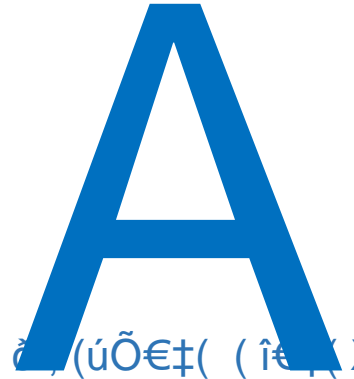


# John A. Logan College Board of Trustees Policy Manual

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To enrich lives through learning and community engagement.

ADOPTED      ~~SEPTEMBER~~, 1968  
AMENDED     APRIL6, 1971; ~~FEBRUAR~~3, 1981; JANUAR~~2~~8, 1997; OCTOBER~~2~~4, 2000; JUNE29, 2004;  
                  OCTOBER~~2~~5, 2004; JULY26, 2022  
REVIEWED    ~~SEPTEMBER~~2013; JUNE28, 2022

## Statement of Philosophy

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

## Student-Centered

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

## Integrity

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

## Respect

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

## Community

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

## Optimism

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

REVISED: SEPTEMBER 24, 2013, JULY 26, 2022  
REVIEWED: NOVEMBER 10, 2015, JUNE 28, 2022  
LEGAL REF:  
CROSS REF:





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

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

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

ADOPTED JANUARY 10, 1974  
AMENDED



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

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 the community, 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

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

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

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

1. Adding additional days to the Instructional Calendar if the closure goes beyond the allotted emergency days.
2. Directing faculty to use the LMS for missed work during days closed.
3. Condensing the final exam week to allow all classes to meet during that week on a regular schedule.
4. Canceling final exams altogether in the event of an extended campus closure.
5. a  
prolonged College shut down.
7. Notifying College faculty, staff, and students of Instructional Calcfacal halcfacgstcfacnele.

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

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

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

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

ADOPTED      AUGUST 5, 1968  
AMENDED     DECEMBER 3, 1980; NOVEMBER 7, 1986; JANUARY 26, 2016  
REVIEWED    NOVEMBER 10, 2015

The official seal of John A. Logan College is:



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

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

The official logo of John A. Logan College is:

The College logo is a vital promotional items must be  
and Public Relations  
President of Marketing,  
for Board of Trustees.

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

The official flag of John A. Logan College will be the college seal in blue on a gray background with the





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

ADOPTED : SEPTEMBER  
NOVEMBER 17, 1986, JANUARY 26, 2016, APRIL 26, 2022  
REVIEWED : NOVEMBER 10, 2015, MARCH 7, 2022  
LEGAL REF:  
CROSS REF: BOARD POLICY 310

Student Clubs, Organizations, &ic1(o)-0.J-2(an)7.6 CT4Jm4--2.7 ET TJ -0.001 Tc 0.025

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

The College fully supports faculty and staff in exercising their other rights as provided by copyright law and respects the rights of creators of works under copyright of the U.S. Copyright Act.

Please refer to Board Policy 8317 Title IX

ADOPTED JANUARY 11, 1988  
AMENDED MARCH 22, 2016; NOVEMBER 22, 2016; APRIL 27, 2021 (CONTENT MERGED INTO BOARD POLICY 8317, TITLE IX)  
REVIEWED NOVEMBER 10, 2015; OCTOBER 21, 2016; MARCH 11, 2021  
LEGAL REF: 775 ILCS

# Personal Protective Equipment for Campus Police Law Enforcement Officers

3370

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

The Chief of Police will issue body armor, otherwise known as "bulletproof vests" to law enforcement officers as available. All officers to whom body armor has been issued will wear such at all times unless specifically exempted, and it is to be worn under the uniform. The Chief of Police may grant temporary exemptions, in writing, on a case-by-case basis. 2. Uniformed personnel assigned to administrative duties in the Campus Police Office area. However, failure to wear body armor does not exempt officers from responding to high risk incidents.

3. When not in uniform, but performing duties associated with employment. If an officer is on a warrant, making arrests, or participating in a high risk activity, this exemption does not apply.

When not being worn due to one of the above exemptions, the body armor is to be worn by the officer. Each officer will be responsible for the proper care of assigned body armor. Care instructions will be issued with the body armor and must be followed by the officer. If an officer fails to wear it when required, disciplinary action may be taken.

Body armor supplied by the College Campus Police Department is to be used solely for college related duties and under no circumstances shall it be used by any other party.

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

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

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

## Definitions

A. A “firearm” is defined as: loaded or unloaded handgun. A “handgun” is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

B. A “weapon” is defined as: Any device, whether loaded or unloaded, that is a bullet, pellet, flare or any other projectile including those powered by  $\text{CO}_2$ . This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser and gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.

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

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

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

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

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

Exceptions– Exceptions to this policy are as follows:

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



## POLICY STATEMENT

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

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

## DEFINITION OF FRAUD

A deliberate act (or failure to act) with the intention of obtaining an unauthorized benefit, either for oneself or for the institution, by using deception or false suggestions or suppression of truth or other unethical means, which are believed and relied upon by others. Depriving another person or the



FRAUD PREVENTION OFFICER

A Fraud Prevention Officer will be the Vice-President for Business Services & CFO and the individual will have oversight of these areas: 10.9 (c) - 7 (O) 10.9 (s) - 1 (e) - 6 (n) 10.9 (c) - 7 (O) 1.3 (d) 2. (n) 13.1 (a) 1 (c) - 4

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

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

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

- x disclose or threaten to disclose to your supervisor or any public body something you believe is illegal; or
- x provide information to any public body conducting an investigation into corruption; or
- x

John A. Logan College is an equal opportunity institution committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other course or program of the College shall be provided without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy or genetics when such College activity is consistent with the applicable laws and regulations. The admission and retention of, as well as services, programs, and activities for students with identified disabilities will be in accordance with applicable laws and regulations. apssacTP <</E.5.2 ( )-10.6 2. 3 >>1.E(s)



STATEMENT

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

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

COMPLAINING 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 the Director is the alleged harasser, in which case it should be discussed with the Provost. The employee may prepare a statement in writing and/or be prepared to discuss the following:

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

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



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

College.

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

Password Accountability Employees or students shall not use a password to access a file, or retrieve any stored communication.





Disciplinary Action A violation of this policy may result in disciplinary action ranging from a U.-1.3 (u.6ac)8.



Identity Theft Prevention Officer

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

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

Design– Design policy guidelines and procedures as needed.

Implementation– Conduct training for employees on a periodic basis.

Monitor – Evaluate the policy and procedures regularly.

Enforce– Take disciplinary action with employees as needed.

Response plan Create a plan to respond to security incidents.

Employees and Service Providers

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

ADOPTED NOVEMBER 24, 2009

AMENDED SEPTEMBER 24, 2024 (FORMER BP3367)

REVIEWED

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

CROSS REF

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

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

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

ADOPTED      JANUARY 24, 2017  
AMENDED     SEPTEMBER 24, 2024

PURPOSE

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

### CAMERA USE AND MONITORING

The existence of this policy does not imply or guarantee security cameras will be monitored real-time. However, the College reserves the right to do so. Real time monitoring of the security cameras will be conducted only by authorized officers of the Campus Police Department in the course of normal duties. Non-police employees shall not monitor or view video except as necessary in the course of an investigation by Campus Police and with

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

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

The Chief