

## JJC BOARD OF TRUSTEES POLICY MANUAL

### TABLE OF CONTENTS (Revised: December 12, 2019)

<u>DIVISION I</u>	<u>BOARD OF TRUSTEES</u>
1.01.00	Governance and Administration
1.02.00	Philosophy/Mission/Strategy
1.03.00	Trustee Code of Conduct
1.04.00	Board 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
1.51.00	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 E-Mail Communication
1.90.00	Naming of Buildings and Other Properties
<u>DIVISION II</u>	<u>COLLEGE EMPLOYEES</u>
2.01.00	General Policies
2.01.01	Prohibition of Sexual Discrimination, Harassment and Misconduct
2.01.02	Nepotism Policy

JJC Board Policy Manual  
Table of Contents

2.01.03	Whistle-Blower Protection
2.01.04	Retaliation
2.01.05	Victims Economic Security and Safety Act (VESSA)
2.01.08	Americans with Disabilities Act (ADA/ADAAA)
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
2.02.00	Staff Personnel
2.02.01	Administrative Contracts
2.2.1	Accrual of Compensatory Time
2.2.4	Discipline Policy (Non-Union Employees)
2.2.8	Anti-Intimidation/Bullying
2.2.10	Employee Identification Card
2.2.16	Drivers License
2.3.1	Policy/Administration
2.3.2	President's Right to hire and Terminate Classified, Part-time, and Extra-pay Personnel
2.03.03	Position Approval
2.03.05	Administrators and Staff Teaching Classes
2.3.5	Administrative Salaries
2.3.8	Staff Succession Planning
2.4.1	Personnel Selections
2.4.2	Chronic Communicable Diseases
2.4.3	Certification to Return to Work
2.4.4	Sick Leave
2.4.5	Disability Leave
2.04.07	Military Leave
2.04.08	Workers Compensation
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
2.04.16	Child Bereavement Leave
2.5.1	Full-time Administrators and Full-time Professional Staff
2.5.2	Full-time College Support Staff
2.5.3	Retirees Tuition and Fee Waivers
2.5.4	Part-time College Employees (Participation in Fitness Center Program)
2.5.5	Part-time Clerical Food Service, Physical Plant, and Support Staff: Tuition Waiver for Selected JJC Classes
2.06.00	Background Check
2.10.1	Article I – Recognition
2.11.1	Internships
2.12	Sick Leave Extension
2.14	Staff-Produced Published Materials
2.15.1	College Personnel Rights and Responsibilities in College-Supported

JJC Board Policy Manual  
Table of Contents

	Materials -Introduction
2.15.2	Ownership and Equity
2.15.3	Use
2.15.4	Policies and Procedures
2.16	Professional Growth
2.16.01	Drug and Alcohol Testing
2.18	Gifts to Staff Members
2.19.00	Performance Management
2.20	Emeritus
2.20.1	Professor
2.20.2	Adjunct Faculty
2.20.3	President
2.20.4	Vice President
2.20.5	Dean
2.20.6	Executive Director
2.21	Drug-Free Workplace Policy
2.22	Drug-Free Schools and Communities Act
2.23	Chronic Communicable Diseases
2.24	Exposure Control Plan (ECP)
2.26	Family and Medical Leave
2.31	Governmental Ethics and State Gift Ban Act

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	Non-Citizens on Student 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
3.8	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	Chronic Communicable Diseases

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

JJC Board Policy Manual  
Table of Contents

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
4.25.00	Use of Human Subject in Research Projects
4.26.00	Public Performances by Students

DIVISION VI

ACADEMIC POLICIES

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
6.9.1	Military Personnel Called for Activity Duty

DIVISION VII

THE PUBLIC/COMMUNITY SERVICES

7.2.1	General Community Relations Policy
7.2.2	Interaction with the Media
7.3	Students and the Public
7.4.1	Admission to Athletic Events
7.6	Controversial Issues
7.6.1	Policy Statement on Controversial Issues
7.6.2	Controversial Issues Academic Freedom
7.6.3	Speaker's Policy

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 Investment of Funds
8.01.06	Capital Funds
8.01.07	Fund Balance
8.01.08	Tax Levy
8.02.00	Federal and State Funds
8.2.3	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
8.4.1	IDHR Rules
8.4.2	Non-Discrimination Statement
8.4.3	Americans with Disabilities Act

JJC Board Policy Manual  
Table of Contents

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
- 9.03.00 Use of College Vehicles
- 9.10 Use of All-Aluminum Beverage Containers
- 9.12 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

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

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

JJC Board Policy Manual  
Table of Contents

13.06.00	Purchases from Federal Grant Funds
13.07.00	Disadvantaged Business Enterprises
13.08.00	Alcohol Use