

## **SECTION 1: WELCOME TO JJC**

### **JOLIET JUNIOR COLLEGE MISSION STATEMENT**

Joliet Junior College is committed to providing a quality education that is affordable and accessible to the diverse student population it serves. Through a rich variety of educational programs and support services, JJC prepares its students for success in higher education and employment. As part of this College's commitment to lifelong learning and services to its community, it also provides a broad spectrum of transitional, extension, adult, continuing and work force education.

### **VISION STATEMENT**

Joliet Junior College will continue to be a leader and innovator in the provision of educational and training endeavors. Through the twenty-first century, the College will remain a major catalyst to the economic growth of the community.

### **PHILOSOPHY STATEMENT**

Joliet Junior College believes that education provides for a better quality of life.

- The College will offer its students learning opportunities to improve their quality of life and that of District 525.
- Each student is unique with the potential to acquire knowledge and skills. The College will provide students with a variety of learning

opportunities and academic and student support services needed to achieve success.

- The College will continuously assess and evaluate its educational programs and services for continuous improvement.
- Highly defined technical skills are necessary to prepare students for the jobs of today and tomorrow. The College will be a leader in technology-based learning, actively supportive of the development of information technology skills throughout its teaching and service endeavors.
- The College will strive to establish partnerships with its community to provide high quality training and work force development as part of its educational experience.
- The College will be accountable to the citizens of Illinois Community College District 525 in the provisions of educational programs and services. The College will seek to identify and respond to the needs of the District. Available resources will be utilized in an effective and responsible manner.



Accordingly, Joliet Junior College will provide effective learning opportunities:

- to pursue a baccalaureate degree,
- to develop and improve knowledge and skills for the workplace,
- to develop and expand learning and skills development opportunities for personal growth and lifelong learning, and
- to broaden life experience through the use of College cultural, physical and other resources to meet the varied needs of students as individuals or as members of recognized organizations.

## HISTORY OF JOLIET JUNIOR COLLEGE

Joliet Junior College is America's oldest, continuously run public junior college. Begun in 1901 as an experimental post-graduate high school program, it was the "brain child" of J. Stanley Brown, Superintendent of Joliet Township High School, and William Rainey Harper, President of the University of Chicago. The college's initial enrollment was six students. Today, JJC serves more than 13,000 students in credit classes and approximately 18,000 students in non-credit courses.

Brown and Harper's innovation created a junior college that would academically parallel the first two years of a four-year college or university. It was designed to accommodate those students who desired to remain within the community and still pursue a college education.

Within a few years, the concept of the community college had grown to include students outside the existing high school district. By December, 1902, the Board of Trustees officially sanctioned the program and made postgraduate high school courses available tuition free.

In 1916, the Board of Trustees officially named the post-high school program Joliet Junior College. The following year, the North Central Association of Colleges and Schools accredited the college, and the State Examining Board approved selected courses for teacher certification. Enrollment at the time numbered 82 students.

In the years that followed, JJC responded positively and creatively to the pressures of a world war, depression and rapid social change. The college met the challenge of a growing technological society in the 1920's and

1930's by expanding the curriculum to include programs in business and industrial training.

The return of veterans in the 1940's and 1950's prompted further curriculum development in the area of two-year occupational programs. Both the transfer and occupational divisions of the college grew at a steady pace. In 1965, the Illinois Legislature enacted the Illinois Junior College Act, creating specific districts served by various community colleges. In particular, JJC was to serve the people in parts of seven counties in northern Illinois.

By 1967, college enrollment approached 4,000 students. In February of that year, the cities of 12 high school districts in portions of Will, Grundy, Kendall, LaSalle and Kankakee counties voted to establish Illinois Community College District 525, an area to be served by JJC.

For two years, the college rented facilities at Joliet Township High School. In February, 1968, the Board of Trustees selected 368 acres on the west side of Joliet for a new campus. In April, 1969, the Board voted to build interim facilities consisting of 17 temporary buildings on the new site. The college began offering classes at its new location in September 1969, serving 4,130 day and evening students.

Contracts for the construction of a permanent campus were awarded in September, 1970. The \$50 million Main Campus was fully operational in the fall of 1974. During 1973 and 1974, both the area and the population of the district expanded with the addition of Peotone, Dwight, Odell, and the area of Lemont that is in Cook County.

To better serve people throughout the district, JJC offers classes at three campuses and more than 20 off-campus sites. Off-campus instructional sites have been established at many high schools in the college district, as

well as civic centers, churches, libraries, and businesses. Most classes at these locations are held in the evening.

In the fall of 1980, the college opened an instructional site at the Louis Joliet Renaissance Center. That facility today is the college's City Center Campus. The facility provides "hands-on" experience for JJC Culinary Arts and Hotel-Restaurant Management students who run the Renaissance Center restaurant and banquet facility. The City Center Campus also houses the Division of Adult & Family Services and the Institute of Economic Technology (IET). The IET is the headquarters for work force preparation, employee training, business development, and technology deployment for JJC's district.

In January, 1993, JJC opened its North Campus in Romeoville, marking the beginning of a new chapter in the history of America's oldest public community college. The 35,000-square-foot North Campus includes 18 general classrooms, science and computer skills labs, child-sitting, and an office for student services, faculty and administrative support.

The Main Campus expanded in 1996 with the opening of the Arthur & Vera C. Smith Business and Technology Center. The 90,000-square-foot-facility houses several state-of-the-art microcomputer labs, the Business Education and Computer Information and Office Systems departments; and the Electronic Engineering Technology and Computer Aided Drafting programs. The facility is also home to many of JJC's Institute of Economic Technology work force services that assist business and industry in adapting modern technologies directly into the workplace.

With the new millennium, came the Veterinary Technology building which officially opened in 2000. The Veterinary Technology Program, one of only two such programs in Illinois, was initiated in 1999. State-of-the-art classrooms, labs and temporary housing for farm and domestic animals are

all a part of the Vet Tech Building. Also housed here is the Business and Industry Training Center.

The John H. Weitendorf, Sr. Agriculture Education Center is a multi-purpose event and education facility located on 40 acres donated in October, 1998, to Joliet Junior College by the Weitendorf family. The Center, located on Laraway road and across from the recently completed Chicagoland Speedway, will be home to a variety of classroom and laboratory activities for the Agricultural, Horticultural, and Veterinary Medical Technology programs. The Center will also provide space for various educational and social program opportunities for other JJC departments, community groups, and business organizations.

Today the 1,442 square-mile district serves a population of more than 400,000 in the seven counties of Will, Grundy, Kendall, LaSalle, Kankakee, Livingston and Cook.

# HANDBOOK DISCLAIMER

This handbook is a summary of the principal features and a brief description of Joliet Junior College's employee programs and procedures. In the event of any conflict between the provisions of this handbook and those contained in any applicable collective bargaining agreement, the collective bargaining agreement will govern in all cases with respect to employees covered by the agreement.

Employment with Joliet Junior College is at will, and nothing in this manual is intended or should be construed as altering this employment at will relationship.

This handbook is designed as a guide to College benefits, policies and services concerning all employees to enhance and govern your employment at JJC. Specifics are contained in the appropriate master plans and policies.

The College reserves the right to make changes in any policy and procedure. Such changes take precedence over handbook statements. While reasonable effort is made to publicize such changes, it is the responsibility of the employee to verify the current policy or procedure.

This handbook shall not be considered as an offer for employment or construed as an obligation on the part of the College to continue employment. This handbook is for informational purposes only and does not constitute a contract. It is designed solely as a source of information for employees and as a guide for supervisors and managers. For complete information regarding any of our benefit programs, please contact the Human Resources Center.