

JJC BOARD OF TRUSTEES POLICY MANUAL

TABLE OF CONTENTS (Revised: November 14, 2019)

DIVISION I

BOARD OF TRUSTEES

1.01.00	Governance and Administration
1.02.00	Philosophy/Mission/Strategy
1.03.00	Trustee Code of Conduct
1.04.00	Board of Trustees Conflict of Interest
1.05.00	Indemnification
1.06.00	Organizational Structures and Shared Governance
1.10.00	Officers of the Board – Term of Office
1.10.01	Officers of the Board – Duties
1.10.02	Officers of the Board - Pro Tempore
1.10.03	Officers of the Board - Treasurer and Designee Bonding
1.11.00	Board Member Development
1.27.00	Committees of the Board
1.35.00	Student Trustee – Qualifications and Election
1.36.00	Board Requests for Information
1.40.00	Board Travel
1.41.00	Trustees Development Budget
1.45.00	Meetings of the Board
1.45.01	Agenda Preparation
1.45.02	Citizen Additions to Board Meeting Agenda
1.45.03	Regular Meetings
1.45.04	Recording
1.45.05	Electronic Attendance at Meetings Rules
1.45.06	Special Meetings of the Board
1.46.00	Bereavement Notification
1.51.00	Requests for Inspection of College Records
1.55.00	Inquiries and Concerns of Members of the Community
1.55.01	Public comment at Board meetings
1.61.00	President Succession
1.62.00	President Selection
1.64.00	Board Policies – Maintenance and Distribution
1.65.00	Policy Amendments
1.70.00	Illinois Community College Board (ICCB) Statement of Mission
1.70.01	Illinois Community College Board (ICCB) Communications
1.80.00	Awards and Recognitions
1.80.01	J. D. Ross Extraordinary Service Award (ESA)
1.85.00	Building and Location Identification
1.86.00	Board Electronic Communication
1.90.00	Naming of Buildings and Other Properties

DIVISION II

COLLEGE EMPLOYEES

2.01.00	General Policies
2.01.01	Prohibition of Sexual Discrimination, Harassment and Misconduct

JJC Board Policy Manual
Table of Contents

2.01.02	Nepotism Policy
2.01.03	Whistle-Blower Protection
2.01.04	Retaliation
2.01.05	Victims Economic Security and Safety Act (VESSA)
2.01.06	Discipline Policy (Non-Union Employees)
2.01.07	New Employee Introductory Period
2.01.08	Americans with Disabilities Act (ADA/ADAAA)
2.01.09	President's Right to hire and Terminate Classified, Part-time, and Extra-pay Personnel
2.01.10	Governmental Ethics and State Gift Ban Act
2.01.11	Conflicts of Interest
2.01.12	Confidentiality
2.01.13	Equal Opportunity in Employment and Education
2.01.14	Mandatory Training Compliance
2.01.15	Consensual Romantic or Sexual Relationships
2.01.16	Performance Management
2.01.17	Succession Planning
2.01.18	Workplace Civility
2.02.00	Staff Personnel
2.02.01	Administrative Contracts
2.02.02	Administration of the College
2.02.04	Emeritus/Emerita
2.03.00	Internships
2.03.01	Employment at Will
2.03.02	Recruitment and Selection
2.03.03	Position Approval
2.03.04	Personnel Approvals and Appointments
2.03.05	Administrators and Staff Teaching Classes
2.04.00	Sick Leave
2.04.01	Absence without Leave ("No Pay" Absence)
2.04.03	Overtime, Compensatory Time and Other Time Worked
2.04.06	Disability Leave
2.04.07	Military Leave
2.04.08	Workers Compensation
2.04.09	Tuition Waiver for JJC Classes for Part-Time Employees: Clerical, Non-Union Support, Professional and Administrators
2.04.10	Tax-Sheltered Annuities
2.04.12	Request for upgrade/reclassification for Administrator, Professional and non-Union Employees
2.04.13	Light/Alternate Duty Assignments
2.04.14	Earnings Limitation
2.04.15	Compensation- Non-Union Exempt and Non-Exempt Employees
2.04.16	Child Bereavement Leave
2.04.17	Certification to Return to Work
2.04.18	Retirees Tuition and Fee Waivers
2.5.1	Full-time Administrators and Full-time Professional Staff
2.5.2	Full-time College Support Staff
2.06.00	Background Check
2.08.00	Photo Identification Card
2.08.01	Drivers License
2.14	Staff-Produced Published Materials

JJC Board Policy Manual
Table of Contents

2.15.1	College Personnel Rights and Responsibilities in College-Supported Materials -Introduction
2.15.2	Ownership and Equity
2.15.3	Use
2.15.4	Policies and Procedures
2.16.01	Drug and Alcohol Testing
2.16.02	Drug-Free Workplace Policy
2.17.00	Communicable Diseases
2.26	Family and Medical Leave

DIVISION III

COLLEGE ADMISSION

3.01.01	College Admission
3.02.01	Residents of College District
3.02.02	Out-of-District Residents of Illinois
3.02.03	Out-of-State Residents
3.02.04	International Students on F-1 Visas
3.02.05	Out-of-District Students
3.03.01	Tuition and Fees Policy
3.03.02	Variable Tuition
3.03.03	Partial Tuition Support
3.04.01	Financial Aid Policy
3.05.01	Scholarships and Awards Policy
3.07.00	Student Participation in College Activities
3.08.00	Student Code of Conduct Policy
3.09.01	Student Optional Disclosure of Private Mental Health Information
3.11.00	Freedom of Expression
3.12.00	Student Field Trips
3.14.00	Drug-Free Schools and Communities Act
3.16.00	Student Identification
3.17.00	Chronic Communicable Diseases
3.18.00	Students and the Public
3.19.00	Admission to Athletic Events

DIVISION IV

INSTRUCTION AND CURRICULUM

4.01.00	Accreditation
4.02.00	School Calendar
4.03.00	Oral English Proficiency
4.04.00	Graduation Requirements
4.05.00	Use of the Library
4.06.00	Community Education and Community Services
4.13.00	Computation of Credit
4.14.00	Alternative Method for Awarding Credit
4.22.00	Military Personnel Called for Military Service
4.25.00	Use of Human Subject in Research Projects
4.26.00	Public Performances by Students

DIVISION VI

ACADEMIC POLICIES

JJC Board Policy Manual
Table of Contents

6.7.1	Grades
6.7.2	Auditing Courses
6.7.3	Grading Policy for Withdrawals
6.7.4	Students' Rights to Final Course Grade Review
6.8.1	Policy for Scholastic Review
6.8.2	New Start Policy

DIVISION VII THE PUBLIC/COMMUNITY SERVICES

7.2.1	General Community Relations Policy
7.2.2	Interaction with the Media
7.6.1	Policy Statement on Controversial Issues
7.6.2	Controversial Issues Academic Freedom

DIVISION VIII BUDGET AND FINANCIAL SERVICES

8.01.00	Budget
8.01.01	Spending Plan
8.01.02	College Indebtedness
8.01.03	Audits
8.01.04	Grants Indirect Cost
8.01.05	Investment Policy
8.01.06	Capital Funds
8.01.07	Fund Balance
8.01.08	Tax Levy
8.01.09	Capital Assets
8.02.00	Federal and State Funds
8.02.03	Funds from Private Sources
8.03.00	Authorization of Expenditures
8.03.01	Pay Advancements
8.03.02	College Expenditures
8.04.00	Local Debt Recovery Program – Participation by the College
8.04.01	Equal Employment Opportunity- Contractors and Subcontractors
8.05.00	Cash Receipts

DIVISION IX COLLEGE PLANT AND PROPERTY

9.01.00	Use of Facilities
9.02.00	Use of College Property
9.02.01	Open Use of Campus Grounds/Facilities
9.02.02	Use of College Telephone
9.03.00	Use of College Vehicles
9.04.00	Sustainability

DIVISION X INFORMATION TECHNOLOGY

10.1	Responsible Use of Information Technology at JJC
10.2	Information Security Governing
10.3	Identity Theft Risk Reduction
10.4	Cellular Mobile Device

JJC Board Policy Manual
Table of Contents

Division XI

CAMPUS POLICE

11.01.00	College Regulations
11.02.00	Law Enforcement Officer Badges
11.03.00	Armed Officers
11.04.00	Parking and Vehicle Codes
11.05.00	Medical Cannabis
11.06.00	Concealed Carry and Firearms
11.07.00	Prohibiting Use of Tobacco Products
11.08.00	Use of Personal Mobility Devices
11.08.01	Use of Unmanned Aerial Vehicles (UAV's) or Drones
11.09.00	Firearms on Campus
11.10.00	Animals on Campus
11.11.00	Clery Act Compliance
11.12.00	Clear and Present Danger Reporting

DIVISION XII

RISK MANAGEMENT AND ENVIROMENTAL HEALTH & SAFETY

12.01.00	Environmental Health and Safety
12.02.00	Insurance
12.03.00	Emergency Medical/Personal Injury
12.04.00	Bloodborne Pathogens
12.05.00	Exposure Control Plan (ECP)

DIVISION XIII

BUSINESS SERVICES

13.01.00	Purchasing Policy
13.01.01	Responsibility of Bidders
13.01.02	Consultant Services
13.02.00	Contract Authorization
13.02.01	Performance of Construction
13.03.00	Inventories
13.04.00	Sale/Disposal of College Property
13.05.00	Travel Policy
13.05.01	International Travel
13.06.00	Purchases from Federal Grant Funds
13.07.00	Disadvantaged Business Enterprises
13.08.00	Alcohol Use