

# JJC BOARD OF TRUSTEES POLICY MANUAL

## TABLE OF CONTENTS

(Revised: May 12, 2021)

<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 of Trustees Conflict of Interest
1.05.00	Indemnification
1.06.00	Organizational Structures and Shared Governance
1.10.00	Officers of the Board
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	Trustee 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 Public Information and 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
<u>DIVISION II</u>	<u>COLLEGE EMPLOYEES</u>
2.01.00	General Policies
2.01.01	Prohibition of Sexual Discrimination, Harassment and Interpersonal Misconduct (Non-Title IX Allegations)
2.01.02	Nepotism
2.01.03	Whistle-Blower Protection

JJC Board Policy Manual  
Table of Contents

2.01.04	Retaliation
2.01.05	Victims Economic Security and Safety Act (VESSA)
2.01.06	Discipline (Non-Union Employees)
2.01.07	New Employee Introductory Period
2.01.08	Americans with Disabilities Act (ADA) and Reasonable Accommodations
2.01.09	President's Right to Hire and Terminate
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
2.01.19	Prohibition of Sexual Discrimination and Sexual Harassment (Title IX Allegations)
2.01.20	Pay for Performance Non-Union Exempt and Non-Exempt Employees
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
2.03.06	Grant Funded Employment
2.04.00	Sick Leave
2.04.01	Absence Without Leave
2.04.03	Overtime Compensatory Time and Other Time Worked
2.04.05	Family Medical Leave
2.04.06	Disability Benefits
2.04.07	Military Leave
2.04.08	Workers Compensation
2.04.09	Tuition Waivers for Part-time Employees
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)
2.04.16	Child Bereavement Leave
2.04.17	Certification to Return to Work
2.04.18	Retiree Benefits and Tuition Waivers
2.04.19	Fringe Benefits for Full-Time Administrators and Professional Staff
2.04.20	Fringe Benefits for Full Time Support Staff (Non-Union)
2.06.00	Background Check
2.08.00	Photo Identification Card
2.08.01	Driver's License
2.16.01	Drug and Alcohol Testing

JJC Board Policy Manual  
Table of Contents

2.16.02	Drug Free Workplace
2.17.00	Communicable Diseases
2.19.00	Performance Management
<u>DIVISION III</u>	<u>STUDENT SERVICES</u>
3.01.01	Admissions Policy
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
3.03.02	Variable Tuition
3.03.03	Partial Tuition Support
3.04.01	Financial Aid Policy
3.05.01	Scholarships and Awards
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 Tours and 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
<u>DIVISION IV</u>	<u>INSTRUCTION AND CURRICULUM</u>
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
4.16.00	Grades
4.19.00	Students' Rights to Final Course Grade Appeal
4.20.00	Scholastic Review
4.21.00	New Start
4.25.00	Use of Human Subject in Research Projects
4.26.00	Public Performances by Students
<u>DIVISION VII</u>	<u>THE PUBLIC AND COMMUNITY SERVICES</u>
7.02.01	General Community Relations Policy
<u>DIVISION VIII</u>	<u>BUDGET AND FINANICAL SERVICES</u>
8.01.00	Budget
8.01.01	Spending Plan
8.01.02	College Indebtedness
8.01.03	Audits
8.01.04	Grants Indirect Cost

JJC Board Policy Manual  
Table of Contents

8.01.05	Investment Policy-Investment of Funds
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
9.03.00	Use of College Vehicles
9.04.00	Sustainability
9.05.00	Severe Weather and Emergency Closings

DIVISION X

INFORMATION TECHNOLOGY

10.01.00	Information Security Governance
10.01.01	Responsible Use of Information Technology
10.01.02	Privacy
10.01.03	Identity Theft
10.01.04	Electronic Mail (Email)
10.01.05	Incident Response
10.01.06	Cellular Mobile Device
10.01.07	Account Lifecycle

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 Motor 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

JJC Board Policy Manual  
Table of Contents

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 Process
13.02.01	Performance of Construction
13.03.00	Inventories
13.04.00	Sale/Disposal of College Property
13.05.00	Travel
13.05.01	International Travel
13.06.00	Purchases from Federal Grant Funds
13.07.00	Disadvantaged Business Enterprises
13.08.00	Alcohol Use