

Administrative Policy Manual



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ADMINISTRATIVE POLICY

Policy Type:	Student Records Access
Date Adopted:	October 7, 2002
Last Reviewed:	October 7, 2002
Office Responsible:	Student Services

Policy Summary:

The release and disclosure of student records maintained by JCC is governed by state and federal laws (1974 federal legislation known as the Buckley Amendment or the Family Educational Rights and Privacy Act - FERPA) and Jackson Community College policy, which provide reasonable definitions of privacy and are subject to change.

Policy Statement: The Family Educational Rights and Privacy Act of 1974 provides:

- Protection of a student's right to privacy of information that JCC has in its possession concerning the student.
- A reasonable guideline for release and disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the College. JCC accords all of the rights under the law to students.

No one outside the institution shall have access to, nor will the institution disclose, any information from a student's education records without the written consent of the student. The following exceptions are permitted under the law:

- Employees of JCC within the limitations of their need to know.
- Accrediting agencies carrying out their accreditation function.
- Persons in compliance with a judicial order.
- Persons in an emergency in order to protect the health or safety of students or other persons.

JCC does not release any student information without the student's written consent; however, the college does verify student directory information. Under the law, the directory may include student name, address, date of birth, place of birth, area of study, dates of employment, degrees received, awards received, previous educational institutions attended, participation in officially recognized activities, clubs and sports.

Students may request, in writing, that JCC withhold all directory information. This request must be made within two weeks after the beginning of each semester.

As a part of the college's instructional program improvement efforts, and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act of 1998, Section 122, the College uses student's Social Security numbers to compile data for the purpose of instructional program improvement and Perkins and WIA reporting.



ADMINISTRATIVE POLICY

Policy Type:	GED Tuition Grant
Date Adopted:	October 6, 2003
Date Last Reviewed:	October 6, 2003
Office Responsible:	Student Services

Policy Summary: A tuition grant program is being established to encourage General Education Diploma (GED) and Adult Basic Education (ABE) completers, in the tri-county area, to attend JCC within one year of successfully completing ABE or the GED. Note: (GED and ABE completers have been identified as a key target population by JCC's enrollment management team.)

Policy Statement:

1. The grant provides for tuition only (i.e., it may not be used for fees, books, etc.)
2. The grant is limited to the dollar value of a 3 contact hour course at the in-county tuition rate in effect at the time the student enrolls
3. The grant may be used for credit courses only (i.e., it may not be used for audit or Continuing Education classes)
4. The grant is usable only at the time that the student registers for another 3 contact hour class. In other words, JCC is matching the student's minimum 3 contact enrollment with a grant for an additional 3 contact hours. Maintaining enrollment in at least 6 contact hours through the tuition refund period is required or the grant is forfeited.
5. The grant is limited to one semester offer only.
6. This tuition grant is available to students who are not eligible for federal or other aid funds. However, students must submit a FAFSA in order to determine their eligibility for federal aid. This tuition grant is the funding source of last resort; (e.g. all other aid sources for which the student qualifies will be used first.) Students who do not submit a FAFSA are not eligible to use the tuition grant.
7. All completers will be eligible to use the tuition grant within one academic year from the date of successfully completing ABE or their GED (the ABE completion date on their diploma or the date on form AE-4006); presentation of their ABE diploma or GED form AE-4006 "Official Report of GED Test Results" is required at the time of registration.



ADMINISTRATIVE POLICY

Policy Type:	International Student Enrollment
Date Adopted:	April 24, 2003
Date Last Reviewed:	April 24, 2003
Office Responsible:	Student Services

Policy Summary:

Abiding by the U.S. Immigration and Naturalization Service stipulations, JCC will classify as an international student any applicant who is not a United States citizen and who has been admitted to the U.S. in a temporary, nonresident status. Individuals who have refugee, immigrant or resident alien status are not classified as international students. The visa classification of each international applicant determines the admission requirements and the attendance regulations applied to the applicant.

Policy Statement:

Admission Criteria:

General admission to JCC for all types of visas requires applicants to

- Be at least 18 years old.
- Provide proof of competency in the English language.
- Provide additional documents as required by the applicant's USINS visa classification.

Admission to JCC is considered after receipt of the application and all required documents. Applicants outside the United States are advised to apply as early as possible to allow for mail delays, getting visas and exit permits, and making travel arrangements. All admission material should be received by JCC no later than twelve weeks prior to the semester registration period.

Prior to registering for classes, international students are asked to take Course Placement administered to new students. If the assessments indicate a need for improved English language skills, the student will be required to enroll in appropriate language courses. If the student holds an advanced degree, this requirement will be waived.

In addition to the regular admission process, international students need to provide:

- Certified transcripts with certified English translation.
- A brief personal statement explaining educational background and plans.
- Evidence of English proficiency (550 or better for the written Test of English as a Foreign Language) or a score of 213 for computer TOEFL.
- An Affidavit of Support (F-1 students with U.S. sponsors).
- An F-1 transfer clearance form, if transferring from a U.S. college or university.

Upon completion of these requirements, JCC issues the I-20 Certificate of Eligibility.

International students enrolled at JCC pay the out-of-state tuition rate. Restrictions may apply to some nursing and allied health programs.

Jackson Community College does not provide housing for students nor does it assist in securing housing for students at this time.

Jackson Community College does not have jobs or scholarships designated specifically for international students. (This policy is subject to change based on INS)



ADMINISTRATIVE POLICY

Policy Type:	Institutional Bulletin Board Usage
Date Adopted:	January 2005
Date Last Reviewed:	
Office Responsible:	Student Services

Summary: Bulletin boards are a tool for information exchange, available for use to employees, students and the public.

Policy Statement: Advertisements, posters, flyers, etc. posted on bulletin boards shall be in good taste and not depict portrayals that are demeaning or discriminatory to any individual or group(s) of persons.

Students, recognized student organizations and College departments may place posters on stands and/or easels with the approval of the individual building secretaries. (Posters in this instance shall be defined as signs, advertisements, handbills, flyers, brochures, announcements, banners, cards, and other information devices.)

Posters may be placed on campus bulletin boards and kiosks with the following provisions:

1. They be authorized and stamped with a College seal for posting by the Building Office (secretary) of the building(s) involved. Locations and extensions are as follows:

Potter Center/GP 210	Ext. 8628
Fieldhouse Office	Ext. 8248
McDivitt Hall/JM 144	Ext. 8152
Walker Hall/BW 233	Ext. 8285
Whiting hall/JW 228	Ext. 8207
2. They do not exceed 14 inches by 22 inches in size.
3. All notices must be dated with a maximum of 14 days of posting allowed unless otherwise approved by the building office secretary for a longer duration of time.

*Note: Students, student organizations, outside vendors, College departments and community members may only post College-approved information on **designated campus bulletin boards and posting areas. These bulletin boards will be clearly marked and a map of their location will be provided by the Office of Student Life or building secretaries.***

Bulletin boards designated for specific departments and offices will be clearly marked with their designation and are not for use by any outside student, group or department that has not received specific permission from the designated department. Please see individual building secretaries to receive information on which boards/areas are for public use and those which are reserved for designated office/departmental use only.

It shall be the responsibility of the organization, department, candidate, student, or sponsor to remove **all** posters not later than 5:00 p.m. on the day following the announced event, election, or deadline. Otherwise, the specific information piece will be removed and future ability to post informational items will be denied.

Each poster copy must include the full name of the sponsoring organization or it will be removed.

There shall be no signs or posters placed on trees, utility poles, fences, doors, walls or windows of buildings, or windows of autos, or on any painted surface. Posters found in these areas will be taken down immediately by security. Failure to comply with this or any portion of the bulletin board policy may lead to removal of posting rights and/or College judicial action.

JCC is an academic institution that celebrates and is respectful of one's right to freedom of expression. It is also an institution committed to preserving a safe working and learning environment for its community members. Balancing an open learning environment where all students are encouraged to challenge established theories, practices and concepts but to do so in a way that is respectful to all individuals and their right to a safe community, is a foundational element of our College mission.

No events, programs and/or organizations that promote illegal activities will be approved for advertising on campus. Any materials that threaten the welfare or safety of our community members will not be approved for campus advertisement. Please consult the Assistant Dean of Student Life at 210 (517-796- 8628) should you have questions or concerns about the content of any advertisement.



ADMINISTRATIVE POLICY

Policy Type: Participation Reports
Date Adopted: August 31, 2004
Date Last Reviewed: July 13, 2009
Office Responsible: Student Services/Financial Aid

Policy Summary:

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcribed letter symbols to each student during each reporting period (See Definitions, below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Policy Statement:

Instructors will report, using e-Services, student participation and progress at three designated times during the semester to identify students who should be dropped or withdrawn for non-participation and to identify students who should be contacted for academic support services. Financial Aid and Student Services will process drops/withdrawals and Foundation Studies will contact students identified as needing assistance.

The online grading feature of e-Services will be used to report participation and progress at the 10%, 25% and 58% points in the course section. Instructors will report participation status (H, Q, or V) at each of the three interim grade points, as well as the numerical Mid-Semester grade. Instructors will enter "Last Day of Attendance" and check the "Never Attended" column as appropriate. An instructor-initiated drop/withdrawal may occur through fifty-eight percent of the course. Following the fifty-eight percent point of the course it is the student's responsibility to officially withdraw. Students may drop courses until the census date and withdraw from courses until the 90% point of the course. Instructors, at the conclusion of the semester, will report the Final Grade online. Students may check their progress through e-Services.

Definitions of Participation/Progress Symbols

H – The student is not doing acceptable work and needs **H**elp to be successful.

Q – The student has not participated and the instructor believes they have unofficially withdrawn (**Q**uit). These students will be dropped/withdrawn from the class.

V – The instructor **V**erifies that the student is participating and doing acceptable work.

Purpose

- To provide a participation record to verify that a 0.0 grade was earned, not administratively assigned, thereby reducing the College's liability of returned Title IV funds. Participation reporting through fifty-eight percent, which allows for grade processing time, of the course shall be used as the basis for determining return of Title IV funds.
- To identify students as early as possible who are struggling academically, allowing Foundation Studies to offer assistance as part of Early Alert.
- To provide a consistent method for notifying students of their mid-semester progress.
- To place the responsibility and accountability on students for withdrawing from classes for all other reasons. Discussed at PC deleting "for all other reasons"

Measures for Year One (2004-2005)

- Participation by faculty in the timely entry of HQV grades.
- Success rates of H-graded students.

Communication of Policy

- Letter and description of policy to instructors and staff each semester
- Presentation at department meetings annually
- Presentation at Faculty Learning Days each semester
- Reminder e-mails

Review and Analysis

Once a year, the project team, led by the Registrar, will review results and suggest improvements. The project team includes participants from the Business Office, Student Services, Faculty, Foundation Studies, Institutional Research, Information Technology, and Distance Learning. Data looked at will include: number of drops/withdrawals at each in the three designated reporting times; number of instructor participants; Title IV funds returned; Center for Student Success use; and ending GPA of students receiving “H”.. The analysis will be summarized annually for improvements and policy revisions.

Related Processes

Drops/Withdrawals: All non-participation drops/withdrawals are reported during the three (3) designated times. Consequently, instructors will no longer submit instructor-initiated drops at other times or for other reasons.

Mid-Semester Evaluations: Instructors may use the standard numerical grade scheme of the College for the mid-semester evaluation, using online grading.

Grading: Any letter grade (with the exception of I, P, F) entered as the Final Grade will be returned to the instructor for a numerical grade. Missing grades will be designated and faculty notified. Incompletes should be given only when the student’s work is sufficient in quality but is lacking in quantity to meet the course objectives. To comply with Federal Title IV and Veteran Administration (VA) funding, all ‘I’ grades must be converted to an earned grade by a specified date.



ADMINISTRATIVE POLICY

Policy Type: Transfer Guarantee
Date Adopted:
Date Last Reviewed: November 29, 2006
Office Responsible: Student Services

Policy Summary:

Jackson Community College guarantees that any course which is included on an official JCC transfer guide sheet, or course equivalency guide, transfers to that baccalaureate degree institution provided the criteria outlined in the Policy Statement are met.

Policy Statement:

Any course which is included on an official JCC transfer guide sheet, or course equivalency guide, transfers to that baccalaureate degree institution provided the criteria outlined below are met:

- Student earned a minimum grade of 2.0 in the course
- Student met the admission criteria of the baccalaureate degree institution
- Student transferred to the baccalaureate degree institution within three years of completing the course

Students are advised to keep their record current with the Registration and Records Office so that their program of study and intended transfer institution are correct and accurate. Changes in program of study or transfer institution may impact the transferability of courses completed prior to the change.

If a student meets all of the conditions, JCC will refund tuition for any course that is not accepted for transfer by the baccalaureate degree institution.

JCC does not guarantee the transfer of courses completed at other colleges or universities.



ADMINISTRATIVE POLICY

Policy Type: Career Program Guarantee
Date Adopted:
Date Last Reviewed: November 29, 2006
Office Responsible: Student Services

Policy Summary:

Jackson Community College guarantees that the courses completed in any Associate in Applied Science degree will provide students with the entry-level skills necessary for that particular occupation provided the requirements outlined in the policy statement below have been met.

Policy Statement:

The courses completed in any Associate in Applied Science degree will provide students with the entry-level skills necessary for that particular occupation provided the requirements outlined below have been met:

- The student followed and completed the official JCC program guide sheet for course selection and sequencing. Student applied for and was approved for graduation (the full program of study must be completed at JCC).
- Student must be employed full-time in a job related to the JCC program completed within one year of graduation.
- Students must keep their record current with the Registration and Records Office.

Although some students are employed prior to graduation, the guarantee only applies if the student completes all courses required for graduation prior to becoming employed in their field of study.

If the student is subsequently judged by an employer to be lacking in a technical job skill normally expected of any entry-level employee, JCC will provide up to 16 credits of skill training within two academic years without additional charge for tuition or fees.

To be eligible for retraining:

- The employment must be certified by Enrollment Services on the main campus as being directly related to graduate's program of study.
- The employer must certify, in writing, that the employee is lacking the entry-level job skills identified at the time of the initial employment, and must specify the area(s) of skill deficiency within 90 days of the graduate's initial employment.

This guarantee applies only to those skills for which the student received training in his or her program at Jackson Community College. It does not apply to students who fail to pass licensing, certification, or registration tests required by an external body.

The employer, the graduate and a faculty advisor in the program of study will develop an educational plan which specifies the courses consisting up to 16 credits of retraining. The graduate must meet all prerequisites, co-requisites, and other admission requirements for retraining courses.



ADMINISTRATIVE POLICY

Policy Type:	Official Enrollment Reporting Process
Date Adopted:	October 7, 2002
Last Reviewed:	October 7, 2002
Office Responsible:	Institution Research

Policy Summary:

The College is required to send enrollment data to federal and state government. Additionally, this can assist the College in providing a uniform approach to reporting enrollment data to our stakeholders and the media. The data used for enrollment reporting and internal analyses must be selected on a consistent basis from semester to semester and year to year. The data from the official enrollment files are used for reporting to external entities, and are also available for analyses by key users within the College.

Policy Statement:

Official enrollment date:

There are three points for official enrollment counts each semester plus an annualized total. The three points in a semester are:

- **Activities Classification System (ACS) reporting count date(s):** In order to comply with state reporting requirements, enrollment is counted at 10% of the days in each semester, mini-semester, or other time period. Data from these counts are used for reporting to the State of Michigan for Activities Classification System (ACS) purposes. On occasion, the data from these files may be used preliminarily in semester analysis files for gaining internal awareness of enrollment and to guide actions regarding enrollment issues. These data, however, are for ACS reporting and for internal use, not for use as general communication about College enrollment.
- **Mid-Semester snapshot:** This is the College's official count date for reporting to the federal government (IPEDS) and for use in communicating to stakeholders of the College. The federal government requires the count be taken on October 15th for the fall semester, or on the College's official count date if it is before October 15th. The comparable date during winter semester would be 35 days into the semester.
 - These count dates are the source of data for internal analyses, public relations, inquiries from accrediting or other official purposes. Thus, when reporting data, press releases would stat "...the college is enrolling x,xxx students (the count taken on October 15th)." The statement could also add that in a full academic year the College serves xx,xxx students (the annualized total).

Enrollment data are intended to be captured in a consistent manner from semester-to-semester and year-to-year and thus would permit analyses of trends over time. For fall semester the enrollment count would occur on October 15, or on the weekday closest to that date (if October 15 falls on a Saturday, the enrollment count would be taken on the previous Friday, if a Sunday, the count would be taken on the following Monday). For

winter semester, enrollment counts would occur on the 35th day of classes¹. For spring/summer semester enrollment would be counted at the ending dates (last spring those were 6/24 and 8/06). Whoever is enrolled on those final dates gets counted, regardless of whether they're in 6 week or 12 week courses.

- Headcount, billing, and credit hours are at a significantly higher at the mid-point than at an earlier point in the semester due to late-starting classes. It is in the College's best interest to have a point at which enrollment is optimal (i.e., at or near its peak).
- **End-of-semester (EOS):** Two weeks following the close of the semester a final count is taken that would include all the enrollment data for the prior semester. This approach permits the College to determine who started *and* who finished a given semester. The EOS count could, for example, be used to track and analyze student success rates and also for capturing billing hours totals for preparing annualized totals plus annualized unduplicated headcount.



ADMINISTRATIVE POLICY

Policy Type:	Enrollment Count Dates
Date Adopted:	December 1, 2003
Date Last Reviewed:	December 1, 2003
Office Responsible:	Institutional Research

Policy Summary:

Until 2002-03 the State of Michigan required that community colleges count their enrollment at 10% of the actual meeting days of each class. The procedure, while set to be generated automatically via a count date, is a complex one with many exceptions and occasional errors.

As of 2003-04, the State changed its policy to permit colleges to perform their enrollment counts in the traditional way (i.e., the 10% rule), or as of the last day of the course or the last day of the academic period. For more detail, see Attachment A for a side by side comparison of the old and new rules.

Policy Statement:

JCC will count its enrollment at the last day of the academic period for purposes of reporting to the State via the Activities Classification (ACS) system, beginning with the 2003-04 fiscal year. Thus, official state-reporting counts will occur at the end of each semester beginning with fall 2003.

Further, in keeping with this, the last day to drop and the last day to receive 100% refund will be the same date effective winter 2004, so as to make internal processes much cleaner and cause less confusion for students trying to remember two different dates.

Enrollment extract count dates used for other purposes will remain the same, including extracts for internal counting purposes at the conclusion of add/drop and refund dates, and the mid-semester counts. The mid-semester count in fall semester occurs on October 15 and is used to generate federal IPEDS enrollment reports.



ADMINISTRATIVE POLICY

Policy Type:	Travel Policy
Date Adopted:	October 7, 2002
Last Reviewed:	November, 2005
Office Responsible:	Business Office

Policy Summary:

When an employee will be traveling outside of the College's service area (Jackson, Hillsdale and Lenawee Counties) or when the trip involves an overnight stay a Professional Activity Form must be completed and approved in advance.

Policy Statement:

Professional Activity Form

This form is to be completed and approved in advance of any employee traveling outside of the College's service area or if the employee will be away on College business overnight. Requests for attending conferences or conventions should be supported by literature setting forth the opening and closing dates of the event. **If the employee fails to complete the Professional Activity Form and obtain advance approval for travel the employee may be personally responsible for any expenses incurred if request is denied.**

Travel Advance and Prepayments

Employees shall provide themselves with sufficient funds for travel expenses. If this is not possible the employee may request an advance; however this must be done at least two weeks in advance (see Professional Development form).

If prepayments are to be made (i.e. registrations) the employee must complete a Voucher Request and attach the appropriate back up materials.

Accompaniment by Spouses and Family

When such travel is deemed to be in the best interest of the College and authorized by the President, travel by an employee with his/her spouse will be paid for by the College. If the employee's spouse or family accompanies the employee without such authorization, no incremental expenses will be covered by the College.

Reimbursable Expenses

Only actual expenses will be reimbursed by the College. Travel shall be by the most direct route possible and lodging arranged for the minimum time necessary.

1. **Travel by Air:** Travel by air will only be approved for travel in excess of 500 miles or when the cost of air travel (including travel to the airport, parking and air fare) is less than the mileage. If the employee elects to travel by air when the cost exceeds the cost of driving the employee will only be reimbursed the driving cost. All air travel shall be at coach class unless approved by the President. When official travel is combined with personal travel, the College will pay only up to the amount equal to what the cost would have been for official travel, or actual, whichever is less.
2. **Taxi:** College will reimburse actual cost when incurred as part of the official travel.

3. Personal Cars: College will reimburse at the current mileage rate. Standard mileage distances have been established for the following: Main campus – Lenawee Center (35 miles), Main Campus – Hillsdale Center (30 miles), travel to Metro Airport (75 miles).
4. Lodging: Actual expenses will be reimbursed. Receipts are required.
5. Meals: Actual cost of meals will be reimbursed. Receipts are required.
6. Alcohol: The College does not pay for alcohol.

Official Station

Employee “official station” is the campus or extension center where 50% or more of their official duties are performed. No transportation cost will be allowed between an employee’s residence and the official station. Meals and lodging within a distance of 35 miles from the official station shall not be allowed except when in public relations or an extended conference and is authorized in advance.

Travel & Expense Voucher

With fifteen (15) days following the employee’s return from traveling a Travel & Expense Voucher shall be submitted to the appropriate Administrator for approval. Once approved, the administrator will forward it to the Business Office. All receipts and verification must accompany the form. Failure to comply with the time table may result in non-payment of travel expenses incurred. The Travel & Expense Voucher should include all expenses (prepayments, credit card, etc) incurred by both the College and the employee related to this trip. If the employee received an advance any balance remaining should be returned with the Travel & Expense Voucher. Any balance due to the employee will be processed by the Business Office for payment within two weeks.



ADMINISTRATIVE POLICY

Policy Type:	Credit Card Policy
Date Adopted:	February 23, 2004
Date Last Reviewed:	November, 2005
Office Responsible:	Business Office

Summary: This program provides a credit card (currently through Citizen Bank) to more efficiently execute small dollar, non-inventory, non-capital purchases made by authorized employees. Only those employees authorized by the President of Jackson Community College shall have a company credit card. In most cases the cards are used for travel related expenses.

Note: This does not exclude the process of obtaining authorization for any trip PRIOR to any reservations or registrations being made. See "Professional Activity" Form.

Policy Statement: Cardholders are required to maintain receipts for card transactions. Acceptable receipt documentation includes a credit card slip, a sales receipt, packing slip, cash register tape or combination thereof, which contains:

- Purchase Amount
- Date of Transaction
- Description of items purchased
- Account number to be charged (added by the employee)

Items purchased over the internet are subject to the above requirements. Most web pages provide an invoice page that can be printed, or a simple "Print page" can provide this information.

Statement review and Verification: Monthly statements are always sent to the card holder. The card holder is to verify and have receipts available for each line item on the statement. The statement, along with receipts is to be sent immediately to the Purchasing Department for processing for payment. The account number to be charged for each item should be indicated on the statement.

If there are any discrepancies, follow the Returns, Credits and Dispute procedures. The Purchasing department will contact any office where charges show up on the card and no receipt documentation has been received.

The Purchasing Department will contact any office where charges show on the statement and no receipt documentation has been received.

Returns, Credits and Disputes: First try to resolve problem with the vendor or merchant. In most cases, disputes can be resolved directly between the cardholder and the vendor.

Returns and credits required the same type of documentation required for purchases. Remember, when returning items receive approval from the vendor for return, repair, etc. Confirm the address that shipment is to be sent. Confirm preferred method of shipment. Provide all information to the Purchasing Department. If assistance is needed, please call the Purchasing Department. They are accustomed to dealing with these types of problems.

Cardholder Responsibilities: Cardholders are accountable to use the card in a prudent manner to comply with company policy, for Jackson Community College business purposes only. This includes the Purchasing Policy requiring quotes. Contact the Purchasing Department if there are any questions surrounding this requirement prior to making a purchase. The cardholder shall be personally responsible for any unauthorized purchases.

Supervisor Responsibilities: Records should be maintained to verify that all expenses meet the requirements stated above and that the department has available funds and comply with budget allocations.

Termination of Cards: Since a list of all employees having cards will be maintained by the Human Resource Department, as part of any exit interview, the card will be turned in and the Purchasing Department notified to cancel the card. **In addition, if it is determined by the Vice President of Administration that a cardholder is misusing the card or fails to provide proper documentation after a written warning , the card will be cancelled by his/hers authorization.**

Other Credit Card uses: The Purchasing Department has a credit card for company use. Occasional users can contact the department and provide them with the information needed to make the purchase. Thus the number of people having company credit cards can be kept to a minimum without slowing down the purchasing process.



ADMINISTRATIVE POLICY

Policy Type: Financial Obligation Hold
Date Adopted:
Date Last Reviewed: November 29, 2006
Office Responsible: Business Office

Policy Summary:

JCC reserves the right to withhold student record information until financial obligations are cleared.

Policy Statement:

- JCC may withhold student record information including but not limited to transcripts, diplomas and/or other records until all financial obligations are cleared.
- Financial obligations may result from unpaid tuition, fees and other charges.
- The JCC Business office authorizes placing a hold on a student's records and authorizes the release of the hold when the obligation has been cleared.



ADMINISTRATIVE POLICY

Policy Type:	Sponsorships
Date Adopted:	July 28, 2003
Date Last Reviewed:	July 28, 2003
Office Responsible:	Institutional Advancement

Policy Summary: This practice statement provides the steps necessary for a College employee to request an institutional sponsorship for a particular event or organization.

Policy Statement: Jackson Community College participates as an active member in the communities we serve. Consequently, we encourage our employees to participate in community organizations and activities.

The College may provide financial and/or in-kind support, to the extent possible, to organizations and activities that benefit our students, employees, and the community in general. The prevailing criteria determining the College's level of involvement include: marketing benefit, advertising opportunity, and the advancement of the College mission and strategic plan.

Requests for sponsorship of organizations or activities should be submitted, using the established Sponsorship/Waiver/Fee Reduction Request form, to the Vice President of Institutional Advancement as far in advance as possible. Requests should be submitted and received no later than 90 days prior to the event/activity. Limited funds are available for sponsorships and not all requests can be approved.

Sponsorship approvals will not be granted beyond one fiscal year.

No departmental or other budgeted funds may be used for sponsorships.



ADMINISTRATIVE POLICY

Policy Type: Use of Athletic Facilities
Date Adopted: February 7, 2005
Date Last Reviewed: February 7, 2005
Office Responsible: Institutional Advancement

Policy Summary:

This policy applies to all Jackson Community College (“College”) Athletic Facilities and establishes responsibilities, priorities, and guidelines for the use of those facilities by members of the College community and external organizations.

Policy Statement:

Administrative Responsibilities

The President, or his designee, is responsible for regulating the use of College Athletic Facilities, with the assistance of the Assistant Dean of Student Life.

These facilities include

- Basketball courts
- Weight Room
- Fieldhouse Track
- Soccer fields
- Disc Golf Course
- Baseball/Softball Fields
- Exterior Track
- Beach Volleyball Courts
- Horseshoe pits
- Other designated areas

Priorities & Guidelines for Use by Faculty, Staff and Students

In the scheduling of the fieldhouse and the playing fields, first consideration should be given to those programs of the College that directly benefit the educational and professional advancement of JCC students. These include, in order of priority:

- course offerings of the Health and Physical Fitness department
- Intramural programs
- Activities approved by the Office of Student Life
- activities of Student Organizations that have been approved by the Office of Student Life

The Assistant Dean of Student Life will issue a schedule each semester of available times for Open Gym. During Open Gym the fieldhouse and related interior facilities (with the exception of the weight room) are available for faculty, staff and student recreational use. A valid student or staff I.D. is required. Utilization of the Weight Room and participation in HPF classes requires registration in an HPF class.

Use by the General Public

The general public may utilize outdoor facilities at times not scheduled for classes, college activities or scheduled for external users. Use of these facilities is at the sole risk and

responsibility of the person using these facilities/property. Indoor facilities are not available for use by the general public.

Use by External Groups

Among external groups, priority is given to athletic organizations of other public educational institutions or youth sports organizations, especially where facilities adequate to meet their needs are not available elsewhere. Use of JCC facilities by The DaVinci Institute and by College employees for non-college activities shall be governed by the guidelines for external users.

Current athletic facility utilization patterns require the College to impose limitations on the consideration of requests by external groups to utilize College athletic facilities. The major criteria for approval of use by external groups will be:

- Date
- Space availability
- Appropriateness of use

All requests by external groups will be given fair and impartial evaluation. No groups should assume that prior utilization of College athletic facilities will guarantee future approval for such use.

Requests should be directed to the Institutional Advancement office. Institutional Advancement will provide the required contract and schedule of fees. All external groups must sign and return appropriate contracts in advance of the date of the event.

All external groups must present evidence of carrying liability insurance as specified by College policy.



ADMINISTRATIVE POLICY

Policy Type:	Terrorist Alerts
Date Adopted:	June 16, 2003
Date Last Reviewed:	June 16, 2003
Office Responsible:	Safety & Security

Policy Summary: In response to world situations and their impact here at home, JCC has compiled a new policy regarding terrorist alerts from the Homeland Security Advisory System. While we hope and pray that a terrorist attack never affects us here in Jackson or at any of our locations, it is important to be prepared in the event of an emergency. Please share this policy with your students and co-workers.

Safety at Jackson Community College is our top priority. Consequently, the colors of alert, established by the Department of Homeland Security, are monitored to allow for appropriate action to be taken. The five colors of alert indicate the level of risk of a terrorist attack and are as follows: green = low; blue = guarded; yellow = elevated; orange = high; and red = severe. Jackson Community College will not automatically close if there is a Homeland Security Advisory System

Policy Statement:

Level Red Alert

If local emergency planning officials determined that there is a specific threat that impacts the JCC tri-county service area, the steps below will be taken.

If an announcement regarding a specific threat that impacts the JCC tri-county service area comes before or after college hours (pre – 8a.m./post – 10 p.m.):

- All college buildings will be closed.
- All activities and events scheduled for any college building will be cancelled until further notice.
- Normal college operations will remain closed until the administration is authorized to reopen by the office of Emergency Measures.

If an announcement regarding a Level Red Alert that impacts the JCC tri-county service area (8 a.m. – 10 p.m.):

- All college buildings will be locked and access will be closely monitored.
- People will be encouraged to remain in the building.
- All activities and events scheduled for any college building will be cancelled until further notice.

It is requested that the college's telephone lines be kept open for emergency communications with emergency management officials.

To receive the most up-to-date emergency updates, tune to local radio and television stations (the same local media as used in snow emergencies).

Please refer to the Emergency Response Plan for additional information and necessary action. Emergency Response Plans are located in the main office of each building and off campus centers.

For more information regarding this policy, contact the Director of Human Resources at (517) 796-8462 or the **Safety/Security Specialist** at (517) 796-8683.



ADMINISTRATIVE POLICY

Policy Type: Weapons on Campus
Date Adopted: August 2007
Date Last Reviewed: February 13, 2008
Office Responsible: Safety & Security

Policy Summary:

This policy statement presents the College's official institutional approach regarding weapons on campus. Possession of any firearm or weapon (whether operable or inoperable) or any other potentially lethal items on campus or College property is prohibited. Violation of this policy by a student or employee may result in disciplinary action and/or referral to law enforcement authorities for prosecution. Other persons violating this policy may be removed from campus, prohibited from returning and/or referred to law enforcement agencies for prosecution.

Policy Statement:

Weapons (as defined below, but also including by way of example and not limitation, firearms, pistols, knives and other sharp instruments having a blade in excess of two inches, bludgeons, blackjacks, explosives, accelerants, incendiary materials, bacteriological and biological materials, destructive devices and other items which can be used to injure, maim or kill), ammunition, together with any hoax device or replica of a weapon or explosive device shall not be carried or possessed school property as defined above. Any person violating this policy shall be subject to removal from the premises, criminal prosecution and any other appropriate remedy. No employee of Jackson Community College shall possess a weapon for any reason under any circumstances except as may be previously authorized in writing signed by the President of Jackson Community College. Jackson Community College reserves the right to amend this policy at any time without prior notice.

This policy shall not apply to JCC Campus Security employees, Police Officers, and other legally established law enforcement officers.

A weapon is defined as: an instrument of offensive or defensive combat or something to fight with, and generally includes any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or other material. This definition also includes but is not limited to firearms, bows, arrows, swords, rockets, slingshots, air guns, martial arts devices, knives and other sharp instruments and any striking instruments. It also includes explosives, incendiaries and accelerants, and biological and bacteriological materials used for the purpose of inflicting harm or damage.



ADMINISTRATIVE POLICY

Policy Type:	Building Access/Entry Procedure
Date Adopted:	July 21, 2003
Date Last Reviewed:	July 21, 2003
Office Responsible:	Safety & Security

Policy Summary: It is the goal of Jackson Community to provide personal protection and security of the buildings and their contents. The following building access procedure is not just a matter of courtesy, it is a matter of safety. These procedures are designed to protect you and your colleagues during nonscheduled business hours. Nonscheduled business hours are those times when campus is typically closed including weekends, holidays, and weekdays before 7:00 A.M. or after 10:00 P.M. Employees will be admitted to campus facilities and only into those areas in which they are authorized to enter.

Policy Statement: Before entering a building during nonscheduled hours, employees are to contact the guard by telephone (796-8620) or at the Campus Services Building. When calling the guard station if you get phone mail, leave a complete message indicating what building/area you wish to enter and at what time. The message will signal the guard's pager. The guard checks the voice mail within ten minutes of receiving the page. Arrive at the Campus Services Building guard station at the time you indicated in your message. The guard will escort you to the building/area you need to enter.

Upon arrival, the on-duty guard will give you a Building Access Card to fill out. Building entry cards are used for identification and control procedures. All employees requesting off-hour access are to fill out a building entry card (completely) and may be asked to present a driver's license or other picture identification. Building Access requests must be posted to this conference Monday-Friday 8 a.m. until 8 p.m. After 8 p.m. on Friday, weekend access must be made by calling the Security Guard at 796-8620. Building access requests will be reviewed and scheduled daily by the Facilities Secretary, Safety & Security Liaison, and , Rollins Security personnel.

Your arrival and departure times should NOT be estimated or exaggerated. They should be the actual time so that the buildings and areas may be properly secured. When you are ready to leave the building, you are asked to call extension 8620 and leave a message for the guard. If the premises have been vacated, the guard will secure the area. If the area has not been vacated, the guard will request an alternate departure time and will return to secure the area at that time.

If you refuse to complete a building entry card, the guard will deny access to the building/area.



ADMINISTRATIVE POLICY

Policy Type:	Animals on Campus
Date Adopted:	July 21, 2003
Date Last Reviewed:	July 21, 2003
Office Responsible:	Safety & Security

Policy Summary: It is the goal of Jackson Community to provide personal safety to persons visiting Jackson Community College.

Policy Statement: Employees, students and visitors are prohibited from bringing animals into College buildings except animals used to assist those with physical and/or mental handicaps.



ADMINISTRATIVE POLICY

Policy Type:	Video Surveillance
Date Adopted:	October 20, 2003
Date Last Reviewed:	October 20, 2003
Office Responsible:	Safety & Security

Policy Summary: Jackson Community College recognizes its responsibility to protect persons and property on college premises while maintaining student and staff privacy. The College installs surveillance equipment, including but not limited to, cameras and software, in order to ensure employee/client safety and to gather usage data for the adequate and appropriate placement of computer equipment. Users are advised of cameras via signage posted outside each specific monitored room and area. Employees assigned to a private office will be notified in writing and via aforementioned signage coordinated by the Safety & Security Liaison. Data will not be used for evaluation or punitive purposes without the knowledge of the user; evaluation/punitive proceedings will follow employment contracts or stated student rights and responsibilities.

Policy Statement: Having carefully weighed and balanced the rights of privacy against the College's duty to protect persons and property, the use of video camera surveillance on college property has been authorized as follows:

1. The College shall notify its students and staff that video surveillance may occur on any college property. The College shall incorporate said notice in appropriate publications;
2. The use of video surveillance equipment on College property shall be supervised and controlled by the College President and the Safety/Security Liaison;
3. The use of video recordings from surveillance equipment shall be available only with written authorization by the College President in the instance of suspected criminal activity; and only to those with legal authority to view these video recordings;
4. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

The College can disclose information or communication to law enforcement or investigative authorities or to comply with Freedom of Information Act requests, without the authorization of the user and without authorization by the sender or any other party to the information or communication.



ADMINISTRATIVE POLICY

Policy Type: Safety
Date Adopted: November 1983
Date Last Reviewed: March 21, 2007
Office Responsible: Safety and Security

Policy Summary:

It is the desire of Jackson Community College to conserve the human resources of the College by the prevention of accidents to staff, students, and visitors which may cause property damage, injury or loss of life. Humanitarian motives impel the enunciation of the College Policy on accident prevention.

Policy Statement:

It is the policy of Jackson Community College to prevent accidents in work, class and other activities which the College supervises, is responsible for, or sponsors. Each person assigned responsibility for the work or activities of others is administratively responsible for safety during such work or activities. Reporting accidents that occur during work, class or sponsored activities, is the responsibility of the person supervising.

It is the responsibility of the College to provide safety training programs to insure that all employees are familiar with the applicable safety rules and regulations.

It is the responsibility of the employee to comply with the safety rules and regulations and to preserve safe conditions and safe practices within his/her area of jurisdiction.



ADMINISTRATIVE POLICY

Policy Type: Missing Persons
Date Adopted: July 27, 2009
Date Last Reviewed: July 27, 2009
Office Responsible: Safety and Security

Policy Summary

This policy outlines the procedures that shall be followed in the event that a student residing in campus housing is determined missing.

Policy Statement

Notification to Students:

1. When a student moves into campus housing the student shall be informed he/she has the option to identify an individual that JCC can contact no later than 24 hours after the time the student is determined missing.
2. Student's under 18 years of age (who are not emancipated) shall be notified that JCC is required to notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing.
3. Students shall be notified that JCC will initiate the emergency contact procedures that the student designates if campus security or law enforcement personnel have been notified and determine that the student has been missing for more than 24 hours and has not returned to campus.

Notification Procedures:

When a student who resides in on-campus housing has been determined to be missing the following notifications shall occur:

1. Campus View personnel shall notify Campus Security immediately of any report or suspicion that a student resident is missing.
2. Any campus official who receives a missing person report relating to a student residing in student housing shall immediately refer the report to Campus Security.
3. If upon investigation of the official report, the police or campus security department determines that the missing student has been missing for more than 24 hours, the Dean of Students or designee must contact the individual identified by the student as a contact. If the missing student is under 18 years of age and not emancipated the school shall immediately contact the custodial parent or legal guardian of the student and, in cases where the preceding two scenarios do not apply to a student determined to be a missing person, the school will inform the appropriate law enforcement agency that the student is missing.



ADMINISTRATIVE POLICY

Policy Type:	Employee Recognition
Date Adopted:	July 28, 2003
Date Last Reviewed:	January 23, 2008
Office Responsible:	President's Office

Policy Summary: The statement describes the College's approach and limitations to acknowledging and/or recognizing employees on occasion of family circumstances.

Policy Statement: Jackson Community College will acknowledge current employees on the occasions of an illness requiring hospitalization, death, birth or adoption of a child, or marriage/union, and will acknowledge employees for the death of an immediate family member. Recognition will typically be made through a \$40 plant or flower arrangement. If an active employee passes away, a \$75 arrangement will be sent to the funeral/memorial. No contributions will be made in lieu of flowers.

All information received in reference to an occasion listed above should be immediately forwarded to Human Resources. Please confirm with the person providing the information that details can be shared with the campus community.

Human Resources will coordinate this practice. A card will reference delivery from the President, Board of Trustees and staff of Jackson Community College.

The President shall retain the discretion to acknowledge others as deemed necessary.

Certainly, if additional flowers, participation in a memorial, etc. are desired, they can be provided by individual(s), but may not be paid from department budgets.



ADMINISTRATIVE POLICY

Policy Type:	Severe Weather Closings
Date Adopted:	December 18, 2003
Date Last Reviewed:	December 18, 2003
Office Responsible:	President's Office

Policy Summary: In the case of severe weather conditions, with consultation from the Safety & Security Specialist, the President will make a decision to close the College by 5:00AM. The President will notify the vice presidents, who will begin the calling tree for employees.

If the College is closed:

1. Each location will make individual recommendations to the President and will be closed based on individual weather conditions.
2. The President or Vice President of Institutional Advancement will record a message on the College's answering system with notification of the closing;
3. Employees may be required to report to work. This decision will be made on a case-by-case basis.
4. In the absence of the President, the senior officer will determine if closing is necessary and will begin the closing process.
5. The Vice President of Institutional Advancement will notify the radio and TV stations.

WABK	1490 AM	Adrian
WXIK	94.1 FM	Jackson
WCSR	1340 AM	Hillsdale
	92.1 FM	
WFMK	99.9 fm	Lansing
WILX-TV	Channel 10	Jackson & Lansing
WITL	100 FM	Jackson & Lansing
WJIM	1240 AM	Lansing
	97.5 FM	
WJXQ Q106	106.1 FM	Lansing
WKHM	970 AM	Jackson
WLEN	103.9 FM	Adrian
WLNS-TV	Channel 6	Jackson & Lansing
WNWN	1560 AM	Battle Creek
	98.5 FM	
WQTE	95.3 FM	Adrian
WRIF	101 FM	Ann Arbor & Detroit
WSAE	106.9 FM	Spring Arbor
WUFN	96.7 FM	Jackson & Albion

Although the College cannot assure that any station will broadcast our schedule, the stations listed above have been most cooperative in the past.



ADMINISTRATIVE POLICY

Policy Type:	Political Party Involvement
Date Adopted:	September 7, 2004
Date Last Reviewed:	September 7, 2004
Responsible Office:	President's Office

Policy Summary: This policy is designed to outline the responsibilities of employees who have or are considering involvements with political parties.

Policy Statement:

1. Jackson Community College employees are encouraged to become actively involved in community activities; including campaigning for, or serving in an elected office.
2. The matter of running for, or servicing as, an elected official, is a unique and time-consuming undertaking. It is understood that campaign activities should not take place during regular working hours and no College assets should be used in carrying out responsibilities as holder of public office.
3. Because of their higher profiles in the community and personal association with the College, the College President and senior administration are restricted from lending their names on behalf of the College, to political or fundraising activities that might imply support from the College.



ADMINISTRATIVE POLICY

Policy Type:	Memorandum of Agreement
Date Adopted:	September 7, 2004
Date Last Reviewed:	September 7, 2004
Responsible Office:	President's Office

Summary: In the course of conducting its business, the College may find it necessary to enter into a relationship (codified in writing, or established verbally) for purposes of advancing the College's mission and maximizing available resources. In all cases, care should be taken by any college employee involving implied or written agreements or understanding as contracts are legally binding and establish obligation.

Policy Statement:

The following parameters have been developed regarding all agreements entered into by any employee of the College:

1. Any partnership agreed to for the exchange of services and/or remuneration, will be prepared as a Memorandum of Agreement, following the standard format listed on the forms folder in Outlook;
2. All proposed agreements must be submitted to the President's Office, or his/her designee for consideration;
3. All agreements will be entered into through writing only. Consequently, no employee is authorized to make verbal commitments, on behalf of the College, without express authorization from the College President (or designee);
4. The College President will make the determination if particular agreements should be reviewed by legal counsel prior to finalization;
5. Once authorized, a copy of all agreements will be forwarded to the President's Office for record keeping purposes.

Given the serious nature of non-compliance with this policy, and the potential for significant obligations to the College, employees intentionally violating the aforementioned requirements will face serious repercussions and possible dismissal.



ADMINISTRATIVE POLICY

Policy Type: Employee Residence Policy
Date Adopted: November 18, 2004
Date Last Reviewed:
Office Responsible: President's Office

Policy Summary:

Jackson Community College is a public community college whose district consists of the county of Jackson, Michigan. The College is dependent upon taxes paid by residents of Jackson County, both directly through property taxes and indirectly through state aid, for its operations and debt retirement. Therefore, it is appropriate that full-time employees of the College support the economy of Jackson County by spending the major share of their income in the county. This can be accomplished only if the employees reside within the county.

Policy Statement:

It is equally important for employees of Jackson Community College to become involved in the civic, charitable, social, and other community activities within the college district. As employees of a community college, they are expected to be involved in the community. It is extremely difficult, and generally unlikely that employees will be involved in the Jackson community when they and their families reside outside of the county. Therefore, all employees are strongly encouraged to maintain their full-time residence in the County of Jackson, Michigan, or the county in the JCC service area where your primary responsibility is located.



ADMINISTRATIVE POLICY

Policy Type: Lobbying Prohibition policy
Date Adopted: February, 2005
Date Last Reviewed: February, 2005
Office Responsible: President's Office

Policy Summary: This policy outlines limitations of all college employees who adopt lobbying practices and behaviors, during work hours, on behalf of Jackson Community College.

Policy Statement: It is the policy and practice of Jackson Community College in the conduct of its relationships and affairs with state and federal governmental bodies and units to follow all applicable laws and funding regulations.

No federal appropriated funds will be paid by, or on behalf of Jackson Community College, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any federal grant-making, entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

If any funds other than federal appropriated funds are or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, state legislature, or a member of Congress in connection with a state or federal grant or cooperative agreement, Jackson Community College staff shall complete and submit Standard Form-LLL, "Disclosure For to Report Lobbying", in accordance with its instructions.

Jackson Community College requires that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contact under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.



ADMINISTRATIVE POLICY

Policy Type: Supplanting Prohibition Policy - Perkins Act
Date Adopted: February 1999
Date Last Reviewed: March 21, 2007
Office Responsible: President's Office

Policy Summary

It is the policy and practice of Jackson Community College in the conduct of its operations to follow all applicable federal and state laws and funding regulations.

Policy Statement

Federal funds received under the Perkins Act will be so used as to supplement, and to the extent practicable, increase the amount of State and local funds that would in the absence of such federal funds be made available for the use specified in the Act, and in no case supplant such state and local funds.



ADMINISTRATIVE POLICY

Policy Type:	Tuition Grant
Date Adopted:	October 2006
Date Last Reviewed:	October 2006
Office Responsible:	President's Office

Policy Statement

In recognition of the commitment to Jackson Community College through the significant time volunteered by the Board of Trustees, all current members of the Board and their dependants are encouraged to utilize JCC facilities, services and educational opportunities.

Policy Summary

Jackson Community College will waive all tuition and fees for all current and past members of the Board of Trustees, their spouses and dependants as qualified under IRS standards for all courses, excluding CE, CED and Aviation. The appropriate tuition waiver form must be signed by the trustee and submitted to the President's office for handling.



ADMINISTRATIVE POLICY

Policy Type:	Work-Related Injuries
Date Adopted:	April 24, 2003
Date Last Reviewed:	April 24, 2003
Office Responsible:	Human Resources

Policy Summary: The College is required to follow state laws regarding employee injury while on duty.

Policy Statement: All work related injuries must be reported to the supervisor and an incident report must be completed (forms available from facilities).

All non-emergency medical treatment for occupational injuries and illnesses will be provided by Workwell at One Jackson Square, Suite 101; their telephone number is (517) 768-7766.

For work related illness and injury Workwell must provide the first ten (10) days of medical treatment. Failure to follow this procedure may affect your eligibility for workers compensation benefits.

You must have an authorization form prior to going to Workwell. Forms are available at the following locations:

- Human Resources
- Facilities Office, Campus Services Building
- Safety & Security Office
- Lenawee Center, Main Office
- Hillsdale Center, Main Office
- Downtown Center, Main Office

After regular business hours contact the guard for authorization forms.

In case of a **medical emergency**, go directly to the closest emergency room or call 9-1-1.

If you have any questions please call Human Resources.



ADMINISTRATIVE POLICY

Policy Type:	Drug and/or Alcohol Use
Date Adopted:	December 18, 2003
Date Last Reviewed:	December 18, 2003
Office Responsible:	Human Resources

Policy Summary: Jackson Community College is drug and alcohol free at all instructional sites.

Policy Statement: Possession, use of, or distribution of illegal drugs is prohibited. Drugs prescribed by a competent physician must be contained in a clearly labeled container and in possession of the person to whom they are prescribed.

Reporting for duty under the influence of alcoholic beverages and/or illegal drugs is prohibited and may result in immediate discharge. The College reserves the right to demand the immediate examination of an employee by a medical doctor when an employee is suspected to be under the influence of drugs and/or alcohol. The cost of such examination will be paid by the College.



ADMINISTRATIVE POLICY

Policy Type: Family Medical Leave
Date Adopted: January 7, 2004
Date Last Reviewed: April 13, 2009
Office Responsible: Human Resources

Policy Summary: The purpose of a policy is to state the commitment of the college to comply with the Family and Medical Leave Act of 1993 (FMLA). To the extent that any provision is in violation of the Act, the language of the Act will prevail.

An employee is eligible for a FMLA leave if he/she has been employed by the College for at least twelve (12) months and worked at least 1,250 hours during the twelve (12) month period immediately preceding the employee's request for leave or the date on which the leave commences, whichever comes first.

Policy Statement: An eligible employee, upon request, will be granted up to twelve (12) Work weeks of unpaid FMLA leave during a twelve month period for one or more of the following events:

- A. For the birth of a son or daughter of the employee and to care for such child;
- B. For the placement of a child with the employee for adoption or foster care;
- C. To care for a spouse, child, or parent who has a serious health condition;
- D. For the serious health condition of the employee which renders him/her unable to perform the functions of the employee's position.
- E. Qualifying exigency leave. An employee may take FMLA leave for "any qualifying exigency (as the Secretary [of Labor] shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation
- F. Military Injury Care-Giving Leave: A "spouse, son, daughter, parent, or next of kin" to take up to 26 workweeks of leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness

The 12 month period will begin on the first day of the Family Medical Leave. FMLA grants of leave do not accumulate from year-to-year.

An employee requesting leave under FMLA must submit certification issued by the health care provider of the eligible employee, son, daughter, spouse, or parent of the employee, as appropriate. The certification form is available in the Human Resources office and must be returned within 15 days of the start of the leave. In any case in which the College has reason to doubt the validity of the health care provider's statement or certification for leaves taken, the College may, at its expense, require a second opinion.

Employees are required to utilize available sick leave, but may choose to maintain a sick leave balance of up to 64 hours while taking family medical leave. Employees are required to utilize all compensatory time during family medical leave. Employees may elect to utilize available vacation and/or personal leave during family medical leave to maintain full pay. Sick, vacation, personal and/or compensatory time will be counted toward the twelve week maximum.

An employee who foresees the need for a leave of absence due to planned medical treatment for his/her spouse, child, or parent should notify, in writing, the College, as soon as possible, so that the absence can be scheduled at a time least disruptive to the college's operations. Such a member must also give at least thirty (30) calendar days written notice, unless impracticable, in which case the employee must provide as much written notice as circumstances permit.

When necessary, FMLA leave may be taken on an intermittent basis or by arranging a reduced work schedule. Any employee taking intermittent leave must attempt to schedule the leave so as not to disrupt the College's operations. All time taken will count toward the employee's 12 weeks 480 hours annual entitlement for family and medical leave. The College may require eligible employees to periodically report their status and intentions during the leave periods.

Eligible employees who take leaves for purposes described in the Act are entitled to be reinstated to equivalent positions upon their return from leave, restored employees are not entitled to rights, benefits or positions other than those to which they would have been entitled had they not taken leave. Employees on FMLA leave are entitled to health benefits during the leave under the same terms and conditions as active employees. An employee on an approved FMLA leave should keep the College informed regarding his/her intent to return to work upon conclusion of the leave.



ADMINISTRATIVE POLICY

Policy Type:	L-T Disability Benefits
Date Adopted:	October 29, 1996
Date Last Reviewed:	January 7, 2004
Office Responsible:	Human Resources

Summary: Jackson Community College employees who become disabled and are eligible for health insurance benefits at the time of the disabling incident will continue to be covered by the college's group health insurance program.

Policy Statement: Coverage will be provided as follows:

1. The College will continue the employee's health insurance coverage for no more than two years after the disabling event.
2. The dollar amount contributed by the college for insurance coverage for the disabled employee and/or his/her family will be the same amount contributed for active employees and is subject to change.
3. The health insurance program options provided will be the same as is provided to active employees and is subject to change.
4. If the employee's spouse and/or dependents are eligible or become eligible during the two year period, for insurance benefits from another source they must accept that coverage.
5. At the end of the two year period the employee will have the option of continuing his/her health insurance by paying the premiums in accordance with COBRA regulations.



ADMINISTRATIVE POLICY

Policy Type: Staff Release Time Guidelines
Date Adopted: December 1991
Date Last Reviewed: March 21, 2007
Office Responsible: Human Resources

Policy Summary:

“Caring” has long standing and important place in the daily life of Jackson Community College. Volunteering or participating in various events and activities at JCC are excellent examples of caring which help to build a stronger college community.

Policy Statement:

The following guidelines are intended to help in the scheduling and maintenance of day-to-day College business while supporting the various charity and other worthwhile college/community events.

- I. Release time for planning or participating in sponsored events is at the discretion of the administrative supervisor. The following are generally accepted guidelines.
 - a) Requests for release time should be made in advance to facilitate schedule adjustments as needed.
 - b) A period of two (2) hours for planning meetings or general participation should be considered normal and acceptable for most events. If more than two (2) hours is requested, the administrative supervisor can grant additional release time as deemed appropriate.
 - c) The events listed below and their successors, replacements or additions, as approved by the College President, are considered College sponsored events. As such, these events are supported by encouraging employees to participate and by providing release time according to the guidelines listed above.
 1. Wendt Charities Christmas Raffle
 2. CIP Program Activities
 3. All College Celebration
- II. Other events and activities that are designed primarily for the personal enjoyment, recreation, or entertainment of the participants, but are not College sponsored events, do not qualify for release time.
 - a) Events and activities that would be included in this category are:
 1. Neanderthal Golf Outings (Spring & Fall)
 - b) To the extent that these events/activities occur during College business hours, an employee (with supervisory approval) may use vacation, compensatory or when appropriate flex time in order to participate.

The objective is to encourage participation in College sponsored events and College related events, within a framework of meeting College commitments.

In this spirit, this statement is intended to provide Administrators and Classified/Technical employees with general “guidelines” to follow.



ADMINISTRATIVE POLICY

Policy Type:	Oral Employment Contracts/Promises
Date Adopted:	October 12, 1992
Date Last Reviewed:	May 3, 2004
Office Responsible:	Human Resources

Summary: No one at Jackson Community College has the authority to make oral promises or contracts related to employment that are enforceable. Conditions of employment contracts are valid only when issued in writing and signed by the President or the Executive Director of H.R.

Policy Statement: This policy simply means that persons in a position to discuss offers of employment, pay rates and other conditions of employment with potential employees of Jackson Community College may enter into preliminary discussions with those potential employees. However, those discussions are subject to the following conditions:

2. Job offers, rates of pay and other conditions of employment that are tendered verbally will be legally binding on Jackson Community College only when confirmed in writing.
3. Preliminary job offers, pay rates and other conditions of employment must comply with the union agreements and personnel policies of the college. If there is non-compliance, the latter documents shall be controlling in all cases.
4. The college shall not be obligated to honor oral promises of continued employment, recurring employment, promotions, exceptions to rules or past practice and other types of special treatment. Such obligation, when challenged by an applicant, may legally be the responsibility of the person making the promise without authority. Therefore, it is important for each employee to recognize the extent of their own authority.



ADMINISTRATIVE POLICY

Policy Type:	Criminal History Record Check
Date Adopted:	February, 1997
Date Last Reviewed:	May 3, 2004
Office Responsible:	Human Resources

Summary: All applicants who are seeking a position will be required to submit to a criminal history record check.

Policy Statement: Any employee found to have provided false information regarding their criminal record will be immediately terminated.



ADMINISTRATIVE POLICY

Policy Type:	Employment References
Date Adopted:	March 2004
Date Last Reviewed:	
Office Responsible:	Human Resources

Summary: This policy relates to requests from outside entities or from individuals for an employment reference or letters of recommendation related to their employment at Jackson Community College. This policy does not relate to references provided to students by faculty based on academics.

Policy Statement: For purposes of this policy an employment reference includes letters of reference, confirmation of employment (current or former employees), and/or verbal references.

The Human Resources office is the only office authorized to provide official employment references for Jackson Community College without a waiver on file. The Human Resources office will provide only the following information unless the employee/former employee has signed an information release:

- Employment status
- Positions held
- Dates of Employment
- Rate of compensation for the most recent position held.

If the employee has signed a waiver on file in Human Resources and a supervisor has confirmed this with Human Resources, s/he may serve as a reference.



Memorandum

From: Human Resources

Subject: Information Release

It is the policy of Jackson Community College that Human Resources is the only office authorized to provide official employment references unless the employee/former employee has a signed waiver on file. Without this waiver the only information that will be provided is:

- Employment Status
- Positions Held
- Dates of Employment
- Rate of compensation for the most recent position held

If you wish to have information beyond the above provided to potential employers, please sign, date and return the form below to Human Resources.

.....
INFORMATION RELEASE

I hereby authorize Jackson Community College to release information relative to my employment and job performance at the College to prospective employers who inquire about such information. Jackson Community College shall be held harmless for action taken by others as a result of the information released.

The release shall remain in effect until such time as it is canceled by me, in writing.

Signature
Employee/Former Employee

Employee ID Number

Type or Print Name

Date



ADMINISTRATIVE POLICY

Policy Type:	Drug Free Workplace
Date Adopted:	April 5, 2004
Date Last Reviewed:	April 5, 2004
Office Responsible:	Human Resources

Summary: Jackson Community College maintains a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance

Policy Statement: Consistent with state and federal law, Jackson Community College will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs and alcohol are prohibited on any property under the control of and governed by the Board of Trustees of Jackson Community College, and at any site where work is performed by individuals on behalf of Jackson Community College.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on College premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution. The College reserves the right to demand the immediate examination of an employee by a medical doctor when an employee is suspected to be under the influence of drugs and/or alcohol. The cost of such examination will be paid by the College.

The employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. Failure to provide such notice will subject the employee to discipline up to and including dismissal. The employee shall notify the Executive Director of Human Resources/Legal Liaison.



ADMINISTRATIVE POLICY

Policy Type:	Equal Employment Opportunity
Date Adopted:	December 12, 1994
Date Last Reviewed:	October 4, 2004
Office Responsible:	Human Resources

Policy Summary:

Jackson Community College is committed to the principles of equal opportunity, non-discrimination and affirmative action. JCC is an Affirmative Action, Equal Opportunity Employer.

Policy Statement:

It is the policy of Jackson Community College that no employee or applicant for employment shall be discriminated against on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, handicap, sexual orientation, height, weight, or disability protected by relevant law.



ADMINISTRATIVE POLICY

Policy Type: Overtime, Compensatory Time and Flex Time Policy for Non-Exempt Employees
Date Adopted:
Date Last Reviewed:
Office Responsible: Human Resources

Policy Summary:

Jackson Community College employees, with the exception of administrators and faculty are covered by the Fair Labor Standards Act (FLSA). It is the policy of the college to abide by the FLSA. In some cases the JCC-ESPA agreement provides benefits beyond the FLSA; in these situations the agreement will apply.

Policy Statement:

Workweek

The workweek at Jackson Community College, for purposes of computing pay, is Saturday through Friday. The FLSA states that the workweek is an inflexible work unit. Employees can work any combination of hours during the workweek that totals 40, but overtime is due to any employee who works over 40 hours during a workweek.

Overtime

Overtime is due when an employee works more than 40 hours in a workweek. All overtime must be approved by the employee's supervisor. Normally approval for overtime shall be in advance and in writing. All overtime hours must be submitted to Human Resources. Employees will either be paid for overtime or will receive compensatory time (see below).

Compensatory Time

An employee may be given the option of compensatory time (1 ½ hour compensatory time off for each overtime hour worked). The FLSA permits public employers to grant their employees compensatory time off and permits them to accrue a maximum of 240 hours of compensatory time off.

The supervisor can:

1. permit the employee to choose between compensatory time or pay OR
2. require the employee to take pay for overtime.

The supervisor cannot require the employee to take compensatory time for overtime.

Once overtime is processed as compensatory time the employee can not request pay. The only exception to this is when an employee terminates their employment. At the time of termination the employee will be paid for their remaining compensatory time at the rate of pay in effect before the termination or at the average regular rate over the previous three years, whichever is higher.

Compensatory time must be taken within a reasonable period of time unless it would greatly disrupt college operations.

Flex Time

Employees can work, with approval, any combination of hours during the workweek that totals 40, but overtime is due to any employee who works over 40 hours during a workweek. The typical workday is defined Article XII of the JCC-ESPA agreement. Thus, if an employee work 30 hours one week and 50 hours the next, the employee is entitled to time-and-one-half for the 10 hours in the second week even though the average for the two weeks was only 40 hours. In addition, if the employee is full- time s/he must either utilize some type of leave (vacation, personal, compensatory, etc.) or take time off without pay for the ten hours missed during the first week. Hours **can not** be averaged between weeks.



ADMINISTRATIVE POLICY

Policy Type: Procedure for Reporting Absences
Classified/Technical Employees

Date Adopted: November 18, 2004

Date Last Reviewed:

Office Responsible: Human Resources

Policy Summary:

Under the provision of the JCC-ESPA Master Agreement, Classified and Technical employees are to notify their immediate supervisor or a designee on a daily basis unless under long-term physician's care in which case a notice from the physician will be required.

Policy Statement:

The following call-in procedure is to be used for illness or other emergencies:

1. Call your immediate administrative supervisor or designee, if unavailable;
2. Call that person's immediate supervisor, if unavailable;
3. Call Human Resources, 787-0800, to report your absence.
4. Other arrangements for reporting absences must be approved, in advance, by the Director of Human Resources.

DO NOT LEAVE VOICE MAIL OR E-MAIL MESSAGES OR LEAVE WORD AT THE SWITCHBOARD OR WITH OTHER EMPLOYEES REGARDING ABSENCES.



ADMINISTRATIVE POLICY

Policy Type: Sexual Harassment of Students/Employees
Date Adopted: November 18, 2004
Date Last Reviewed:
Office Responsible: Human Resources

Policy Summary:

Jackson Community College fully supports the provisions of Public Act 453 of 1976, as amended, commonly known as Elliott-Larsen Civil Rights Act.

Public Act 453 guarantees as a civil right, the opportunity to obtain employment; full and equal utilization of public accommodation; public service; and educational facilities, services, activities or programs without discrimination because of religion, race, color, national origin, age, sex or marital status as prohibited by the Act. Additionally, Jackson Community College prohibits discrimination based on sexual orientation.

Policy Statement:

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations, public service, or education.
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations, public services, or education.
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodation, public service or education, or creating an intimidating, hostile, or offensive employment, public accommodation, public service or educational environment.

Jackson Community College expects students and employees to comply with all provisions of Public Act 453, including those regarding sexual harassment.

Sexual harassment of students or employees will not be tolerated under any circumstances.

Any inquiries concerning Jackson Community College's obligation under provisions of Public Act 453 should be directed to the Executive Director of Legal Affairs.

If it is determined that an employee has engaged in behavior that violates this policy, appropriate disciplinary action will be taken, including but not limited to warning, suspension or termination of employment. Repeat offenses will result in an escalated level of disciplinary action.



ADMINISTRATIVE POLICY

Policy Type:	Fair Use Policy
Date Adopted:	November 29, 2004
Date Last Reviewed:	November 29, 2004
Office Responsible:	Human Resources

Policy Summary:

When reproducing copyrighted materials for classroom use it is best to obtain permission from the copyright holder. JCC uses the Copyright Clearance Center (CCC)* to make this convenient. Permission can be obtained from CCC in 24 hours. Obtaining permission assures compliance with copyright laws.

It is legal to reproduce copyrighted materials for classroom use under Fair Use provisions of the copyright laws. It is JCC policy that the guidelines contained in the "Questions and Answers on Copyright for the Campus Community" booklet be followed.

Policy Statement:

When copying under Fair Use guidelines **do not:**

1. Copy the same item on more than one occasion, i.e. semester to semester.
2. Copy in order to create or replace anthologies, compilations, or collective works.
3. Copy to substitute for the purchase of books, publisher's reprints, newspapers, or periodicals.
4. Copy from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized test booklets and answer sheets.
5. Copy syndicated cartoons without permission.

When copying under Fair Use guidelines **do:**

1. Include copyright notice on the first page of each copy.
2. Destroy unused copies (do not save them for another semester).

Instructors always have the option of placing material on reserve at the Learning Resource Center (LRC) and allowing students to make their own copies.

*(CCC; 222 Rosewood Drive; Danvers, MI 01923; <http://copyright.com>)

Note: Please reference the Responsible Use Policy when utilizing video and audio materials.



ADMINISTRATIVE POLICY

Policy Type:	Nepotism
Date Adopted:	February 7, 2005
Date Last Reviewed:	February 7, 2005
Office Responsible:	Human Resources

Policy Summary:

College personnel who are employed in the same instructional department, office, or administrative unit of the college with a relative shall not participate in recommendations or decisions of direct concern to a relative. As used herein, "of direct concern" includes, but is not limited to such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

Policy Statement:

Notwithstanding the above the following limitations shall apply:

1. No person shall be assigned to a department or unit under the supervision of a relative.
2. This policy shall not apply to employment of less than 90 days duration.

The following definitions are used for purposes of this policy:

Relative: the spouse, child, stepchild, parent, stepparent, or sibling of the employee or spouse. Other family relationships may be included as determined by the college.

Nepotism: the appointment, promotion, or other favorable consideration based on family relationship.

Note: No person employed prior to February 7, 2005, shall be discharged due to the adoption of this policy.



ADMINISTRATIVE POLICY

Policy Type: Employee Personal Property
Date Adopted: June 29, 2005
Date Last Reviewed: June 29, 2005
Office Responsible: Human Resources

Policy Summary:

Jackson Community College is not responsible for personal property brought onto campus by employees.

Policy Statement:

- Employees may desire to bring personal items to campus to decorate their office, to utilize during breaks, or for other purposes.
- Items of significant value should be marked in order to identify them as the employee's personal property.
- All mechanical or electrical equipment is to be maintained in good working order.
- The College assumes no responsibility in the event of damage, theft, or loss of the employee's personal property.
- The employee is responsible for removing personal items at their own expense.



ADMINISTRATIVE PROCEDURE

Procedure Type: Involuntary Transfers - Staff
Date Adopted: August 30, 2005
Date Last Reviewed: August 30, 2005
Office Responsible: Human Resources

Procedure Summary:

In accordance with the management rights clause of the agreement between the college and the association that represents the staff (JCC-ESPA) the administration has the right to transfer employees.

Procedure Statement:

- In situations where it is in the best interest of the College to transfer a current staff employee to a vacant or newly created position, said employee will be involuntarily transferred.
- The employee shall suffer no financial loss.
- The association shall be notified in advance of the administration's intention to transfer an employee versus posting the position.



ADMINISTRATIVE POLICY

Policy Type: Overtime Approval
Date Adopted: May 2, 2007
Date Last Reviewed: May 2, 2007
Office Responsible: Human Resources

Policy Summary:

This policy provides administrative supervisors with guidance regarding their responsibility and authority regarding overtime for hourly employees.

Policy Statement:

- In accordance with Article XIX of the JCC-ESP agreement overtime will be permitted only when authorized by the administrative supervisor or other authorized administrator who has prepared the work schedule for employees.
- Normally, overtime authorization shall be in advance and in writing.
- In emergency conditions, the supervisor shall approve the overtime prior to the next pay period. It is the responsibility of the administrative supervisor to have guidelines in place that will provide direction regarding overtime in emergency situations that arise when the administrative supervisor is unavailable.
- Administrative supervisors have authority to authorize up to a maximum of 20 hours of overtime in a work week (maximum 60 hours worked Saturday - Friday).
- Advance approval by the President is required prior to any hourly employee working in excess of sixty (60) hours in a work week (Saturday – Friday).



ADMINISTRATIVE POLICY

Policy Type:	Responsible Use
Date Adopted:	December 18, 2003
Date Last Reviewed:	December 18, 2003
Responsible Office:	Information Technology

Policy Summary: This policy is designed to indicate what is considered responsible use of information technology resources. It includes eight key sections that protect the college, inform users, and maintain system integrity/performance for all users. Use of any institutional information technology resource acknowledges acceptance of the Responsible Use Policy.

1. **Definitions:**

- 1.1. The term “College” means Jackson Community College including all its extension centers and all other Jackson Community College supported operations and events.
- 1.2. The term “user” means any employee, student, guest, or agent who accesses Jackson Community College resources on or off campus.
- 1.3. The phrase “information technology resources” means data in any medium such as digital, video, audio, or paper; any hardware and software applications that access information; any network systems that transport information that are owned by the College or are in the College’s possession, custody, or control.

2. **Policy:**

- 2.1. Jackson Community College provides information technology resources for the use of students, staff, faculty, and authorized guests in performing educational, scholarly, cultural, or other tasks that further the college mission.
- 2.2. Users of information technology resources must comply with all federal, state, and other applicable laws. Examples of federal, state, and local law include, but are not limited to: libel, privacy, copyright and fair use, trademark, obscenity, the Electronics Communications Privacy Act, the Computer Abuse and Fraud Act, the Freedom of Information Act. Additional examples include requirements for the provision of employment and educational environments free from race-based or gender-based hostility; laws prohibiting harassment; laws prohibiting the exhibition of obscene materials to minors.
- 2.3. Users of information technology resources must comply with College regulation and policy; all applicable contracts and licenses; and maintain the highest standards of ethics and professional conduct. Examples of such rules, policies, and licenses include, but are not limited to the College student code of conduct; College sexual harassment policy; all applicable software licenses and any rule/policy/law not expressly referenced in this policy.
- 2.4. Users are responsible for understanding and complying with the laws, rules, policies, contracts, and licenses applicable to their uses. In cases of doubt the burden of responsibility is on the user to inquire about the permissibility of an action or use prior to execution.

- 2.5. Nothing in this policy prohibits the use of appropriate material for educational purposes in an educational program in which a minor is participating. Nothing in this policy prohibits the presence of minors at an exhibition or display or the use of any material in any public library.
- 2.6. Jackson Community College extends the privilege of membership in the electronic community to students, employees, and community partners with the stipulation that they be responsible citizens. The College computing community is based on a spirit of mutual respect to create a community of responsible users.

3. Expectations of Privacy:

- 3.1. Users are advised that the College is entitled to access and to monitor its information technology resources without prior notice, knowledge or permission for any purpose permitted by law including, but not limited to, complying with a court order, warrant, subpoena, or other legal discovery request for information; assessing compliance with College policies or any applicable law; preserving property or information; maintenance, security or safety concerns; resolving urgent incidents; obtaining valuable College information. The College advises users that access and monitoring is a reasonable means of protecting and advancing College resources and users should have no expectation of privacy in information stored on or transmitted over the College's information technology resources.
- 3.2. Users are advised of computer monitoring via login notification coordinated by the Director of Information Technology. Data will not be used for evaluation or punitive purposes without the knowledge of the user; evaluation/punitive proceedings will follow employment contracts or stated student rights and responsibilities.
- 3.3. The College can disclose information or communication to law enforcement or investigative authorities or to comply with Freedom of Information Act requests, without the authorization of the user and without authorization by the sender or any other party to the information or communication.
- 3.4. The College advises users that Internet sites they visit and information/graphics they download are able to be documented by the College's network management. Users are also advised that deleting an electronic communication item is not effective as numerous copies are stored in a system.

4. Responsibilities:

- 4.1. User Responsibilities
 - 4.1.1. Use resources only for authorized purposes as defined in Section 1.
 - 4.1.2. Access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
 - 4.1.3. Protect your user id and password from unauthorized use. You are responsible for all activities on your user id.
 - 4.1.4. Use only legal versions of copyrighted software in compliance with vendor license requirements.

- 4.1.5. Use scanners, photocopiers, or other recording devices and media in a manner consistent with copyright law, including Fair Use.
 - 4.1.6. Refrain from monopolizing systems; overloading networks with excessive data; use of excessive disk space, printer or copier paper.
 - 4.1.7. Report alleged violations of the Responsible Use Policy as specified in Section 6.
 - 4.1.8. Comply with all rules and laws as specified in Section 1.
 - 4.1.9. Inform non-College e-mail correspondents that e-mail received by the College information technology systems becomes property of the College.
- 4.2. Service Provider (Information Technology) Responsibilities
- 4.2.1. Offer timely and efficient service while considering the needs of the total user community.
 - 4.2.2. Report all incidents as specified in Section 6.
 - 4.2.3. Monitor network activity, suspend access, and/or preserve files when requested or in order to forestall an immediate threat to the system or its users.
 - 4.2.4. Follow the same policies and conditions of use that other users must follow.
- 4.3. College Responsibilities
- 4.3.1. Protect against damage to College information technology resources.
 - 4.3.2. Safeguard the integrity of computers, networks, software, and data.
 - 4.3.3. Preserve information and data.
 - 4.3.4. Maintain or upgrade information technology resources.
 - 4.3.5. Investigate the posting of proprietary software or electronic copies of texts, data, media, or images in disregard of copyright, license, or other contractual obligation or in violation of law.
 - 4.3.6. Comply with court orders, subpoenas or other legally enforceable discovery requests.
 - 4.3.7. Protect the College or its employees or representatives against liability and other potentially adverse consequences.

5. Prohibited Conduct:

- 5.1. Jackson Community College designates the following activities as unethical, unacceptable, and cause for disciplinary or legal action:
- 5.1.1. Using another person's/institution's user id or password unless authorized by administration.
 - 5.1.2. Using computer applications or any device to decode passwords or access control information.
 - 5.1.3. Attempting to circumvent or subvert system security measures.
 - 5.1.4. Engaging in any activity that might be harmful to information technology resources including, but not limited to, chain mail, propagating viruses, setting up servers to download and/or share files, using excess bandwidth, damaging files.
 - 5.1.5. Using information technology resources to encourage circumvention of Responsible Use.
 - 5.1.6. Using information technology resources for personal profit or promoting or advertising business.
 - 5.1.7. Using information technology resources for political or religious purposes without authorization from the College president or his/her designee.

- 5.1.8. Using, making, storing, or transmitting copies of data, audio, or media files or applications that violate copyright law.
 - 5.1.9. Using information technology resources to harass or intimidate another person.
 - 5.1.10. Monopolizing information technology resources.
 - 5.1.11. Violating any local, state, or federal law (e.g. viewing child pornography, hacking systems internal or external to the college, conducting illegal transactions of stolen or illicit goods, etc.).
- 5.2. Employees are prohibited from accessing, storing, or transmitting obscene material (as defined by applicable law and/or community standards) while on College premises or utilizing College information technology resources (e.g. MichNet/Merit accounts) except in cases where the material is being used in a College educational program. See Section 1: 1.2 and 1.5.
- 5.3. In order to ensure College operations, the College administration may access employee files and data with authorization from the College president or his/her designee.
- 6. Reporting Incidents:**
- 6.1. Alleged incidents involving students should be reported to the Dean of Student Services.
 - 6.2. Alleged incidents involving employees or community partners should be reported to the Executive Director of Human Resources.
 - 6.3. Violations of this policy are prohibited and may also be violations of other College policy and in some cases may constitute criminal offenses. You are asked to report information you may have concerning instances in which this policy has been or is being violated.
- 7. Sanctions:**
- 7.1. Students who engage in any activity that violates the Responsible Use Policy are subject to disciplinary action pursuant to the process outlined in the Student Rights and Responsibilities Handbook, which provides for a range of sanctions including expulsion.
 - 7.2. Represented employees who engage in any activity that violates the Responsible Use Policy are subject to disciplinary action pursuant to the applicable collective bargaining agreements. Violation of the Responsible Use Policy is a violation of College policy.
 - 7.3. Non-represented employees who engage in any activity that violates the Responsible Use Policy are subject to disciplinary action pursuant to College policy.
 - 7.4. In accordance with established College policies and practices, confirmation of inappropriate use of information technology resources may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, or other disciplinary action. Information Technology staff will work with other College offices or appropriate external agencies in the resolution of problems.
- 8. External Networks:**
- 8.1. External networks to which the College maintains connections (e.g., MichNet/Merit) have established acceptable use standards. It is the responsibility of the user to adhere to the

standards of such networks. In cases of doubt, the burden of responsibility is on the user to inquire about external network uses. The College cannot and will not extend any protection to any user who violates the policies of an external network. Michnet/Merit use standards are currently available at <http://www.merit.edu/>

Jackson Community College reserves the right to modify or amend this policy at any time with or without prior notice.



ADMINISTRATIVE POLICY

Policy Type: Practical Application AFT 270
Date Adopted: November, 2004
Date Last Reviewed: June 23, 2008
Office Responsible: Executive Vice President

Policy Summary

This class is designed and intended for the limited use of JCC aircraft by our graduate flight students for personal flight. It is not the intention, nor policy, that this class be used for upgrading certificates or ratings since these classes are offered at the flight center. Aircraft checkouts and any dual, other than to regain currency, will be with the approval of the operations manager or flight coordinator.

Policy Statement

1. Student will hold a Private license or better, received while enrolled a JCC.
2. Student will hold current medical and current flight review.
3. If student has not flown JCC aircraft in the past 60 days, student will undergo a successful competency check from a JCC instructor for the certificates held with additional charges for instruction.
4. All flights will be under the direct supervision of Operations manager, JXN and Flight coordinator, Adrian during normal business hours (8:00am-5:00pm).
5. Flights will be of 2 hours or less, VFR day operations, wind 20KTS or less.
6. Flights will be on a TBA (to be arranged) basis with available aircraft. At no time will students in standard AFT classes be displaced by this class.
7. Dual flights will be given only for competency checks and as required to maintain currency.
8. Anticipated cost for flight will be calculated and funds verified in students account before departure.
9. Aircraft will be dispatched with adequate fuel and oil; no fuel to be purchased outside of JCC.
10. NO commercial flights (for hire, money making) are allowed.

11. Flights after hours or for longer duration may be approved on a case by case basis with final approval from the Vice President. No overnight flights are permitted.
12. Maneuvers will be in the scope of normal flight. Practicing maneuvers such as stalls, steep turns, ground reference maneuvers, etcetera, with passengers is prohibited.
13. Pilot and or passenger(s) will sign appropriate insurance disclosure.
14. Any violation of FAA regulations or above rules is cause for student to be immediately dropped from current and future AFT classes.



ADMINISTRATIVE POLICY

Policy Type:	Section Cancellation
Date Adopted:	November 18, 2004
Date Last Reviewed:	
Office Responsible:	Executive Vice President

Policy Summary: Enrollment trends and budget projections will be reviewed annually by the academic administration, who will determine the parameters by which a section will be evaluated for possible cancellation and a deadline for making the final decision. If the section does not have the minimum enrollment of 10 by the established deadline, the section will be cancelled.

Policy Statement:

1. Exceptions for allowing a course section to run with fewer than the enrollment threshold include:
 - a. Course is needed for graduation and only offered once a year
 - b. Course is part of a new “start-up” program (does not include IBL)
 - c. Course is guaranteed
 - d. Course is at a break-even point

2. Reasons for postponing a decision regarding the cancellation of a class section include:
 - a. When late enrollment is the norm or expected due to the type of course; i.e. HPF, AUT.
 - b. When the course is a “late-start” course.
 - c. When late enrollment is due to a differing calendar than JCC’s, i.e. course(s) that are dual enrollment sections or part of a partnership arrangement.



ADMINISTRATIVE POLICY

Policy Title:	Preferred Faculty Qualifications
Date Adopted:	November 18, 2004
Date Last Reviewed:	February 9, 2004
Office Responsible:	Executive Vice President Education/Student Services

Policy Summary:

The policy is designed to bring JCC into compliance with NCA/HLC faculty guidelines.

Policy Statement:

- A. Master's degree in field of study required + two (2) years work experience in field or related field + required licensing or certification [All A.D.N. Nursing Theory Faculty]
- B. Master's degree in field of study required + two (2) years work experience in field or related field [All Business and Accounting/Finance Faculty]
- C. Master's degree in field of study required [All Arts & Science faculty, and HPF general education Faculty]
- D. Bachelor's degree in field of study required + two (2) years work experience in field or related field + required licensing or certification [All L.P.N. theory and A.D.N. Clinical and Lab, & Early Childhood Development & Education, and Criminal Justice/Law Enforcement Faculty]
- E. Bachelor's degree in field of study required or Bachelor's degree in related field with a minimum of twelve (12) credits in field of study + two (2) years work experience in field or related field + required licensing or certification [All Allied Health, Aviation, Climate Control, Automotive, DE MTH, Electronics, ITE, and HPF activity Faculty]

Hiring Guidelines:

- A Master's Degree is required of all faculty who teach transfer Arts & Science courses plus faculty who teach occupational courses that must meet program accreditation guidelines.
- Job postings for Arts and Science and specific Occupational programs would read Master's degree in field of study preferred, or Master's degree with a minimum of 12 graduate credits in field of study, or Bachelor's degree in field of study with a minimum of 12 graduate credits in field of study.
- A Bachelor's degree in the field of study or Bachelor's degree in a related field with a minimum of twelve credits in the field of study is required of all faculty who teach in Occupational courses not cited above.
- Job postings for Occupational faculty would read Bachelor's degree in field of study or related field preferred, Associate degree in field of study required.
- Job posting would list separate pay rates for adjuncts with the preferred credential.
- Chairs/Lead faculty would be expected to exhaust pool of preferred qualifications before staffing with less than the preferred credential.
- At least 75% of all faculty would have appropriate degrees earned from accredited institutions.
- HR will input faculty credentials into Colleague.
- HR will maintain a database of faculty for each discipline.

- HR will create an exception list for both Arts and Science and Occupation faculty.
- The exception list will state reasons for hiring, plan of action to obtain preferred credential, and timelines for completion.
- Existing adjunct faculty will be notified of new hiring policy and given three to five years to obtain preferred credential.
- Existing adjunct faculty who do not show progress toward preferred credential may be replaced by adjuncts who meet minimum qualifications.

DISC		DEPT	Min Quals
ART	Arts	1	C
CSS	Center for Student Success	1	C
DAN	Dance - General Ed.	1	C
DAN	Dance Activity only	1	E
EDU	Education	1	C
ENG	English	1	C
ESL	English as a Second Language	1	C
FRN	French	1	C
FYS	Freshman Year Seminar	1	C
GEN	General Education	1	C
GER	German	1	C
HUM	Humanities	1	C
MUS	Music	1	C
PHL	Philosophy	1	C
SPH	Speech	1	C
SPN	Spanish	1	C
THR	Theatre	1	C
DMS	DMS - Medical	2	E
DMS	DMS – Echo	2	E
DMS	DMS – Vascular	2	E
EMS	Emergency Medical Services - Paramedic	2	E
EMS	Emergency Medical Services - EMT	2	E
HOC	Health Occupations	2	E
MOA	Medical Office Assistant	2	E
LPN	Nursing – LPN	2	D
NUR	Nursing - A D N - Didactic	2	A
NUR	Nursing – A D N - Clinical	2	D
RAD	Radiography	2	E
ACC	Accounting/Finance	3	B
AFT	Aviation Flight Technology	3	E
AIT	Climate Control	3	E
AUT	Automotive Service	3	E
BUS	Business	3	B
CRJ	Corrections/Law Enforcement	3	D
ECE	Early Childhood Development	3	D
FIN	Accounting/Finance	3	B
BIO	Biology	4	C
CEM	Chemistry	4	C
GEL	Geology	4	C
GEO	Geography	4	C
HPF	Health & Physical Fitness - Activity only	4	E

HPF	Health & Physical Fitness - General Ed.	4	C
NSC	Natural Science	4	C
PHY	Physics	4	C
ANT	Anthropology	5	C
CPS	Computer Science	5	C
ECN	Economics	5	C
EGR	Engineering	5	C
HIS	History	5	C
MTH	Mathematics – MTH 120 and below (DE)	5	E
MTH	Mathematics – MTH 131 and above (transfer)	5	C
PLS	Political Science	5	C
PSY	Psychology	5	C
SOC	Sociology	5	C
ELT	Electronics/Electricity	6	E
ITE	ITE	6	E
SEC	Secretarial/Office	6	E
LRC	Learning Resource Center (Library)	7	C

Departmental Code Defined:

Language, Literature & Arts	1
Allied Health & Nursing	2
Business, Auto, CRJ, ECE, Aviation	3
Science & HPF	4
Behavioral Sciences, Mathematics & Engineering Sciences	5
Information Technology Education`	6
Learning Resource Center (Library)	7



ADMINISTRATIVE POLICY

Policy Type: Smoking
Date Adopted: June 29, 2005
Date Last Reviewed: June 29, 2005
Office Responsible: Legal Affairs

Policy Summary:

All buildings operated by Jackson Community College are smoke-free.

Policy Statement:

- Smoking is prohibited in any building operated by Jackson Community College.
- Smoking is prohibited within twenty-five feet of any entrance into a building operated by Jackson Community College.



ADMINISTRATIVE POLICY

Policy Type: Employee Conflict of Interest
Date Adopted: April 2005
Date Last Reviewed:
Office Responsible: Legal Affairs

Policy Summary

Each employee must avoid being placed in a position wherein he / she could profit personally from a decision he / she makes on behalf of the College. If an administrator or any employee believes that there is a possibility that an entangling or compromising business relationship might develop, it is his/her responsibility to bring it to the attention of the Legal Affairs Department so that the action to be taken may be evaluated independently. If a member of an employee's family or any firm, corporation, partnership, individual, trust, estate, or business in which the employee or a member of the employee's family has any financial or beneficial interest is involved in a transaction which could be construed as a conflict of interest if the employee was involved, full disclosure is also required.

Policy Statement

1. It is the primary obligation of each employee to handle the business of the College in ways that enhance the fiscal accountability of the institution.
2. No employee shall conclude any College transactions from which he/she stands to benefit personally except as an employee of the institution.
3. Except for natural and ordinary social courtesies, no employee shall accept anything of value over \$25.00 from persons or firms conducting business with the College. Employees in attendance as a College representative or in a setting where discussions involving or beneficial to, the College may occur or at organized functions which have been considered appropriate and important ones to attend because of the recognized benefits of such attendance to College operations may accept food, refreshments, and entertainment of nominal value on infrequent occasions.
4. Employees in a position to authorize or execute purchases on behalf of the College shall make known to the College his/her interest, direct or indirect, in any transaction, or in a proposed transaction to which the College is a party.
5. Annually, each employee in a position to authorize or substantially influence business transactions with the College, shall file a statement with the Legal Affairs Office disclosing any interests or affiliations that the employee or member of his/her family have that may create a conflict of interest in the College's purchase of goods and services.
6. Consulting duties, speaking and other personal engagements, supplementary employment, etc. should normally be scheduled during vacation time or at other times when the duties will not interfere with the employee's College responsibilities. When such an arrangement is not

possible, the Administrative supervisor may grant reasonable periods of time away from campus, with pay, for the employee to fulfill these types of duties. In the latter case, all fees and salary shall be remitted to the General Fund of the College.

Each employee shall use every effort to preclude participation by the College or its employees in any illegal or unethical activity with respect to any business, company, government, or institution. Any attempt to seek such participation should be promptly reported.

A copy of this policy will be sent to each Administrative, Administrative Assistant and Department Chair once a year along with a "Conflict of Interest Disclosure" form. Those employees will return the completed form to the President's Office within 10 days. Any conflict of interest or potential conflict of interest will be immediately reported.



ADMINISTRATIVE POLICY

Policy Type: Department Chair Conflict of Interest
Date Adopted: April 2005
Date Last Reviewed:
Office Responsible: Legal Affairs

The Employee Conflict of Interest Policy was approved by President's Council in April, 2005. A copy of the policy is attached.

This policy requires that employees in a position to authorize or substantially influence business transactions with the College file a statement with the Legal Affairs Office regarding conflict of interest information.

The following questions are to be answered by department chairs who are in charge of one or more cost activity centers contained in the College Operating Budget.

1. Have you, directly or indirectly, concluded any business transactions or influenced any purchase made on behalf of the College in the past year, from which you or a member of your immediate family personally benefited, except as an employee of the College?
 No Yes If yes, please explain full details on a separate sheet of paper.
2. Have you or any member of your immediate family accepted any item of value from persons or firms conducting business with the College during the past year, other than of a natural or ordinary social courtesy?
 No Yes If yes, please explain full details on a separate sheet of paper.
3. Do you have knowledge of any proposed transaction during the coming year, which may place you in conflict with the Employee Conflict of Interest policy?
 No Yes If yes, please explain full details on a separate sheet of paper.
4. Are you a director, employee or agent of any business entity, which, during the performance of your duties with that agency, might place you in a position of being in conflict with the policy?
 No Yes If yes, please explain full details on a separate sheet of paper.

Date

Signature

Print Name



ADMINISTRATIVE POLICY

Policy Type: Administrative Conflict of Interest
Date Adopted: April 2005
Date Last Reviewed:
Office Responsible: Legal Affairs

The purpose of this questionnaire is to disclose any interests or affiliations that you or members of your immediate family (i.e. spouse, child, parent, sibling, in-law, or any person living in the same household) may have that, when considered in light of your relationship with Jackson Community College (referred to in this questionnaire as "JCC"), may create a conflict of interest in the College's purchase of goods and services and decision-making.

A conflict of interest exists when:

- (1) an individual is in a position where he or she may obtain a financial or other gain or advantage as a result of his or her activities on behalf of JCC; or
- (2) he or she is in a position where he/she may have to choose whether to advance his/her own interests (or those of another) rather than the interests of JCC.

Conflicts of interest not only involve intentional wrongdoing, but can also result from a combination of completely innocent circumstances. Although it is impossible to list every circumstance that may cause conflicts of interest, a number of potential problem areas are outlined below. You are required, as a condition of your continued employment, to respond to the following questions:

1. During the last year did you accepted anything of value (over \$25.00), from persons or firms conducting business with the college?

Yes, please describe _____

No

2. Do you have any affiliation, whether direct or indirect, that constitutes a source of income or credit to you or any member of your immediate family, which might reasonably be deemed to involve a possible conflict of interest between you and JCC, including, but not limited to, a proprietorship, partnership, stock, ownership of a corporation's outstanding shares or other securities, or any employment, indebtedness, or contractual relationship with any such entity. (You may exclude an affiliation with an entity where, by reason of geographical location or line of business, or stock in large publicly held companies whose stock is listed and sold on a recognized stock exchange, no conflict of interest could reasonably be expected to arise with respect to such entity).

Yes, please describe _____

No

3. Do you or a member of your immediate family hold a business, corporate or other organizational directorship or official position? Excluding any position, that by reason of geographical location or line of business, no conflict of interest could reasonably be expected to arise.

Yes, please describe _____

No

4. Do you, or any member of your immediate family, have any relationship and/or affiliation which might reasonably be deemed to be within the spirit (if not the letter) of the foregoing questions, bearing in mind that the purpose of this questionnaire is to enable you and JCC to protect you from the consequences of a real or apparent conflict of interest. Our goal is to avoid both actual impropriety and the appearance of impropriety.

Yes, please describe _____

No

It is important that as an employee of JCC, you refrain from placing yourself, or JCC, in a position where a possible conflict of interest might influence the decision-making process in the purchase of goods and services for the College.

I agree to promptly disclose any possible conflict of interest to the Legal Affairs Office and my supervisor. I agree to file with the Legal Affairs Office updated answers to the forgoing questions within thirty days of any addition, deletion, or change in my status. I have read the Conflict of Interest policy and understand it: I have responded appropriately and will file a revised disclosure when appropriate.

Signature

Print Name

Title

Date

Completed form should be sent to the Legal Affairs Office



ADMINISTRATIVE POLICY

Policy Type:	Social Security Number Privacy
Date Adopted:	December 14, 2005
Date Last Reviewed:	December 14, 2005
Office Responsible:	Legal Affairs

Policy Summary:

Michigan Public Act 454 of 2004 requires that the College establish regulations to properly secure and protect any Social Security Number/identification information we maintain, this policy outlines how the college secures and protects this information.

The college obtains Social Security Numbers from individuals for valid business purposes only, and ensures to the extent practicable the confidentiality of social security numbers in its possession. The college prohibits unlawful disclosure of the social security numbers, and prescribes limits on who has access to information or documents that contain the social security numbers. Documents containing the social security numbers shall be properly disposed of, and the college provides penalties for violation of the privacy policy.

Policy Statement:

Jackson Community College, in order to properly secure and protect employee Social Security Number/identification information, holds all employees that use or have access to any employee's Social Security number and information to the highest degree of confidentiality.

No employee is permitted to access or use Social Security numbers without express permission of the college.

Only authorized personnel may access records and documents both internal and external that contains employee Social Security number and identification information.

Any employee or individual who accesses Social Security data without authorization or for illegal purposes shall be disciplined up to and including discharge. If illegal intent is determined employees will be referred to authorities for possible criminal prosecution.

All documents and records containing Social Security numbers and information will be kept in a secure environment with need to know access by authorized personnel only. When necessary documents containing this and other confidential information will be properly destroyed through shredding or other means before disposal.

If you have any questions regarding employee Social Security number privacy and security please contact the Human Resources for more information (517-796-8403).

Employee Social Security Number Protection and Disposal

In addition to the college's normal security and confidentiality policy/practices, employees are prohibited from accessing, viewing or using other employee's Social Security information. Prohibited use according to the statute is:

- Publicly display all or more than 4 sequential digits of the social security number

- Use all or more than 4 sequential digits of the social security number as the primary account number for an individual, other than exceptions in the Public Act,
- Visibly print all or more than 4 sequential digits of the social security number of any identification badge or card, membership card, or permit or license,
- Require an individual to use or transmit all or more than 4 sequential digits of his or her social security number over the internet or a computer system or network unless the connection is secure or the transmission is encrypted,
- Require an individual to use or transmit all or more than 4 sequential digits of his or her social security number to gain access to an internet website or a computer system or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.
- Include all or more than 4 sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if it is visible on or, without manipulation, from outside of the envelope or packaging,
- Subject to exceptions in the Public Act, beginning January 1, 2006, include all or more than 4 sequential digits of the social security number in any document or information mailed to a person, unless any of the exceptions in the Public Act apply.

Student Social Security Number Protection and Disposal

Jackson Community College protects the student's right of privacy of information and recognizes the importance of maintaining the confidentiality of student records while performing effective functioning of the College. In this effort, JCC assigns each student a unique Student ID to be used in place of the Social Security Number, SSN.

Social Security Numbers are collected from all students and are currently used for:

- financial aid
- specific reporting functions as required by the state and Federal government
- reporting to the National Student Clearinghouse used for attendance verifications, degree reporting, and loan tracking

The Student ID number may be used interchangeably for the SSN whenever the student registers for classes, makes a payment, or other internal functions. When the student gives a SSN, the Student ID will print on any internal hard copy material such as schedules, rosters, bills, etc. Copies of materials with a student's ID or SSN are destroyed/shredded when not retained in a secure area.



ADMINISTRATIVE POLICY

Policy Type: Audit Certification - CEO
Date Adopted: August 11, 2004
Date Last Reviewed: August 11, 2004
Office Responsible: Legal Affairs

Summary: Require the President to develop and enforce a code of ethics that prohibits any action to fraudulently influence, coerce, manipulate, or mislead an auditor in the performance of the audit.

The President will provide written certification to the Board of Trustees of the following:

- He/she has reviewed the annual audit report.
- Based on his/her knowledge, the annual audit report does not contain any untrue statements of a material fact of omission of a material fact necessary in order to make the statements misleading.
- Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operations.
- He/she has established and maintained internal controls; has designed such internal controls to ensure that material information relating to the college is made known to officers and others within the college; has evaluated the effectiveness of internal controls; and has presented in the report his/her conclusions about the effectiveness of his/her internal controls based on his/her evaluation.
- He/she has disclosed to the auditors and the board all significant deficiencies in the design or operation of internal controls that could adversely affect the company's ability to record, process, summarize, and report financial data and have identified for the auditors any material weaknesses in internal structures.
- He/she has indicated in the report whether or not there were significant changes in internal controls or in other factors that could significantly affect internal controls subsequent to the date of his/her evaluation, including any corrective actions.
- Require the college's chief financial officer to make the same certifications, in writing, as the President.



ADMINISTRATIVE POLICY

Policy Type:	Audit Certification - CFO
Date Adopted:	August 11, 2004
Date Last Reviewed:	August 11, 2004
Office Responsible:	Legal Affairs

Summary: Require the Chief Financial Officer, in coordination with the President, to develop and enforce a code of ethics that prohibits any action to fraudulently influence, coerce, manipulate, or mislead an auditor in the performance of the audit.

The Chief Financial Officer will provide written certification to the President of the following:

- He/she has reviewed the annual audit report.
- Based on his/her knowledge, the annual audit report does not contain any untrue statements of a material fact of omission of a material fact necessary in order to make the statements misleading.
- Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operations.
- He/she has established and maintained internal controls; has designed such internal controls to ensure that material information relating to the college is made known to officers and others within the college; has evaluated the effectiveness of internal controls; and has presented in the report his/her conclusions about the effectiveness of his/her internal controls based on his/her evaluation.
- He/she has disclosed to the auditors and the board all significant deficiencies in the design or operation of internal controls that could adversely affect the company's ability to record, process, summarize, and report financial data and have identified for the auditors any material weaknesses in internal structures.
- He/she has indicated in the report whether or not there were significant changes in internal controls or in other factors that could significantly affect internal controls subsequent to the date of his/her evaluation, including any corrective actions.



ADMINISTRATIVE POLICY

Policy Type: Workplace Threats & Violence
Date Adopted: September 30, 1997
Date Last Reviewed:
Office Responsible: Legal Affairs

Policy Summary:

Nothing is more important to Jackson Community College than the safety and security of its students, employees, and guests. Threats, threatening behavior, or acts of violence against students, employees, visitors, guests, or other individuals by anyone on Jackson Community College property will not be tolerated. Violations of this policy will lead to disciplinary action which may include dismissal, arrest, and prosecution.

Policy Statement:

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Jackson Community College property shall be removed from the premises as quickly as safety permits, and shall remain off Jackson Community College premises pending the outcome of an investigation. Jackson Community College will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

No existing Jackson Community College policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

All College personnel and students are responsible for notifying the College administrator designated below of any threats or behavior which they have witnessed, received, or are aware that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on College property, or is connected to College employment or academic status. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated administrator is not available, personnel should report the threat to their administrative supervisor or another member of administration.

All employees who apply for or obtain a protective or restraining order which lists college location as being protected areas, must provide to the designated administrator a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is made permanent.

Jackson Community College understands the sensitivity of the information requested and has developed confidentiality procedures which recognize and respect the privacy of the reporting employee(s). However, it should be understood that the College cannot guarantee confidentiality in the event proceedings are initiated against the person making the threat by the College and/or any governmental authority.

The designated administrator is:

Diane Fenby
Executive Director, Legal Affairs
517-796-8462



ADMINISTRATIVE POLICY

Policy Type: Complaint Procedure – Discrimination & Harassment
Date Adopted: October 10, 1988
Date Last Reviewed: March 5, 2008
Office Responsible: Legal Affairs

Policy Summary

The following procedure shall be used for any complaint or allegation of unlawful discrimination under federal or state law and regulations or violation of college policies on non-discrimination, disability discrimination, or sexual harassment. This procedure shall also be applicable to allegations of sexual misconduct or other forms of harassment in violation of College policies on Harassment, Sexual Harassment, and Non-Discrimination. This procedure shall apply to complaints or allegations raised by applicants, Board members, employees, students, volunteers or contractors against any Board member, employee, student, volunteer, contractor, or individuals and entities that have a business relationship with the College.

Policy Statement

1. This complaint procedure shall be utilized for allegations of discrimination or harassment based upon the following:

- A. Title IV of the Education Amendments of 1972, which prohibits race and national origin discrimination in an educational institution receiving federal financial assistance.
- B. Title VII of the Civil Rights Act of 1964, which prohibits discrimination based upon sex, race, national origin and religion in employment.
- C. Title IX of the Education Amendments of 1972, which prohibits discrimination based upon sex in an educational institution receiving federal financial assistance.
- D. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based upon disability.
- E. Americans with Disabilities Act, which prohibits discrimination based upon disability
- F. Age Discrimination in the Employment Act, which prohibits discrimination based upon age.
- G. Michigan Persons with Disabilities Civil Rights Act, which prohibits discrimination based upon disability.
- H. Michigan Elliott-Larsen Civil Rights Act, which prohibits discrimination based upon sex, race, religion, marital status, height, weight, age and national origin.

2. A student, employee, applicant, Board member, volunteer, or contractor ("complainant") who believes that he/she has been subjected to discrimination or harassment as specified above should promptly notify the College's Compliance Officer. Complainants are encouraged to promptly report any conduct, statements, or physical contact that they believe to be discriminatory or harassing.
 - A. If a complainant has concerns regarding the nature of any conduct, statements, or physical contact by any College employee, Board member, volunteer, contractor, or student, such concerns should be reported.
3. The College shall promptly and thoroughly investigate complaints of discrimination and/or harassment. Complaints of discrimination and/or harassment will be treated as confidentially to the extent possible, recognizing the potential need to:
 - A. Notify the alleged perpetrator of the facts relative to the claimed violation;
 - B. Notify the parent or guardian of the student, if the student is a minor;
 - C. Make reports required by law, including but not limited to, reports required under the Michigan Child Protection law;
 - D. Protect the rights or privacy of others, including witnesses, as well as the alleged offender during the investigation; and
 - E. Comply with state and federal law and any relevant collective bargaining agreement.
4. The College will conduct a fair, thorough, impartial, and timely investigation of the allegation(s) presented in a complaint. The investigation will consider the nature of the alleged activity and the context in which the alleged activity occurred. An investigation will normally include conferring with the parties involved, as well as any named or possible witnesses. Efforts shall be made to complete the investigation within 30 calendar days of the complaint being filed. The College's Compliance Officer shall be responsible to ensure that investigation is conducted fairly, promptly, and thoroughly.
5. It shall be considered a violation of this policy for any person to coerce, intimidate, discriminate, or retaliate against any person filing a complaint and/or assisting in the investigation of a complaint. Such misconduct may result in discipline. A complainant who knowingly files a false complaint or an individual who knowingly provides or knows false information has been provided during such an investigation or review and fails to report such information to the Compliance Officer (or designee), shall be subject to discipline.
6. All investigations of complaints made pursuant to this policy shall be concluded with written findings, regardless of whether a complaint is factually substantiated. Such findings shall be maintained in a separate confidential file.
7. The Compliance Officer (or designee) shall be responsible for drafting the findings and forwarding such information to the President. If the President is alleged to have discriminated and/or harassed, the findings shall be reported to the Board of Trustees Chair.

8. If it is determined that the complaint is valid, prompt action will be taken. Depending upon the nature of the discrimination and/or harassment, the Compliance Officer (or designee) may attempt to seek a resolution acceptable to the complainant and the individual against whom the complaint was filed. This shall not limit the College's discretion to take action it deems appropriate. The Compliance Officer (or designee) may take such disciplinary and/or remedial action as is consistent with this policy, other policies and regulations, and any relevant collective bargaining agreements. The College considers discrimination and harassment to be serious offenses, which can result in disciplinary action.
9. All involved parties, including the complainant, the individual against whom the complaint was filed, and witnesses shall be notified of the involved parties' rights to confidentiality of investigations and disciplinary action.



ADMINISTRATIVE POLICY

Policy Type:	Compliance Officer
Date Adopted:	October 14, 1996
Date Last Reviewed:	March 5, 2008
Office Responsible:	Legal Affairs

Policy Summary:

The College will appoint an officer to ensure compliance with Title VI of the Civil Rights Act of 1964.

Policy Statement:

The administrator responsible for College compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and The American with Disabilities Act (ADA) is:

Executive Director, Planning, Research & Legal Affairs
Jackson Community College
2111 Emmons Road
Jackson, MI 49201
517-796-8462



ADMINISTRATIVE POLICY

Policy Type: Administrator's Code of Ethics
Date Adopted: July 14, 2008
Date Last Reviewed: July 14, 2008
Office Responsible: Legal Affairs

Policy Summary

The moral character of an educational organization is reflective of its leadership. It is imperative that leaders demonstrate a strong commitment to ethical behavior. Therefore members of the JCC Administration are expected to follow the guidelines provided in this policy.

Policy Statement

Members of the JCC Administration are expected to follow the following guidelines:

1. We act with honesty and integrity, avoiding actually or perceived conflicts of interest between personal and professional relationships.
2. We each work within the authority and limits of our position within the organization.
3. We value and protect members of the College community from harm by fostering an environment that is safe and peaceful for all employees, students, and visitors.
4. We respect the human dignity of all individuals with courtesy and sensitivity.
5. We use resources, personnel and assets to further the mission of the College only and not for personal gain.
6. We utilize confidential information gained in the course of or by reason of our position or official activities only in the discharge of our official duties.
7. We believe that everyone deserves respect; nothing and no one should be summarily ignored or rejected.
8. We provide full and accurate information for use in decision making and for internal and external reports.
9. We recruit, train, promote and reward people based on their performance and contribution.
10. We respect all JCC employees, students and visitors. It is our responsibility to establish a climate of mutual respect; to protect the rights and freedoms of others; and to be discreet in dealing with confidential matters.
11. We comply with all applicable laws, rules and regulations and actively promote awareness, understanding and compliance by other employees.
12. We actively encourage every JCC employee to recognize and report any concern about possible illegal or unethical behavior, and we ensure that such reports made in good faith will be acted upon responsibly and without retaliation.
13. We create a workplace where everyone feels free to express opinions and to raise questions and concerns in a safe and supportive environment, without fear of harassment, retribution or retaliation by peers or supervisors.
14. We believe that a healthily organization is built on trust. Therefore the inherent power in positions is not exploited; the competence and integrity of fellow employees is assumed; the safety of the JCC environment is ensured and the College's mandate of public service is promoted.

VIOLATION OF CODE OF ETHICS

A violation of this code of ethics may result in disciplinary action, up to and including suspension without pay or termination of employment.



ADMINISTRATIVE POLICY

Policy Type:	State of Michigan Capital Outlay Request Process
Date Adopted:	February 8, 2006
Date Last Reviewed:	February 8, 2006
Office Responsible:	Administrative Services

Policy Summary:

Jackson Community College establishes this policy in order to comply with all policies and procedures mandated by the Joint Capital Outlay Subcommittee (JCOS) for the State of Michigan. This includes, but is not limited to, the filing of the Use and Finance Statement for College projects that exceed \$1.0 million.

Policy Statement:

1. Annually, the Administrative Services Department and the Facilities Department will meet to determine what construction, renovation or maintenance projects are needed for the subsequent fiscal year.
2. Cost estimates will be done for high priority projects.
3. The projects will be classified as either Capital Outlay eligible projects or self-funded projects.
4. For projects classified Capital Outlay eligible, a determination will be made regarding the funding availability to match the State's contribution.
5. If it is determined matching funds are available, a Capital Outlay request along with the College's Master Plan will be submitted to Department of Management and Budget by the required due date (November of each year).
6. For projects not requiring or ineligible for State funds, a cost estimate will be prepared. For any project or combined projects that exceed \$1.0 million a "Use and Finance Statement" will be submitted to the appropriate State committees, agencies or departments for approval. It will be the responsibility of the VP of Administrative Services to submit the request.
7. Upon receiving approval by the Joint Capital Outlay Subcommittee (JCOS) the College will proceed with the project.
8. The College will submit all paperwork to the appropriate State department, agency or committees as required by the Capital Outlay Policies.
9. The College shall retain all documents and records for the project in anticipation of a State Audit of the project.



ADMINISTRATIVE POLICY

Policy Type: Net Asset (Fund) Balance Policy
Date Adopted: May 31, 2006
Date Last Reviewed: May 31, 2006
Office Responsible: Administrative Services

Policy Statement:

Jackson Community College recognized the importance of maintaining an appropriate level of Unrestricted Net Assets (Fund Balance). After evaluating the College's operating characteristics, diversity of revenue base, working capital needs, impact on bond rating, State and local economic outlooks, emergency and disaster risk, and other contingent issues, the College establishes the following goals regarding the unrestricted net assets of Jackson Community College, Jackson, MI.

The level of unrestricted net asset balance the College strives to maintain is an amount equal to 15%, or roughly equivalent to two months of the operating budget.

Advance approval by the Board of Trustees of Jackson Community College to use the balance maintained is required. This is usually detailed in the annual budget, or subsequent adjustments, and the Five Year Facility Plan that is part of the annual budget process.



ACADEMIC POLICY

Policy Title:	Incomplete Grade Use
Adopted By:	Academic Council
Date Adopted:	October 2004
Review Cycle:	Annual
Date Last Reviewed:	November 2004
Office Responsible:	Office of the Academic Deans
Strategic Plan:	
AQIP Criterion:	#1: Helping Students Learn
Related Policies:	Grading Policy, Student Withdrawal

Policy Summary:

This policy defines and establishes the use of an Incomplete Grade “I” course designation in specific instances. A form is attached that must be used when implementing an “I” designation.

Policy Statement:

Extenuating circumstances sometimes prevent otherwise successful students from completing a course by the end of a semester. Use of the Incomplete Grade designation allows students extra time to finish a course. The instructor and student should work together to determine when the work is to be completed. All work is to be completed no later than the end of the next full-length semester. The instructor will designate the grade earned if the student fails to complete the course objectives within the designated time period.

I – Incomplete: The incomplete grade is designed for students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. Students may receive an “I” if, in the opinion of the instructor, their work is sufficient in quality, but is lacking in quantity to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next full-length semester or within a shorter period of time as determined to by the instructor. If the student does not complete the course within the designated time period, the Registrar will replace the “I” grade with the earned grade as assigned by the instructor.

The grade of “I” is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an “I” submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

Please submit Incomplete Grade Form to the Registrar.

INCOMPLETE GRADE FORM

Student (please print) _____

Student Number _____

Course / Section (please print) _____

Year _____ **Semester** _____

Instructor (please print) _____

Subsequent to the rules as set forth in the JCC Catalog, and reprinted below, I have issued an Incomplete Grade to you. Your work was of passing quality, but of insufficient quantity to complete the course objectives. Therefore, I have issued the Incomplete Grade.

Your coursework must be completed on or before: _____

If your course work is not completed by the above specified date, this agreement authorizes the registrar to verify your final grade as: _____

Work to be completed:

Student signature: _____ **Date:** _____
(Student signature is preferred but not required to implement the "Incomplete grade" designation)

Instructor signature: _____ **Date:** _____

Policy on Incomplete Grades JCC Catalog 2005/2006

Extenuating circumstances sometimes prevent otherwise successful students from completing a course by the end of a semester. Use of the Incomplete Grade designation allows students extra time to finish a course. The instructor and student should work together to determine when the work is to be completed. All work is to be completed no later than the end of the next full-length semester. The instructor will designate the grade earned if the student fails to complete the course objectives within the designated time period.

I – Incomplete: The incomplete grade is designed for students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. Students may receive an "I" if, in the opinion of the instructor, their work is sufficient in quality, but is lacking in quantity to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next full-length semester or within a shorter period of time as determined to by the instructor. If the student does not complete the course within the

designated time period, the Registrar will replace the “I” grade with the earned grade as assigned by the instructor.

The grade of “I” is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an “I” submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

Please submit Incomplete Grade Form to the Registrar.



ACADEMIC POLICY

Policy Type:	Academic Honesty
Date Adopted:	October 2004
Date Last Reviewed:	November 2004
Office Responsible:	Office of the Academic Deans

Policy Summary:

On occasion academic dishonesty (cheating, plagiarizing, etc.) occurs. Typically, these instances are used by faculty as instructional opportunities. The faculty helps students reform their behavior and hopefully it does not occur again. However, in serious cases, this Academic Honesty Policy provides a process for reporting, tracking, and disciplining academic dishonesty.

Policy Statement:

Academic honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, either by plagiarism, by cheating or by helping others to do so. Academic honesty is expected of all students.

For purposes of this policy statement, Plagiarism shall be defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

Using data, quotations, or paraphrases from other sources without adequate documentation

Submitting other's work as your own

Exhibiting other behaviors generally considered unethical

Cheating shall be defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

It should be noted that while JCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty beyond those of a very minor nature, in writing to the Office of the Academic Deans using the attached form.

The Office of the Academic Deans will record and track students who have been reported as having cheated. If the same student cheats in other courses, the dean will enact sanctions

appropriate to level of infraction. The sanction will be selected in consultation with the involved faculty. The Dean can administer consequences up to and including suspension.

In the event of a dispute, all parties should follow the Academic Complaint policy. This policy is presented in Student Rights and Responsibilities Handbook and the Master Agreement.



Academic Dishonesty Reporting Form

Student's Last Name _____ Student No. _____ Date _____

Student's First Name _____ Date of Birth _____

Course Info: Dept _____ No _____ Sec _____ Sem _____

Type of Dishonesty

<input type="checkbox"/> Plagiarism	<input type="checkbox"/> Using notes/books without authorization	<input type="checkbox"/> Copying
<input type="checkbox"/> Submitting others' work as your own or submitting your work for	<input type="checkbox"/> Altering graded work	<input type="checkbox"/> Falsifying data

Other unethical behaviors _____

Action taken by Faculty

- Warning Reduced grade Zero for assignment/test
- Redo work Other _____

Comments

Faculty (please print)
Please submit to Office of Academic Deans

Faculty Signature



ADMINISTRATIVE POLICY

Policy Type: Academic Permissions/Copyright Clearance
Date Adopted: November 18, 2004
Date Last Reviewed: November 18, 2004
Office Responsible: Academic Deans

Policy Summary:

The Copyright Clearance Center is a not-for-profit service that will help on issues relating to the educational use of copyright protected materials. They provide authorization to photocopy material from a large catalog of registered publications. Their Academic Permissions Service helps facilitate permission requests for course materials, i.e. anthologies, course packets, course readers, and class handouts.

Policy Statement:

Anyone needing to receive permission to copy an article or work should proceed as follows:

1. Fill out APS request form in its entirety (instructions on back of form). Forms are available in building secretaries' offices or the library's circulation desk.
2. Fax APS request forms to 1-508-750-4470 for permission. A response, via fax, will be sent in approximately 2 days.
3. **If approved-** Affix the copyright notice and credit line to the first page of the article to be printed. This includes the title, author, copyright date, and publisher. Indicate the material is reproduced by permission of the publisher via the Copyright Clearance Center.
4. Fill out the JCC Print request form and attach a copy of the approval response. Send to the Copy Center.
5. All copies of approved documents NOT USED at the end of a semester, MUST be destroyed.
6. **If not approved** - put the article or book on reserve in the Library.

For FAIR USE, refer to the publication of Questions and Answers on Copyright for the Campus Community available in the Copy Center.



ACADEMIC POLICY

Policy Type:	“NORM” Credit Valuation for Online Courses
Adopted by:	Academic Council
Date Adopted:	March, 2005
Review Cycle:	Annual
Date Last Reviewed:	March, 2005
Office Responsible:	Curriculum Committee
Strategic Plan:	1.2; Academic Plan 1.2.1 (2003-08)
AQIP:	Criterion 1 Helping Students Learn
Related Policies:	

POLICY SUMMARY

This policy will be used determine how many contact hours are needed to achieve the learning objectives of the online courses offered by Jackson Community College.

POLICY STATEMENT

Definitions

Online course: Course taught 100% online, with no ‘in-seat’ time

Hybrid course: Course taught with some portion taught online corresponding to a decrease in seat time compared to a traditional course.

Traditional course: Course taught entirely face to face with no online component. A traditional course may include web based research and other more common uses of technology.

Credit Determination of Online equivalent of JCC traditional course

In designing an online or hybrid version of a course equivalent to a traditional course already offered at JCC, the number of credit hours in the online or hybrid course will be the same as the traditional course.

Credit Determination of Online course with no JCC traditional equivalent

When developing any new course, many factors are considered during design including, but not limited too:

1. Equivalent courses at other institutions including online and traditional versions
2. Amount of work assigned to students (homework, research, etc.)
3. Number and scope of learning objectives
4. ADOs addressed
5. Measures of student performance or achievement.
6. Textbook(s) chosen and chapters used

At some point in the traditional course design process, the instructor needs to determine how many contact hours are needed to achieve the learning objectives. These contact hours are then used to determine the number of credit hours the course will be. *The same analysis should be made when designing an online course, with emphasis on looking at traditional similar or equivalent courses at JCC and elsewhere to determine the number of credits an online course should be.*

As with all new courses, the credit hours as well as the syllabus, assessment plan, ADOs and learning objectives needs to be submitted to the appropriate department chair, dean, assessment and curriculum committees before the course can be offered.



ACADEMIC POLICY

Policy Type:	Mandatory Assessment
Adopted by:	Academic Council
Date Adopted:	February 14, 2005
Version:	1.0
Review Cycle:	Annually (June)
Date Last Reviewed:	October 18, 2006
Office Responsible:	Foundation Studies
Standing Committee:	Student Readiness & Success
Strategic Plan:	1.3 Comprehensive Assessment Portfolio
AQIP:	Criterion 1 Helping Students Learn
Action Team:	Academic Advising (2003-04)
Related Policies:	Prerequisite; Prerequisite Grade Requirements; Degree Completion Requirements

POLICY SUMMARY

Mandatory Assessment ensures basic skills and abilities are measured for all incoming JCC students to provide information for the student and advisors in selecting courses and services that will best enhance the students' chances for success.

POLICY STATEMENT

All new students who are seeking a degree or certificate, or planning to transfer for degree completion, will be assessed in writing, reading and mathematics prior to their first semester of enrollment to show readiness for college level work. Students may show readiness in one of the following ways:

- Recent ACT scores or SAT scores (see attached sheet for current scores).
- Satisfactory assessment results from another college, completed within the last 3 years.
- Evidence of successful college coursework in areas showing skill in writing, reading and math.
- Course Placement taken at JCC within the last 3 years (see attached sheet for current scores).

Students who meet the above criteria are deemed ready for college level courses.

Purpose

Assessment provides an accurate view of students' existing skills in reading, writing and math, providing invaluable information for appropriate placement into courses.

Measures

The percent of new students at JCC who have completed the assessment process.

Goal

90% of new students at JCC will have completed the assessment process.

RELATED PROCESSES

Prerequisites

Communication of Policy

Catalog, schedule book, orientation, academic advisors, JCC web page

Language for Catalog/Schedule:

New students participate in our assessment process. Information from the assessment will help students and academic advisors select appropriate classes. During their first semester, students must take pre-requisites as indicated by assessments to ensure they possess a minimum level of skills and knowledge to succeed in their courses. Assessments may be one of the following:

- ACT or SAT scores
- Course Placement
- Assessments administered at other accredited colleges
- Evidence of successful college coursework

For current score levels and currency requirements, see our web page.

Review and Analysis

In October, a preliminary report of the first semester students will be reviewed by faculty teaching developmental courses, who will assess placement rates and evaluate the process.

In June, a report will be presented to the Academic Standing Committee assigned (Student Success and Readiness) and key faculty for a review, analysis and suggested improvements. Data looked at will include GPA, use of support services, placement rates into required courses, success in subsequent courses, and retention patterns. The analysis will be summarized annually for the Academic Council for further policy considerations.

Assessment Measures, Effective May 1, 2004 to Present

- **ACT** scores of at least 18 in Math, 18 in Reading, and 18 in English, taken in the last 3 years. For any scores of less than 18, complete the Course Placement in the related area.
- **SAT** score of at least 845, with the Math score of at least 416, taken in the last 3 years.
- **Course Placement Scores** (see below), taken within the last 3 years.

Note for students interested in any Nursing programs at JCC: Only one re-take of Course Placement is allowed, then you must complete the required reading, writing or math courses to be eligible to apply for any JCC nursing program.

Course Placement Writing Score:

If your score is:	Take this Class:
1	ENG 131: Writing Experience
2	ENG 131 w/tutor or ENG 090 If you also need a reading course, or if you are not confident about your writing, take ENG 090.
3	ENG 090: Introduction to Writing

Course Placement Reading Score (Accuplacer®):

If your score is:	Take this Class:
0-44	ENG 080: Reading Essentials
45-76	ENG 085: College Reading
77+	Your reading appears to be college ready. Your advisor will assist you in selecting classes for your program of study.

Course Placement Math Score: Accuplacer® Math has three tests that you might take to place into a class, so you may have more than one score. Accuplacer starts you at realistic level based on your past experience with Math. Work from the highest level test backward until you find the appropriate class. Start with the College Level Math Score, if you have one, then the Algebra Score and, finally, the Arithmetic Score. For example, if you have a score of 32 for Algebra and 55 for Arithmetic, you would place into MTH 110.

Name of Assessment	If the score is:	Take this Class:
College Level Math (CLM)	90-120	MTH 151
	56-89	MTH 140
	Less Than 56	Go to Algebra Assessment (ALGE)
Algebra (ALGE)	90-120	MTH 140
	56-89	MTH 131
	34-55	MTH 120
	Less Than 34	Go to Arithmetic Assessment (ARIT)
Arithmetic (ARIT)	84-120	MTH 120
	31-83	MTH 110
	Less than 31	MTH 095



ACADEMIC POLICY

Policy Type:	Mandatory Placement & Prerequisites
Adopted by:	Student Readiness and Success – Academic Standing Committee
Date Adopted:	
Version:	1.0
Review Cycle:	Annually (June)
Date Last Reviewed:	June 2006
Office Responsible:	Foundation Studies
Standing Committee:	Student Readiness & Success
Strategic Plan:	1.3 Comprehensive Assessment Portfolio
AQIP:	Criterion 1 Helping Students Learn
Action Team:	Academic Advising (2003-04)
Related Policies:	Mandatory Assessment; Prerequisite and Grade Requirements; Degree Completion Requirements

POLICY SUMMARY

Mandatory Placement into developmental courses and prerequisite courses ensure students possess the basic skills and abilities that are requisite for courses as specified by the faculty.

POLICY STATEMENT

Students must successfully complete developmental education coursework (2.0 or higher), meet assessment score cutoff levels, or meet the course or non-course equivalent pre-requisite. The department chair or the instructor of the course may waive the pre-requisite course on a case-by-case basis. Reasons for the waiver are documented on the registration form by the instructor, advisor or registration staff.

To register for a class, students must meet the pre-requisites based on assessment data, including appropriate prior successful college course work (2.0 or higher). The department chair or the instructor of the course may waive the pre-requisites on a case-by-case basis. Reasons for the waiver are documented on the registration form by the instructor, advisor or registration staff.

Purpose

Students are better equipped to succeed in courses by meeting pre-requisite standards as set by faculty. Mandatory Placement better insures that students have met these pre-requisites.

Measures

The percent of students accurately placed into courses.

Goal

Students meeting pre-requisites will be accurately placed into courses at a 90% rate.

RELATED PROCESSES

Mandatory Assessment

Communication of Policy

Catalog, schedule book, orientation, academic advisors, JCC web page

Language for Catalog/Schedule:

Students must complete pre-requisites to ensure they possess a minimum level of skills and knowledge to succeed in their college courses. Pre-requisites are met when students successfully complete prerequisite courses or achieve sufficient score levels in Course Placement or other assessments.

Review and Analysis

Once a year, a report will be presented to the Academic Standing Committee assigned (Student Success and Readiness) and key faculty for a review, analysis and suggested improvements. Data looked at will include GPA, use of support services, placement rates into required courses, success in subsequent courses, and retention patterns. The analysis, including information on the number and nature of temporary waivers and exemptions, will be summarized annually for the Academic Council for further policy considerations.



ADMINISTRATIVE POLICY

Policy Type: Aircraft Use Practical Application
AFT 270 Rules
Adopted By: Executive Council
Date Adopted:
Review Cycle: Annual
Date Last Reviewed:
Office Responsible: Dean, Occupational Education

Policy Summary: The Practical Application Class was designed and intended for the convenience of our graduate students. It is intended as a method for them to remain active in their chosen learning task over a period of time. It is NOT intended, nor will it be policy, to use Practical Application for upgrading certificates and ratings since these classes are offered at the Flight Center. Aircraft checkouts and any dual (other than to regain currency) will be with the approval of the Director of Aviation.

1. **Policy Statement:** Student will hold a Private license, or better, received while enrolled at JCC.
2. Student will hold a current medical and current flight review.
3. Aircraft utilized will be Cessna 172 Skyhawk or Cessna 172RG, or Piper PA34/200.
4. If student hasn't flown JCC aircraft in the past 60 days, student will undergo a successful competency check from a JCC instructor for the certificates held.
5. Student will be dispatched and recovered in the presence of JCC personnel.
6. Hours of utilization will be dictated by JCC personnel availability, usually from 8:00 a.m. until 6:00 p.m.
7. Overnight flight permitted only with permission of Director of Aviation.
8. Aircraft taken overnight will be secured at overnight point (tied down, hangared, etc).
9. Flight plan will be filed for each leg of cross-country flight.
10. Flights will be on a TBA (to be arranged) basis with available aircraft. At no time will students in standard AFT classes be displaced for Practical Application students.
11. Dual flights will be given only for competency checks and as required to maintain currency.
12. Flight account will remain positive and PIC is responsible for payment.
13. Reimbursement for fuel and oil will be made when accompanied by receipt.
14. **NO** Commercial flights (for hire, money making) are allowed by AFT 270 students.

I understand this document is a matter of record, and I may be dropped from the course in the event of any deviation from the rules on my part.



ADMINISTRATIVE POLICY

Policy Type: Human Specimen Laboratory – Respect Policy
Date Adopted: November 1, 2006
Date Last Reviewed: November 1, 2006
Office Responsible: Office of the Academic Deans

Policy Summary

Students' increased education in anatomy results from an experience made possible by the selfless acts of thoughtful individuals who have voluntarily chosen to donate their bodies to scientific study. These donated cadavers are gifts that must be accorded the *dignity* and *respect* they deserve.

Policy Statement

- **Rules outlining appropriate and inappropriate behavior in the lab will be distributed to students.**
- Students will have a learning contract in any course using the human materials. Students will acknowledge that they have received a copy of the lab rules and agree to abide by the rules. Violation of the rules will result in the student receiving an automatic 0.0 in the course. This contract will emphasize respect for not only the plastinated or wet cadaver, but also skeletal material, human organs and any other previously living organism (e.g. cats).
- **To preserve humanity for the specimen, faculty will determine a respectful name for the cadaver.**
- In the event that the cadaver is ever transported to/from the lab, the specimen will not be exposed to public view. Also, not more than one whole body will be placed on one cart/or container and whole bodies will not be stacked one on top of another without adequate external supports between them.



ACADEMIC POLICY

Policy Type:	Pre-requisite/Graduation Requirements
Adopted By:	Academic Council
Date Adopted:	October 2004
Version:	
Review Cycle:	Annual
Date Last Reviewed:	November 2005
Office Responsible:	Registrar
Strategic Plan:	
AQIP Criterion:	#1: Helping Students Learn
Related Policies:	2005-06 Catalog, Guidesheets

Policy Summary:

This policy established the minimum grading point average necessary, in all courses, to be considered as satisfying certificate and/or degree requirements.

Policy Statement:

Students must earn a minimum 2.0 grade in all pre-requisites and all courses contributing to an earned certificate or degree. Some programs have additional grade and course requirements. Students should follow the guide sheet for their program and meet with an academic advisor for complete information. Important: only courses with a 2.0 or better will transfer to most four-year colleges and universities.

This policy becomes effective for all courses taken after August 1, 2005.



ADMINISTRATIVE POLICY

Policy Type: Academic Amnesty/Forgiveness

Adopted By: Executive Council

Date Adopted: 04/24/06

Version: 3

Review Cycle: Annually

Date Last Reviewed: October 2006

Office Responsible: Student Services/Registrar

AQIP Category:

Related Policies:

Policy Summary:

The Academic Amnesty/Forgiveness Policy allows students, who have not attended JCC within the last 5 academic years, to have any course which is no longer offered removed from the cumulative GPA calculation.

Policy Statement:

Students, who have not attended JCC within the last 5 academic years, may request that a grade and credits of a course be excluded (identified with an Academic Amnesty notation) from the cumulative GPA for courses that are no longer offered. Students must request this in writing during the first semester of their return.



ADMINISTRATIVE POLICY

Policy Type:	Credit by Examination
Adopted By:	Academic Council, Executive Council
Date Adopted:	March, 2006
Version:	1
Review Cycle:	Annually
Date Last Reviewed:	October 2006
Office Responsible:	Student Services/Registrar
AQIP Category:	
Related Policies:	

Policy Summary:

Jackson Community College recognizes that some students enter college with proficiencies that warrant college credit. Credit by examination is one of the options offered.

Policy Statement:

Students may request credit by examination to demonstrate skills and knowledge in many courses offered by the College. The examination may include a comprehensive written/oral exam, portfolio review, lab projects, computer programs, timed writings or any combination depending on the subject area. Credit by examination is designed to grant credit at JCC and may or may not transfer to other colleges or universities. Credit by examination forms are available from the appropriate department chair's office and on the JCC web site. Students should discuss with the department chairperson the feasibility of completing the examination. If the application for credit by examination is approved, it is assigned to a faculty member who contacts the student and provides more information about the examination.

- One attempt at credit by examination per course is allowed. A maximum of 30 credits is allowed via credit by examination.
- Credit by examination may not be used as a method of repeating a course.
- Credit earned as a result of the examination will not be applied to the graduation minimum of 12 JCC credit hours.
- The credit by examination application along with the completed examination including results will be recorded and maintained by the Registrar's office.
- To receive credit by examination, a grade of 2.0 or better must be earned. Before the credit is posted to the transcript, payment of 50% of the current in-county tuition per credit hour rate must be made to the cashier on main campus or at any extension center.
- Transcripts show credit only for the course as a result of the examination, along with the denotation; Credit by Examination. No grade is transcribed.



ACADEMIC POLICY

Policy Type:	Hybrid Course
Adopted By:	Academic Council, Executive Council
Date Adopted:	March, 2006
Version:	
Review Cycle:	Annual
Date Last Reviewed:	October 2006
Office Responsible:	Curriculum and Chairs Committees
Strategic Plan:	
AQIP Category:	#1: Helping Students Learn

Hybrid Courses: Definition and Design

Rationale/background

The tools and methods of higher education have changed drastically over time. While many courses are still taught in the traditional lecture format, other methods are gaining acceptance as viable and effective delivery methods of information. These include discussions, individual research, and internet based instruction. As JCC instructors incorporate these diverse methods, course equivalency both in content and quality must be maintained. Instructors are encouraged to use the numerous resources available to them: workshops offered by the Distance Education department, consultation and advice from faculty both in and out of the department, as well as faculty at other education institutions.

Definitions

Traditional Course: Course taught entirely face to face. Billing contact hours x 16 = number of hours course meets face to face with the instructor. Exceptions include labs, clinical, and other work based experiences

Hybrid Course: Course taught with some instructional portion done in non-traditional method, thus reducing face to face time of course compared to the traditional model. This out of class portion may be online.

Internet Based Course: Course taught 100% online, with no face to face time. Examinations that must be proctored by a testing center or instructor are not considered required seat time in this definition.

Equivalency

All sections of a course, traditional, hybrid, or internet based, must be equivalent. The courses must all contain and assess for the same course objectives at the same level.

The appropriate lead faculty, department chair and dean must ensure consistency as hybrid courses are developed. What distinguishes a hybrid is that time spent on projects is individualized and faculty-guided. These projects are considered outside the traditional homework/assignment protocol.

Before a course may be offered as a hybrid, for the first time, the department chair and appropriate dean must give approval in writing. The instructor for a potential hybrid course needs to present a written rationale to the appropriate chair and dean, describing how the 'equivalent contact' hours are configured and used.

Implementation

In order to effectively communicate the work required by the student to complete the course, the schedule will have the traditional component hours and times listed. The remaining component will be listed as 'Equivalent Contact' hours.



ADMINISTRATIVE POLICY

Policy Type:	Prerequisite Policy
Date Adopted:	October, 2004
Version:	2
Review Cycle:	Annually
Date Last Reviewed:	October 4, 2006
Office Responsible:	Registrar
AQIP Category:	1 – Helping Students Learn
Related Policies:	Academic Intervention, Withdrawal Policy, Refund Policy, Mandatory Placement Policy

Policy Summary:

This policy establishes the minimum of a 2.0 in all pre-requisites courses to advance to the next sequenced course.

Policy Statement:

In order to assure that students are prepared for further coursework, successful completion of pre-requisites is essential.

Communication of Policy:

The following is the recommended verbiage for all syllabi:

A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation. Other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Additionally, earning less than a 2.0 in a class results in not being able to participate in the next level of courses in a discipline which requires this course as a pre-requisite. If you attempt to register for the next course sequence and have not passed the pre-requisite course, you will be dropped from that class.

Policy Exceptions:

This policy has been developed to help ensure the probability of our student's success. Personal interest students (PERS.NDS) may be an exception if appropriate documentation is received.



ADMINISTRATIVE POLICY

Policy Type:	Student Residency
Date Adopted:	November 29, 2006
Date Last Reviewed:	January 26, 2009
Revision Effective:	Fall 2009
Office Responsible:	Registration & Records

Policy Summary:

Jackson Community College assigns one of five tuition rates based upon residency and property ownership: In-District; Out-of-District; Out-of-State; International; and Senior Citizen. Student residency status is based on the student's permanent address at the time of registration as indicated on a current State Driver's license, Passport, or official State photo identification. JCC requires additional proofs of residency to change rates.

Policy Statement:

Tuition rate is determined by the following:

- **Permanent Address:** The student's permanent address, as stated on an identification issued by the State of Michigan (i.e., driver's license, state ID) or passport, must be within the boundaries of Jackson County to receive the In-District rate. Students living in Michigan but not in Jackson County receive the Out-of-District rate. Students living outside of Michigan receive the Out-of-State rate. International students, who must also meet federal requirements for visas, including Au Pairs, are charged the International rate. Students age 65 and older qualify for the Senior Citizen rate.
- **Official Photo ID:** Students without required official photo identification will be charged the Out-of-State tuition rate. Students providing only a box office number and no street address on an official photo identification will be charged the Out-of-State tuition rate.
- **Military:** All active military personnel and veterans who are eligible for VA educational benefits, and their dependent family members, will receive a scholarship for the difference between their rate as determined by residence and the In-District rate.
- **Jackson Property Ownership:** If the student or dependent student's parent or legal guardian owns property in Jackson County but keeps a permanent address elsewhere, the student may receive In-District tuition rates. The student must present a Jackson County tax bill in his/her name or his/her parent/legal guardian's name if the student is a dependent and official photo identification with the address of the property owner.
- **Employer/School Paid Tuition:** When an Out-of-District student's employer, located in Jackson County, has authorized tuition payment for the student (third party pay), the employer will be billed at the In-District rate and the student will be given a scholarship for the difference. The student's residency status will remain appropriate to the student's address. High Schools funding dual enrolled students will be billed according to the geographic location of the school or student residence, whichever is less.
- **On-Campus Residency:** Residency is based upon permanent addresses or property ownership, as described above. Beginning in Fall 2010, the Campus View address is considered to be a temporary address. Students residing in Campus View prior to Fall 2010 will continue under their existing rate while continuously enrolled.

Rate and Billing Adjustments:

Students must provide proof of residency prior to the first day of the semester. After the first day of the semester, any rate changes will take effect the following semester. Students must provide official photo identification showing the current address and one of the following: voter registration card; vehicle registration; property tax receipt; or rental/lease agreement.

Students who move during a semester will not have a billing adjustment for the current semester. JCC reserves the right to change a student's address as indicated by the U.S. Postal Service on returned mail.

Out-of-District students from the communities of Albion, Chelsea, Grass Lake, Homer, Leslie, Manchester and Stockbridge who attended in Winter 2007 or prior and received In-District tuition per prior agreements

will continue to receive the In-District tuition rate so long as they are continuously (i.e., Fall and Winter semesters) enrolled and live in their original community. When these students re-enroll following a break in enrollment the policy as outlined above will apply.

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Memorandum

From: Human Resources

Subject: Information Release

It is the policy of Jackson Community College that Human Resources is the only office authorized to provide official employment references unless the employee/former employee has a signed waiver on file. Without this waiver the only information that will be provided is:

- Employment Status
- Positions Held
- Dates of Employment
- Rate of compensation for the most recent position held

If you wish to have information beyond the above provided to potential employers, please sign, date and return the form below to Human Resources.

.....

INFORMATION RELEASE

I hereby authorize Jackson Community College to release information relative to my employment and job performance at the College to prospective employers who inquire about such information. Jackson Community College shall be held harmless for action taken by others as a result of the information released.

The release shall remain in effect until such time as it is canceled by me, in writing.

Signature
Employee/Former Employee

Employee ID Number

Type or Print Name

Date



Notification Procedures for Missing Students

Students residing in Campus View have the option to identify an individual that JCC will contact no later than 24 hours after the student is determined to be missing. If it is determined that a student under the age of 18 (who is not emancipated) is determined to be missing JCC is required to notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing.

If you are going to be gone from Campus View for more than twenty-four (24) hours you must checkout at the service desk and check in when you return. JCC will initiate the emergency contact procedures that you designate if campus security or law enforcement personnel have been notified and determine that you have been missing for more than 24 hours and have not returned to campus.

Print Student's Name

- I am 18 years old or older and elect not to identify an individual that JCC can contact should I be determined to be missing.
- I am 18 year old or older and designate the individual below as the person who JCC should contact if it is determined that I am missing

Print Name of Contact _____
Address of Contact _____

Phone numbers (include Area Code)
Home _____ Cell _____
Work _____ Other _____

- I am under 18 years old, contact information for parent or guardian below.
Print Name of Parent/Guardian _____
Address of Contact _____

Phone numbers (include Area Code)
Home _____ Cell _____
Work _____ Other _____

Signature of Student

Date

INCOMPLETE GRADE FORM

Student (please print) _____ **Student Number** _____

Course / Section (please print) _____

Year _____ **Semester** _____

Instructor (please print) _____

Subsequent to the rules as set forth in the JCC Catalog, and reprinted below, I have issued an Incomplete Grade to you. Your work was of passing quality, but of insufficient quantity to complete the course objectives. Therefore, I have issued the Incomplete Grade.

Your coursework must be completed on or before: _____

If your course work is not completed by the above specified date, this agreement authorizes the registrar to verify your final grade as: _____

Work to be completed:

Student signature: _____ **Date:** _____
(Student signature is preferred but not required to implement the "Incomplete grade" designation)

Instructor signature: _____ **Date:** _____

Policy on Incomplete Grades JCC Catalog 2005/2006

Extenuating circumstances sometimes prevent otherwise successful students from completing a course by the end of a semester. Use of the Incomplete Grade designation allows students extra time to finish a course. The instructor and student should work together to determine when the work is to be completed. All work is to be completed no later than the end of the next full-length semester. The instructor will designate the grade earned if the student fails to complete the course objectives within the designated time period.

I – Incomplete: The incomplete grade is designed for students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. Students may receive an "I" if, in the opinion of the instructor, their work is sufficient in quality, but is lacking in quantity to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next full-length semester or within a shorter period of time as determined to by the instructor. If the student does not complete the course within the

designated time period, the Registrar will replace the “I” grade with the earned grade as assigned by the instructor.

The grade of “I” is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an “I” submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

Please submit Incomplete Grade Form to the Registrar.

Academic Dishonesty Reporting Form

Student's Last Name _____ Student No. _____ Date _____

Student's First Name _____ Date of Birth _____

Course Info: Dept _____ No _____ Sec _____ Sem _____

Type of Dishonesty

<input type="checkbox"/> Plagiarism	<input type="checkbox"/> Using notes/books without authorization	<input type="checkbox"/> Copying
<input type="checkbox"/> Submitting others' work as your own or submitting your work for	<input type="checkbox"/> Altering graded work	<input type="checkbox"/> Falsifying data

Other unethical behaviors _____

Action taken by Faculty

- Warning Reduced grade Zero for assignment/test
- Redo work Other _____

Comments

Faculty (please print)
Please submit to Office of Academic Deans

Faculty Signature

PROFESSIONAL ACTIVITY

Attendance Approval Form
(Submit All Copies)

Request for _____ for the purpose of
(name of employee)
attending _____

_____ on _____
Location City State Dates

Travel will be by: Air School Vehicle Private Car Other _____

Expenses are to be charged to budget category _____
Budget Code(s)

Estimated expenses of this conferences \$ _____

Advance amount (2 week advance notice required) \$ _____

Attach **Voucher** and back up documentation if Business Office is to send check for registration and/or reservation.

I understand and agree:

- approval of this request is required in advance
- that I will submit a Travel & Expense Voucher within fifteen (15) after completion of this trip, reporting actual expenses
- College does not pay for alcoholic beverages
- Receipts are required for meals, lodging, transportation, registration fees
- Reimbursement will not be made for expenses deemed ineligible

Employee's Signature Date

I am / am not requesting permission for my spouse and/or family member(s) to travel with me at College expense (requires permission from the President).

Approved Not Approved _____
President's Signature

Approved for Purpose _____
Supervisor/Department Chair Date

Approved for Purpose _____
Dean Date

Approved for Funds _____
Business Office Date

Distribution: Original: Business Office Copy: Employee Copy: Supervisor/Chair Copy: Dean



Charge Code (Fill in complete number)

**JACKSON COMMUNITY COLLEGE
Travel & Expense Voucher
(Submit in Triplicate)**

Name _____ From _____ to _____
(Travel period involved)

Item	EXPENSES	Pre-Paid Amount		Out of Pocket Amount	
Registration Fees (attach receipts)					
Travel ⁽¹⁾ (attach receipts for airfare and/or total mileage from below)					
Taxi Fares					
Parking / Tolls					
Hotel (attach receipts)					
Meals (attach receipts)					
Tel & Tel					
Tips					
Incidentals & Others ⁽²⁾					
Total Expenses of Individual Columns		\$		\$	
Total of Both Columns		\$		\$	
Deduct Advance Payment if any				\$	
Amount Due Employee or college					

(1) Travel								
Date		From City & State	To City & State	School Vehicle	Private Vehicle	Air Travel	Amount	
Mo.	Day							
				() Miles	() Miles			
						Total Travel	\$	

(2) Explanation of Incidentals & Other:

Purpose of Expenses Incurred:

This voucher is correct and the expenses reported were incurred as indicated above.

Date _____ Signature _____

Distribution: Original – Accounting
Copy – Originator
Copy – Dean

Supervisor/Dean _____



JACKSON COMMUNITY COLLEGE
Administrative Employee Conflict of Interest Disclosure

The purpose of this questionnaire is to disclose any interests or affiliations that you or members of your immediate family (i.e. spouse, child, parent, sibling, in-law, or any person living in the same household) may have that, when considered in light of your relationship with Jackson Community College (referred to in this questionnaire as "JCC"), may create a conflict of interest in the College's purchase of goods and services and decision-making.

A conflict of interest exists when:

- (1) an individual is in a position where he or she may obtain a financial or other gain or advantage as a result of his or her activities on behalf of JCC; or
- (2) he or she is in a position where he/she may have to choose whether to advance his/her own interests (or those of another) rather than the interests of JCC.

Conflicts of interest not only involve intentional wrongdoing, but can also result from a combination of completely innocent circumstances. Although it is impossible to list every circumstance that may cause conflicts of interest, a number of potential problem areas are outlined below. You are required, as a condition of your continued employment, to respond to the following questions:

5. During the last year did you accepted anything of value (over \$25.00), from persons or firms conducting business with the college?

- Yes, please describe _____
- No

6. Do you have any affiliation, whether direct or indirect, that constitutes a source of income or credit to you or any member of your immediate family, which might reasonably be deemed to involve a possible conflict of interest between you and JCC, including, but not limited to, a proprietorship, partnership, stock, ownership of a corporation's outstanding shares or other securities, or any employment, indebtedness, or contractual relationship with any such entity. (You may exclude an affiliation with an entity where, by reason of geographical location or line of business, or stock in large publicly held companies whose stock is listed and sold on a recognized stock exchange, no conflict of interest could reasonably be expected to arise with respect to such entity).

- Yes, please describe _____
- No

7. Do you or a member of your immediate family hold a business, corporate or other organizational directorship or official position? Excluding any position, that by reason of geographical location or line of business, no conflict of interest could reasonably be expected to arise.

Yes, please describe _____

No

8. Do you, or any member of your immediate family, have any relationship and/or affiliation which might reasonably be deemed to be within the spirit (if not the letter) of the foregoing questions, bearing in mind that the purpose of this questionnaire is to enable you and JCC to protect you from the consequences of a real or apparent conflict of interest. Our goal is to avoid both actual impropriety and the appearance of impropriety.

Yes, please describe _____

No

It is important that as an employee of JCC, you refrain from placing yourself, or JCC, in a position where a possible conflict of interest might influence the decision-making process in the purchase of goods and services for the College.

I agree to promptly disclose any possible conflict of interest to the Legal Affairs Office and my supervisor. I agree to file with the Legal Affairs Office updated answers to the foregoing questions within thirty days of any addition, deletion, or change in my status. I have read the Conflict of Interest policy and understand it: I have responded appropriately and will file a revised disclosure when appropriate.

Signature

Print Name

Title

Date

Completed form should be sent to the Legal Affairs Office



**Jackson Community College
Department Chair – Conflict of Interest Questionnaire**

The Employee Conflict of Interest Policy was approved by President’s Council in April, 2005. A copy of the policy is attached.

This policy requires that employees in a position to authorize or substantially influence business transactions with the College file a statement with the Legal Affairs Office regarding conflict of interest information.

The following questions are to be answered by department chairs who are in charge of one or more cost activity centers contained in the College Operating Budget.

5. Have you, directly or indirectly, concluded any business transactions or influenced any purchase made on behalf of the College in the past year, from which you or a member of your immediate family personally benefited, except as an employee of the College?

No Yes If yes, please explain full details on a separate sheet of paper.

6. Have you or any member of your immediate family accepted any item of value from persons or firms conducting business with the College during the past year, other than of a natural or ordinary social courtesy?

No Yes If yes, please explain full details on a separate sheet of paper.

7. Do you have knowledge of any proposed transaction during the coming year, which may place you in conflict with the Employee Conflict of Interest policy?

No Yes If yes, please explain full details on a separate sheet of paper.

8. Are you a director, employee or agent of any business entity, which, during the performance of your duties with that agency, might place you in a position of being in conflict with the policy?

No Yes If yes, please explain full details on a separate sheet of paper.

Date

Signature

Print Name



I, Daniel J. Phelan, President/CEO of Jackson Community College, certify the following to be true, limited to the best of my personal knowledge and based on reasonable diligence:

- I have reviewed the annual audit report for Fiscal Year 2006/07.
- Based on my knowledge, the annual audit report does not contain any untrue statements of a material fact or omission of a material fact necessary in order to make the statements misleading.
- Based on my knowledge, the financial statements present in all material respects the financial condition and results of operations.
- I have established and maintained internal controls designed to ensure that material information relating to the College is made known to officers and others within the College.
- I have disclosed to the auditors and the Board all significant deficiencies in the design or operation of internal controls that could adversely affect the College's ability to record, process, summarize, and report financial data and have identified for the auditors any material weaknesses in internal structures.

Signature

Date



I, Thomas Vainner, Vice-President/CFO of Jackson Community College, certify the following to be true, limited to the best of my personal knowledge and based on reasonable diligence:

- I have reviewed the annual audit report for Fiscal Year 2006/07.
- Based on my knowledge, the annual audit report does not contain any untrue statements of a material fact or omission of a material fact necessary in order to make the statements misleading.
- Based on my knowledge, the financial statements present in all material respects the financial condition and results of operations.
- I have established and maintained internal controls designed to ensure that material information relating to the College is made known to officers and others within the College.
- I have disclosed to the auditors and the Board all significant deficiencies in the design or operation of internal controls that could adversely affect the College's ability to record, process, summarize, and report financial data and have identified for the auditors any material weaknesses in internal structures.

Signature

Date

Anatomy and Physiology Laboratory Rules

Students' increased education in anatomy results from an experience made possible by the selfless acts of thoughtful individuals who have voluntarily chosen to donate their bodies to scientific study. These donated cadavers are gifts that must be accorded the *dignity* and *respect* they deserve. This respect policy applies to not only the plastinated or wet cadaver, but also skeletal material, human organs and any other previously living organism (e.g. cats).

The rules of the Anatomy and Physiology laboratory are based upon RESPECT, SECURITY, SAFETY and MAINTENANCE.

Students must adhere to the following guidelines when learning from these donated cadavers and other materials in the laboratories.

Respect

- At no time should anyone show any disrespect to the cadavers. Inappropriate or improper behavior and/or comments within and outside the laboratory is/are unacceptable. Faculty have determined a respectful name for the cadaver to preserve a sense of humanity for the specimen, other naming will not be allowed.
- At no time will any dissected cadaver tissue or skeletal materials be removed from the laboratory.
- At no time will food or drink be permitted in the human specimen lab.
- All cadaver tissue will be placed in a tissue bin placed under the dissection table. At no time will any other material (i.e. paper products) be placed in this bin.
- Cadavers will be appropriately draped at all times.
- The right of privacy and confidentiality due all medical patients is extended to our anatomical donors.
- At no time will electronic devices be allowed in the laboratory. Absolutely no pictures or videos are to be taken of the cadavers at any time by students. Faculty may take photographs of specimens for educational purposes. Anonymity of the specimen will be considered when taking photographs.
- Appropriate security measures will be taken and access to the laboratory will be limited to those with an approved academic purpose.

Security

- Keep the doors of the laboratory closed. When class is not scheduled, the doors to the lab will be locked.
- At no time will visitors be permitted into the laboratory without first obtaining approval from the full time BIO 155 (anatomy and physiology) instructors.

Anyone given access to the specimens must have an approved academic purpose.

Safety for Working with Wet Cadavers

- In case of an EMERGENCY, dial **9-911**. Then dial “0” for the operator to report serious injuries. The Security extension is 8620. Phones are located throughout McDivitt Hall. The main office is in room JM 125, extension 8152.
- FIRST AID SUPPLIES are available in JM 121.
- Students who are pregnant, or believe they may be pregnant, are encouraged to discuss their attendance in these labs with their physician.
- Wearing a lab coat will help to protect clothing from splashes and smells.
- Gloves will be worn at all times when working with the cadavers.
- Wearing of glasses in the laboratory instead of soft contact lenses is advised. Please note the site of the eyewash in the laboratory.
- Bare feet are not allowed, and shoes with tops (not sandals) are recommended.
- All used scalpel blades should be disposed of in the provided “sharps” containers. Never dispose of “sharps” waste baskets or garbage cans. All skin cuts are to be thoroughly washed with clean water. Report all injuries to the laboratory instructor in attendance and complete a JCC Incident Report.
- Safety procedures are in place to limit exposure to chemicals and subsequent risk; however, each student is responsible for their own health. JCC is not responsible for any consequences of exposure to chemical preservative.

Maintenance

- Remember that cadaver dissections will be used again, so tissues should be handled with care. Every effort should be made to keep dissected material, hands, feet and face moist when working with a wet cadaver. The linen shrouds or towels covering the cadavers should be moistened with preservative frequently. All regions not being studied should be draped. When finished or pausing in dissections or observations, completely cover the cadaver.
- Tables should be kept clean and free of excessive tissue.
- Keep the laboratory clean. Individuals are responsible for cleaning up after themselves.

Access to Laboratory Outside of Regularly Scheduled Class Hours

The laboratory is NOT available outside of normally scheduled laboratory time. Occasionally, open laboratory time is scheduled by the laboratory instructors.

Adapted from: <http://dbs.umt.edu/courses/biol312/labpolicy.html>