immediate family as currently allowed for full-employees as outlined in Board Policy No. 7370.
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sought. For contracts involving less than \$25,000, the president shall use his judgment as to the most appropriate way to complete the transition.

4. Sealed bids must be opened and announced at a public bid opening. Bidders must be given at least three (3) days notice of time and place of bid opening and at least one (1) public notice in a newspaper published in the district must be given (10) days before the bid date.
5. The administration may utilize joint purchasing with the State of Illinois when such joint purchasing will benefit the CollegeAs with contracts for supplies or work involving expenditures of more than \$25,000, which are not included in the budget, prior approval of the Board of Trustees will be obtained.
6. The administration will report to the Board of Trustees all purchases and contracts between \$10,000 and \$25,000.
7. Issuance of purchasing cards must be approved by the respective dean or vice president.
8. All expenditures must be within the scope of the approved budget and in compliance with this Board Policy 7154. Purchasing not requiring Board approval in advance is subject to the following approval limitations:

President	\$25,000
Vice Presidents	\$ 5,000
NTP Level 11	\$2,500
NTP Level 10	\$0

These rights are as follows:

- the right to inspect and review the student's own educational records;
  - the right to request the amendment of the educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
  - the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the law authorizes disclosure without consent;
- the right to file with the U. S. Department of Education a complaint concerning alleged failures by the College to comply with the requirements of the law; and the right to obtain a copy of the College's student records policy. [FERPA Guidelines](#)

### Student Attendance Records

Faculty are required to submit student attendance and file records with the appropriate Dean of Academic Affairs or.

The procedure to be used is:

1. All full-time and part



d. does the student charged wish to have an open or closed hearing.

Notice of charges will be considered to have been delivered if the notice has been sent to the current local address of the charged as provided to the admissions and records office of the College by the student. Thus, failure to notify the College of change of address result in a hearing being held in absentia.

Failure to respond to delivered correspondence regarding the hearing option will result in referral of the charges to the Disciplinary Hearing Committee. The Disciplinary Hearing Committee may hear such cases in absentia. The hearing shall be closed, an official record kept, and may be tape recorded.

3. During a Hearing. The charged is entitled to:

a. Advisory assistance. The advisor may be an individual of the student's choice. The role is advisory in nature, and the advisor may not directly participate in the proceedings as a





name is not on the class roster and that student is in attendance, he/she should be advised to check with the Admissions Office immediately.

## STUDENT ABSENTEEISM

The attendance policy for each class is determined by the instructor, and it is the student's responsibility to comply with the policy for each class and/or program. Instructors also reserve the right to withdraw students from a course per the Course Withdrawal policy (Administrative Procedure 821).

**Student-Initiated Withdrawal:** Students who do not wish to continue in a course are responsible for officially withdrawing or dropping the course from their student schedule. To do so, they should drop the course through the Student Portal or contact their academic advisor for assistance.

- \* Students who fail to drop during the designated drop period at the beginning of the semester as outlined in the Instructional Calendar and Schedule of Classes will not be eligible for a refund of tuition and fees, and may receive a failing grade for the course.
- \* Students may formally withdraw from a class during the designated period outlined in the Instructional Calendar and the Schedule of Classes in order to receive a grade of "W". The "W" grade is not used in the calculation of the student's grade point average, however it negatively impact a student's eligibility to receive financial aid. Students should contact the Financial Aid Office with questions concerning eligibility.
- \* Students who withdraw from a class may register for that class again in a subsequent semester.

**Administrative Withdrawal** John A. Logan College reserves the right to administratively withdraw a student for disciplinary reasons as outlined in the Rights and Responsibilities: A Student Code of Conduct, S(d)-1(3)(l)-3

Administrative Procedure to Withdraw a Student:

- \* The appropriate College administrator or faculty member will notify the Admissions and Records





Any student who does not make an official withdrawal but merely ceases attending classes will receive an E for all grading purposes. Students must see an advisor or counselor to officially withdraw.

## STUDENT SERVICES

The Student Services Department at John A. Logan College is a multifaceted organization designed to serve a diverse student population. The department is comprised of seven major divisions working together to provide the best services possible.

The Admissions Office is the hub of Student Services since students will utilize the numerous services (admission, advisement, graduation, etc.) available there before, during, and after their tenure at the College. The Counseling Services are designed to serve students who need academic advisement, vocational

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national origin, disability, age, sexual orientationgender orientation. The College does not approve sports clubs through the Office of Student Activities.

#### PROCEDURES FOR APPROVAL OF CAMPUS CLUBS

1. Students who wish to form a club must complete the appropriate form(s) provided by the Office of Student Activities. They must identify a ~~full~~ faculty or nonteaching professional staff member willing to serve as the club advisor and submit a petition with the names of ten (10) students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) who wish to be a part of the club to the director of student activities for consideration and review.
2. If approved by the director of student activities, the petition will be submitted to the dean for student services for approval.
3. If approved by the dean for student services, the petition and other relevant information will be submitted to the vice president for instructional services for his or her review and consideration.

#### CRITERIA FOR SELECTION OF CLUB ADVISORS

1. Club advisors must be full-time faculty or nonteaching professional staff members who have been identified as potential club advisors by the students, are willing to serve, and are approved by the director of student activities.
2. Individuals may serve as a club advisor to no more than two clubs. Each club shall have no more than two club advisors.
3. Club advisors must be knowledgeable about student rights and responsibilities set forth in the John A. Logan College policy manual, Rights and Responsibilities, and the faculty handbooks.
4. Club advisors must be willing and able to work with students, attend all club meetings and

6. Each approved club will have a Level II stipend allocated for the club advisor(s). Payment of stipends to the club advisor must be in compliance with Administrative Procedure 508. In

meetings. Such club will be declared inactive. In order re



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

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

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

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

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

### Medical Marijuana

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

government people are able to identify repeat offenders, the campus police staff is to be called to assist with enforcement. Student offenders who continually violate the policy will be referred to the vice-president for business services and college facilities for disciplinary procedures under the Student Rights and Responsibilities Handbook. Faculty and staff offenders will be disciplined through regular administrative channels within their divisions at the College.

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

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

Adopted: April 11, 1988

Amended: January 14, 1992; April 20, 1993

September 24, 1996; May 27, 2014; November 24, 2015 (retro. to July 1, 2015); September 30, 2016

Reviewed: November 12, 2014; October 12, 2015

Legal Ref.: Smoke-Free Campus Act 110 ILCS 64/

Cross Ref.:

Mailboxes



it. Planning use of A/V equipment in advance and relaying those needs to Technology Support can help

- C. assistance in using test scorer
- 7. Learning laboratory services
  - A. dispensing audiovisual materials to students according to instructors' directions
  - B. assisting students with use of equipment
  - C. Test proctoring:
    - 1) makeup tests
    - 2) second chance
    - 3) selfpaced course tests
    - 4) online course testing
- 8. Distance learning
  - A. coordination of online courses
- 9. College archive
  - A. collect and organize College archive

(Original signed by President Ron House)\_\_\_\_\_

PRESIDENT

December 7, 2015

DATE

CAMPUS SUPPORT SERVICES





Adopted: March 12, 1984

Amended: March 23, 2010

Legal Ref.: Copyright Act of 1976 (Title 17, United States Code, Section 101 et seq)

periodical volume during one class term.

- c. There shall not be more than nine instances of such multiple copying for one course

The following is a sample letter to a copyright owner (usually a publisher) requesting permission to copy:



## CAMPUS BOOKSTORE

Follett operates an on-campus bookstore and is the exclusive supplier of textbooks and other supplies required by instructors at John A. Logan College. All orders for textbooks, workbooks, lab manuals, etc.

must be processed through the office of the Dean for Academic Affairs, Room G204

## EMERGENCY RESPONSE GUIDELINES AND PROCEDURES

<http://www.jalc.edu/files/uploads/global/cbi/pdfs/emergenc>



8. If retiring grant personnel were historically employed through grant funds at a level of greater than 50% for an adequate time to qualify for retirement benefits as a grant employee, he/she will retain eligibility for such benefits.

Adopted: April 1, 1980

Amended: July 1, 1980; March 11, 1985; June 24, 2008.

Board Policy: 7171

Cross Ref.: Administrative Procedure 750

## TRAVEL REQUESTS AND TRAVEL VOUCHERS

All trips and meetings taken at College expense must be approved in advance on a travel request form. This form also provides authorization for a travel advance if desired. When the trip is completed, expenses must be itemized and receipts attached to a travel voucher. ~~Travel~~, when approved, completes the financial aspects of the trip, accounting for all expenditures and authorizing final judgment for the travel or a refund due the College if the travel advance was not all used.

It is important that both of these forms be used sequentially the travel request first and the travel voucher second. Travel request in excess of the budgeted, contractual maximum per individual will not be approved.

### Professional Conferences and Meetings

3. School Board Legal Liability Policy. Provides for \$1,000,000 in coverage in case of a suit claiming that the College or its employees acted wrongfully or in error, ~~and~~ result caused injury to an outside person.
4. Professional Liability. Provides for \$1,000,000 coverage for suits arising from the rendering of professional services.

## ADVISORY COMMITTEE ~~POLICY~~ POLICY 3220

### General Advisory Committee

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

The duties and responsibilities of this committee are:

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

### Program Advisory Committee

A program advisory committee is composed of representatives of management and labor in a specific occupational area from the college district. The members are appointed by the president upon the recommendation of the dean and serve a ~~three~~ year term.

The duties and responsibilities of this committee are:

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

Adopted: April 1, 1980

Amended: June 8, 1982; November 26, 2013; September 30, 2016

Reviewed: October 9, 2013

Legal Ref.:

Cross Ref.: Administrative Procedure 304



specified by contractual agreement, by August 1 of each year and will be distributed to the College Council membership by the first meeting of each academic year. Requests for membership on a standing committee may also be made to the vice-president for instructional services committee.

- Website Committee

Recruitment and Retention Committee  
 –(none at this time)

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

## AD HOC COMMITTEES

Ad hoc committees of the College Council may be appointed.

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

Original signed by President Mike Dreith  
 May 28, 2014

Adopted: April 1, 1980  
 Amended: November 8, 1982; March 30, 1992;  
 September 20, 1993; October 1, 1999; August 1, 2006; April 1, 2010; April 1, 2013; May 27, 2014  
 Cross Ref Administrative Procedure 301

## TUITION WAIVERS

Tuition waivers shall be given the following groups:

1. Disabled veterans (documented 100 percent service-connected disability);
2. Persons 60 years of age and older;
3. Fulltime John A. Logan College employees, including retired full-time employees who have ten (10) years or more of continuous service, and spouse and dependent children. In the event of death of a current full-time employee with ten (10) years or more of continuous service, spouse and dependent children at the time of death are extended this benefit.
4. Part-

5. Board of Trustees members, their spouse and dependent children. Providing a member of the Board of Trustees has served at least one full term, this tuition waiver will be a lifetime benefit.
6. Student representative to the Board of Trustees, during his/her term of service will receive a tuition only waiver for a maximum of fifteen (15) hours per semester;
7. General institutional tuition waivers will not exceed fifteen (15) hours per semester. A current list of scholarships will be maintained by the director of scholarships and alumni services.
8. A part-time non

New Year's Day  
Martin Luther King's birthday  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

When any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday; when a holiday falls on Sunday, the following Monday shall be observed as a holiday.

Adopted: June 4, 1968

Amended: March 11, 1985, February 11, 1992, ~~July 2005~~

# SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING PROHIBITION POLICY

## I. Purpose

In accordance with the Violence Against Women Reauthorization Act of 2013, Title IX of the Education Amendment of 1972, Title VII of the Civil Rights Act of 1964, the Illinois Human Rights Act, the Clery Act and the Illinois Preventing Sexual Violence in Higher Education Act, all of which prohibit discrimination based upon sex, including but not limited to sexual assault and other forms of sexual misconduct and/or reporting of such acts. John A. Logan College (College) is committed to maintaining a safe and educational and employment environment that is free from sexual misconduct sexual assault, domestic violence, dating violence and stalking and adopts the following standards of conduct for all members of the College community, including employees, students, contractors and visitors.

## II. Statement of Policy

Our community expects that all interpersonal relationships and interactions





A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.

An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual's intoxication, if that individual has not affirmatively agreed to engage in sexual contact, there is no consent.

Anyone engaging in sexual contact must be aware of both their own and the other person's level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual's intoxication is never an excuse for or a defense in committing sexual assault and it does not diminish one's responsibility to obtain consent.

- E. Retaliation: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- F. Sexual Assault:

- I. Sexual Violence Physical sexual acts perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.
- J. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- K. Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying intent to cause harm to persons or property.

IV. Administration

A. Title

1. The College has designated the Executive Director of Human Resources as the Title IX Coordinator.

Dept. of Human Resources  
 Address: 700 Logan College Rd, Carterville, IL 62918  
 Telephone: 618-57-7676, Ext. 8589  
 Email: claybrewer@jalc.edu

2. Responsibilities of the Title IX Coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- A Title IX complaint includes complaints alleging sexual discrimination, including sexual harassment as well as sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence and stalking (as those terms are defined herein) which involve a College student, visitor or employee.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Coordinating Title IX investigations, involving employees and students, including overseeing the investigation of facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.

--With respect to complaints that involve a College employee, vendor or visitor, the Department of Human Resources will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee.

--With respect to complaints that involve a student, the Vice President for Instructional Services and Title IX Coordinator will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student.

--With respect to complaints that involve both a student and an employee, the Title IX Coordinator, the Department of Human Resources and the Deputy Title

IX Coordinators shall jointly coordinate the investigation and interim measures.

- Ensuring appropriate interim measures for a student victim and/or complainant upon learning of a report or complaint of sexual misconduct.
  - Ensuring that appropriate policies and procedures are in place via campus police for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
3. Promoting an educational and employment environment which is free of sexual discrimination, harassment and gender bias.
  4. The College has designated Adrienne Barbery, Brian Bechtel, Christina Loyd and Johnna Herren as Deputy Title IX Coordinators.
  - 5.



perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

allegation, the College may take steps to limit the effects of the alleged sexual discrimination, misconduct and prevent its recurrence without initiating formal action against the alleged





- generally receive a response within 12 hours with a list of available resources absent an emergency. See Appendix A Resource and Referral Options for email address.
- C. Anonymous Reporting: The College also provides for an anonymous reporting system for victims or bystanders. See Appendix A Resource and Referral Options for phone number.
  - D. Off-Campus Counselors and Advocates: campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Contact information for such off-campus resources is at Appendix A Resource and Referral Options. Note. While offcampus counselors and advocates may maintain a victim's confidentiality vis a-vis the College, they may have reporting or other obligations under state law. Clery Act Reporting Obligations: Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 USC 1092(f)). The College maintains a public crime log and publishes an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking). Security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

## XI. Title IX Complaint Investigation Procedures

- A. Formal Investigation Process
  - 1. Initiation of Investigation by Title IX Coordinator: Upon receipt of a complaint of sexual misconduct under this Policy by a student victim or complainant, the Title IX Coordinator will appoint a trained investigator who will initiate a prompt, fair, and thorough investigation. The investigation will be coordinated by the Title IX Coordinator and/or one

4. Due Process Rights of Victim and/or Complainant and Respondent
  - a. The victim and/or complainant and respondent will each be afforded the right to present information and witnesses relevant to his/her case.
  - b. When the victim and/or complainant or respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/faculty member of the College, or a union representative. It does not include legal counsel or an attorney at law.
  - c. If the respondent is a College employee, then the College may follow any employee misconduct investigation procedures outlined in other applicable employee policies or collective bargaining agreement.
  - d. Evidence Considered: A trained investigator(s) will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent.
5. Preservation of Evidence: Any physical evidence gathered by the investigator will be preserved by Campus Police.
6. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation.
7. Report of Investigation: At the conclusion of the investigation, the trained investigator will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Title IX Coordinator and a Deputy Coordinator (if a student is involved).

#### B. Determination

1. Determination: For student cases, the Title IX Coordinator and/or Deputy Coordinator (as appropriate) shall review the investigator's report and all evidence gathered to determine whether the student engaged in sexual misconduct in violation of College policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated.  
  
For employee cases, the Title IX Coordinator will determine whether the employee engaged in sexual misconduct in violation of College policy.
2. Notice to Respondent: Generally, within seven (7) business days after receipt of the investigator's report (or some reasonable extension thereof), the Title IX Coordinator or the Deputy Coordinator will notify the student via certified mail, return receipt requested, of

his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the College's prohibition of sexual misconduct, this notification will also advise the student respondent of a. Disciplinary sanctions; and

b. If a student, the right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth below.



decision(s) of the AB will be final in all cases other than for cases resulting in a recommendation for suspension or expulsion.

In the event a student victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Title IX Coordinator and/or Deputy Coordinator will be final.

If the victim or respondent is a College employee, then any employee misconduct appeal procedures are as outlined in other applicable College policies, including grievance procedure.

#### B. Establishment of the Standing AB

A standing AB will hear cases and make recommendations on appropriate disciplinary cases referred to it or appealed to it by student victims, complainants and/or students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The AB will be established each fall and each member shall receive training as required by law. It will be composed of the following persons to be appointed by the College President:

- Dean for Student Services
- Dean for Academic Affairs
- Dean for Financial Operations
- Associate Dean for Admissions (alternate)
- Associate Dean for Education Technology (alternate)

None of the above named persons may sit in any case in which they have a direct personal interest or played a role in the underlying investigation. Decisions in this regard will be made

by the ABs (Title IX). The College President may appoint interim members as required. (g)1(t)-0 Tv

7.

any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.

#### XIV. Training, Prevention and Education

##### A. For Students and Employees

The College will review on an ongoing basis, its sexual misconduct prevention and education programming to ensure students and employees are provided substantive opportunities for training annually to learn about sexual misconduct including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor strategies, the impact of trauma relevant definitions, and other pertinent topics. Students will also receive a copy of this Policy and the related protocols.

##### B. For Employees

The College will also provide annual survivor centered and trauma informed training to employees involved in: the receipt of a report of a student sexual violence; referral or provision of services to a survivor; any campus complaint resolution procedure for sexual violence.

#### XV. Training for Designated Employees

The Title IX Coordinator, Deputy Coordinators, College Police, Responsible Employees, investigators, victim advocates, counselors, legal counsel and anyone else within responding to, investigating or adjudicating sexual misconduct incidents must receive education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures confidentiality requirements relevant College policies and procedures, retaliation the impact of trauma, relevant definition, and other pertinent topics. The College will annually review its training offerings to identify ways in which to enhance its effectiveness.

#### XVI. Publication

The College shall prominently publish on its website, timely update and make available: its comprehensive policy; student notification of rights, contact information for Title IX coordinators; confidential resources and advisors and counseling services; and an explanation of responsibilities of Title IX coordinators, responsible employees; campus Police officials and mandated reporters.

#### XVII. Task Force

The College will also establish a campus task force or participate in a regional task force focused on improving coordination between community leaders and service providers to prevent sexual violence. The task force shall meet a minimum of twice per year.

#### XVIII. Reporting

The College will comply with all reporting requirements established by the Board of Higher Education Act and the Preventing Sexual Violence in Higher Education Act.

ADOPTED: JANUARY 24, 2017  
AMENDED:  
REVIEWED:  
LEGAL REF.: 110 ILCS 155/1 ET.SEQ.  
CROSS REF.: 8312, SEXUAL HARASSMENT OF  
STUDENTS





APPENDIX A  
RESOURCE AND REFERRAL OPTIONS

Sexual Assault/Harassment, Dating/Domestic Violence and Stalking

It is always your right to decide to choose whether or not you report to the police and/or College Officials

CONFIDENTIAL REPORTING	VICTIM ASSISTANCE AND ADVOCACY	MEDICAL ASSISTANCE	CONTACT LAW ENFORCEMENT OR CAMPUS POLICE	FILE A COMPLAINT/ASK FOR ACCOMMODATIONS
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Carolyn Gallegly  
Student Success Center  
Room C218A, Ext. 8290

Christy McBride  
Testing Services  
Room C205D, Ext. 8496

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Optional:  
The

## APPENDIX A

John A. Logan College Board of Trustees is hereby prohibited.

- E. For purposes of this Section, the terms “officer” and “employee” shall be defined as set forth in 5 ILCS 430/75(c).
- F. The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.
- G. This Section does not repeal or otherwise amend or modify any existing policies which regulate the conduct of the John A. Logan College Board of Trustees and its employees. To the extent that any such existing ordinances