



PERSONNEL

(Policies and Procedures of Jacksonville College Operations)

“And he gave some, apostles; some, prophets; and some, evangelists; and some, pastors and teachers; for the perfecting of the saints, for the work of the ministry. . .”
(Ephesians 4:11-12).

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Approved by the Board of Trustees 09.2014; Format Revised 06.2015;
Revised 07.2017; Revised 05.2018; Revised 05.2019

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A. Mission Statement

Jacksonville College exists to provide a quality education from a biblical worldview that challenges minds, transforms lives and equips students for servant leadership and lifelong learning.

Jacksonville College recognizes the value of its personnel in carrying out the educational mission of the institution.

B. Personnel Categories

1. Administration

The Administration of Jacksonville College is divided into three divisions: the Cabinet, the Executive Team, and the Administrative Team.

a. Cabinet

- (1) President
- (2) Vice President for Academic Affairs
- (3) Vice President for Executive Affairs

b. Executive Team

- (1) Director of Admissions
- (2) Registrar
- (3) Chief Information Officer
- (4) Director of Financial Aid
- (5) Student Accounts Business Manager
- (6) Dean of Students
- (7) Athletic Director

c. Administrative Team

- (1) Director of Library Services
- (2) Director of Social Media
- (3) Director of Public Relations
- (4) Director of Alumni Relations
- (5) Compliance Officer
- (6) Director of Security/Director of Transportation
- (7) Director of Housing
- (8) Director of Food Service
- (9) Director of Maintenance
- (10) Faculty Association President
- (11) Human Resources Representative
- (12) Student Life

2. Faculty

The faculty is comprised of personnel who serve as instructors. There are primarily two categories, full-time and adjunct/dual credit instructors. The following criteria will be used in assigning titles to faculty. The prefix Adjunct will be used in front of these titles to identify those whose primary place of employment is not Jacksonville College (JC) or whose primary employment within the College is not in a faculty capacity.

- (1) Instructor—Full-time faculty with less than 2 years of experience teaching.
- (2) Assistant Professor—Full-time faculty with a master's degree and 2-5 years of experience teaching or full-time faculty with a doctoral degree and less than 3 years of experience teaching.
- (3) Associate Professor—Full-time faculty with a master's degree and more than 5 years of experience teaching, with at least 3 of those being at JC or full-time faculty with a doctoral degree and more than 3 years of experience teaching, with at least 1 of those being at JC.
- (4) Professor—Full-time faculty with a master's degree and more than 10 years of experience teaching, with at least 5 of those being at JC or full-time faculty with a doctoral degree and more than 5 years of teaching experience, with at least 3 of those being at JC.
- (5) Teaching Assistant - Full-time or part-time faculty with a minimum of 18 graduate hours in the field taught. Work experience may be considered where appropriate.

b. Full-Time Faculty

Full-time faculty is defined as instructors who have a minimum instruction load of fifteen (15) hours and receive full-time compensation with full benefits. Full-time science faculty have a minimum instruction load of sixteen (16) semester hours. However, JC faculty who are administrators or supervisors over departments, in addition to having teaching responsibilities, may be considered full time faculty with less than the minimum hours required by full-time faculty whose only responsibility is instruction.

c. Adjunct/Dual Credit Faculty

Adjunct/dual credit faculty is defined as instructors whose instruction load is less than full-time faculty and who receive limited benefits that are less than full-time faculty.

d. Teaching Assistants

Teaching Assistants are defined as personnel responsible for performing teaching or teaching-related duties to assist faculty members and department chairs. Teaching Assistants may assume full responsibility for a course or courses under the guided supervision of a

Department Chair. Teaching Assistants are assigned minimal instruction loads and receive limited benefits.

e. Class Overload Policy

At certain times during any given year, Jacksonville College may experience a large number of students requesting to take a course. These requests may serve to create an overload situation. Therefore, Jacksonville College has adopted a general overload policy for online and face-to-face class offerings that applies to full-time and adjunct/dual credit faculty.

The definition of a full class is thirty (30) students. Any number greater than 30 students will constitute an overload situation. In order to receive full overload compensation, the number of students above 30 must reach at least 7 students. If the number of students is greater than 7, the compensation rate remains the same. If the number of students is less than 7, a reduction of pay shall be prorated according to the number of students above 30 enrolled in the class.

Compensation rates shall be determined by whether the class is a 3-hour class or a 4-hour class.

3. Support Staff

- a. Support staff are personnel who support an administrator, faculty member, and/or personnel area of the College. They may be full-time or part-time.
- b. Student workers are enrolled College students serving on a work study program. They may or may not be qualified for direct compensation.
- c. Contract labor are individuals who are employed to fulfill a specified contracted service. They are not considered employees of the College, though the College pays for their service.

4. Volunteers

Volunteers are individuals who donate their skills and services to the College.

B. Personnel Prerequisites

Before any person is considered for employment, the following prerequisites must be on file:

1. Application for employment (See [Appendix D-4](#))
2. Resume
3. Transcripts/certificates (as required for specific positions)
4. Copy of driver's license
5. Copy of Social Security card

6. Background check
7. Signed Employee Code of Conduct (See [Appendix C-2](#))

C. Job Descriptions (See [Appendix C-4](#))

D. Selection of Employees

1. Equal Employment Opportunity and Affirmative Action Plan

Jacksonville College is committed to the basic right of all persons to have an equal opportunity for education and/or employment at this institution. Every effort will be made by the Board of Trustees, administration, and faculty to defend this right and vigorously seek to promote its implementation in all areas of the College. Jacksonville College conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. Jacksonville College strongly encourages women, minorities, individuals with disabilities, and veterans to apply to all of its job openings.

Jacksonville College will admit any person to the general curriculum of the College who can personally benefit from the instructional program offered.

Jacksonville College fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, national origin, age, disability status, Genetic Information Nondiscrimination, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. As an equal opportunity employer, Jacksonville College prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.

The goal of Jacksonville College is to increase diversity in its workforce and to provide the best work environment possible. The Cabinet receives and reviews affirmative action reports and has the responsibility to monitor progress, reinforce policies, and hold the organization accountable to meet objectives.

The Human Resources Representative is designated as the affirmative action officer for Jacksonville College. Any inquiries concerning equal opportunity employment practices should be addressed to this representative.

2. Expected Standards of Ethical and Moral Behavior

All employees are expected to exhibit ethical and moral behavior in keeping with biblical Christian standards. Such behavior extends to maintaining acceptable business practices, avoiding conflicts of interest, and exercising propriety in relationships with students. Employees are strictly prohibited from any form of dating or the pursuit of personal (that is, not related to College business) relationships with students. Failure to exhibit expected behavior

may lead to administrative warning, employment probation, or dismissal on the basis of moral turpitude or renunciation of the orthodox Christian faith. Cohabitation with the opposite sex or same sex that violates biblical standards will result in dismissal.

3. Policy and Procedures for Service Animals at Jacksonville College

In compliance with the Americans with Disabilities Act (ADA), Jacksonville College recognizes that service animals can play an important and necessary role in fostering the independence of some individuals with disabilities. Consequently, an appropriately trained animal, under the control of the disabled individual, may be allowed in campus facilities where animals would typically not be permitted.

Only service animals that meet the criteria below will be exempt from rules that otherwise restrict or prohibit animals on campus:

- a. Individuals requiring use of a service animal must demonstrate that the service animal is needed as a reasonable accommodation which is linked to their specific disability. In cases where the disability is not readily apparent or easily perceivable documentation of disability may be requested. Faculty and staff should provide documentation to Human Resources.
- b. For the purposes of these guidelines, a service animal must meet the following criteria:
 - i. The animal is of a type commonly accepted and trained for performing a task or function for disabled individuals.
 - ii. The service animal is individually trained to perform a specific task or tasks not instinctual to the animal on behalf of an individual with a disability.
 - iii. Training of the animal is of a type appropriate for the disability.
- c. A clear and explicit rationale must exist for the function or service that the animal will fulfill. An example is a guide dog for the blind, a hearing dog which can alert a deaf individual to important sounds including a ringing telephone or doorbell, or a dog trained to provide minimal protection or rescue work.
- d. Any animal posing a direct threat to the health or safety others, or exhibiting repeated disruptive behavior, may be denied access to College facilities.
- e. Any animal whose presence would fundamentally alter the nature of a specific program or service will be excluded. However, the person with a disability will be allowed to participate without the animal. This determination will be made on a case-by-case basis.

For questions or additional information, faculty and staff should contact Human Resources.

Human Resources
Jacksonville College
105 B.J. Albritton Drive
Jacksonville, Texas 75766
(903) 586-2518

Note: Emotional support animals are not classified as service animals. Therefore, emotional support animals are not allowed on the College campus, campus buildings, or campus housing. If you have any questions, please contact the Office of Disability Services.

4. Controlled Substance/Alcohol Policy

As required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986 and as amended in 1989, Jacksonville College prohibits all employees (full-time and adjunct/dual credit faculty, staff, and students) from engaging in unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcoholic beverage in the workplace, or reporting to work under the influence of alcoholic beverages or illegal drugs. No funds derived from any source (State, Federal, private, or church) may be expended for either alcoholic beverages or controlled substances. The College recognizes that drug and alcohol abuse are physically harmful and can reduce the effectiveness of the College's corporate Christian testimony. Random drug testing may be performed on any employee.

This policy is a condition of employment for all employees of the College. The employee agrees to the conditions set forth in the policy through acceptance and maintenance of employment. Any employee found in violation of this policy will be subject to immediate disciplinary action as determined by the administration. Disciplinary action may range in scope from time off without pay to termination of employment. The College may require an employee to participate in a drug abuse assistance or rehabilitation program as part of any disciplinary action that does not include termination of employment.

The employee will notify the College in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. In turn, the College will notify the U.S. Department of Education in writing at:

Director, Grants Policy and Oversight Staff
Department of Education
400 Maryland Avenue, S. W.
(Room 3652, GSA Regional Office Building No. 3)
Washington, D.C. 20202-4248

within ten calendar days after receiving notice of such conviction. The notice must include position and title of the individual and the identification number(s) of any affected Federal grant. Furthermore, the College will, within thirty calendar days of receiving notice from the employee, (1) take appropriate personnel action against the employee, up to and including termination, consistent with the requirement of the Rehabilitation Act of 1972, as amended; or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health law enforcement or other appropriate agency.

The College will provide a drug abuse awareness program through speakers, literature, and other media for all employees. Display and distribution of the drug-free workplace policy will be maintained. Referrals for rehabilitation will be made for those who need assistance.

Jacksonville College is committed to strict adherence to this policy. An annual review of this policy and program will be conducted by the College administration to determine its effectiveness and implement changes to the program, if needed, and to ensure that its disciplinary sanctions are consistently enforced.

5. Title IX Policy / Prohibition of Harassment

The mission of Jacksonville College (JC) is to provide a quality education from a biblical worldview that challenge minds, transforms lives and equips students for servant leadership and lifelong learning. With the mission of JC as guidance for all institutional goals, it is of utmost importance that JC instill in its students a biblical worldview of education, life, and human sexuality. Using the premise that human sexuality is a gift from God and applying biblical principles as the foundation for an understanding of human sexuality, JC strives to educate students regarding the purpose of this gift. JC believes that God gifted human sexuality for the purpose of procreation and the creation of a strong, unified marital bond between one man and one woman.

Faculty, staff, and students at JC are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. Toward this end, the College may subject to disciplinary action any faculty, staff, or student who engages in the following:

- a. Sexual activity with a person other than his or her spouse
- b. Sexual activity with a person of the same sex
- c. Touching, caressing, and other physical conduct of a sexual nature that is inappropriate to the time and place in which it occurs
- d. Participation in advocacy groups and/or activities that are contrary to JC scriptural beliefs about human sexuality
- e. The possession or viewing of pornographic material

In addition to those violations, certain types of violations are so serious that they require more extensive investigation and hearing procedures. Jacksonville College's Title IX Policy for Employees can be found in its entirety in [Appendix B-10](#).

E. Personnel Employment Process

1. Applications for employment are kept in the Business Office.
2. When a vacancy occurs, the President will consult with the Cabinet, Executive Team, and/or the supervisor of the appropriate department when appropriate.
3. Position vacancies may be advertised regionally and nationally in professional journals as well as locally [JC website, *Baptist Progress*, *SBTC Texan*, and local newspaper(s)].

Student worker positions are available from the Director of Financial Aid and the Dean of Students.

4. Each applicant—before being considered for employment—must have the following on file in the Business Office:
 - a. Application for employment
 - b. Resume
 - c. Transcripts/certificates (as required for specific positions)
 - d. Copy of driver's license if driving a college owned vehicle
 - e. Background check
 - f. Signed Employee Code of Conduct
5. The President and Cabinet will review the applicant's documents.
6. The President and Cabinet will interview the applicant, and other appropriate personnel as needed.
7. The President and Vice President for Executive Affairs will discuss the Employee Code of Conduct and compensation package with the applicant.
8. The Cabinet will discuss the applicant's personal faith experience, church membership, and involvement with their local church. This may be followed by a time of prayer with the applicant.
9. The applicant will meet with the Human Resources Representative to review W-2, payroll, statement of FERPA understanding, and other documents.
10. The supervisor will give an orientation with the employee.

F. Probationary Period of Employment

All new employees shall work the first sixty (60) days under probation to allow the employee to become acquainted with Jacksonville College and to allow the College time to evaluate the new employee's performance.

G. Compensation

Compensation is an emotional, volatile issue. The goal is to be fair and equitable. The following structure is to assist the administration and Board of Trustees in achievement of that goal.

1. Classifications of Employment for Benefits

A - Full Time Salaried
Administrative Staff
Faculty
Support Staff

B - Full Time Hourly
Maintenance
Housekeeping
Food Service

C - Part Time
Student Workers
Adjunct Faculty
Contract Labor
Hourly

2. Position

Position is the designation in administration, faculty, etc.

3. Base

Base salary reflects the tier, position, and degree or certification.

Faculty compensation is determined by a base salary that may change from year to year. The base salary is set for full-time faculty members who have a Master's degree with 18 graduate hours in the teaching field.

4. Longevity

Longevity is based on years of service at Jacksonville College:

- a. After 5 years, \$600.00 per year
- b. After 10 years, \$900.00 per year
- c. After 15 years, \$1200.00 per year
- d. After 20 years, \$1500.00 per year
- e. After 25 years, \$1800.00 per year
- f. After 30 years, \$2100.00 per year

5. Supplements

At the discretion of the administration, supplements may be paid for extra duties, workloads, responsibilities, and curricular activities assigned above regular job requirements. Overload will be paid at the same rate as adjunct. Upon the recommendation of the President, extra compensation may be paid for the following extra duties or qualifications:

- a. \$720.00/year for administrative or Department Chair responsibilities
- b. \$800.00/year for earned doctoral or dual teaching fields.

6. Service

Examples include:

- a. Sponsor-recognized club on campus
- b. Scholarly achievement, such as having approved published article and/or book

- c. Involvement in academic/professional associations
- d. Community involvement such as Rotary, Lions, Chamber of Commerce, etc.

7. Merit

Merit increase is based on annual evaluations and recommendations from a supervisor.

8. Benefits

Benefits are for noted employees, designated by a compensation worksheet and may include the following:

- a. 6% retirement on base amount
- b. Health insurance (\$100 paid monthly by employee)
- c. Worker's Compensation
- d. Professional development
- e. Social Security
- f. Holidays
- g. Vacation
- h. Leave due to illness
- i. Leave for funerals
- j. Family and medical leave
- k. Jury duty
- l. Reimbursement for personal vehicle for approved College use
- m. Travel expenses for approved College activities
- n. Equipment/resources to teach
- o. JC Personnel Scholarship
- p. College vehicle use for approved trips
- q. Advance degree/continuing education tuition assistance
- r. College approved conferences and/or conventions

9. Salary Schedule

- a. Salaries are normally reviewed annually, along with an evaluation meeting with the President. The administration reserves the right to give less than any maximum pay raise based on the performance of the employee and financial stability of the College.
- b. Compensation will be reviewed annually in June.
- c. The employee may terminate his or her employment by giving no less than a 45-day notice to ensure a favorable reference/recommendation of administration or to be considered for rehire. The College may terminate an employee at any time.
- d. Personnel are paid on the 15th of each month or weekly on Friday.
- e. Payroll checks are direct deposited.

- f. When payday falls on Saturday, payroll checks will be deposited on Friday. When payday falls on Sunday, checks will be deposited on Monday.

10. Compensation Worksheet
(See [Appendix C-3](#))

H. Other Employment Issues

1. Social Security

All employees are automatically covered by Social Security benefits.

2. Worker's Compensation

The College participates in the Worker's Compensation program.

3. Retirement Program

The College contributes six percent (6%) of the base pay for Tier A employees into a retirement fund. No matching funds are required by the employee; however, the employee may contribute additional funds, if he or she wishes. This six percent is in addition to the base pay shown in the agreement. The vesting schedule is on a graduated scale starting at 20% after two years and 100% after six years. The fund is handled by Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) and/or Southern Baptist GuideStone. Additional contributions are allowed through payroll deductions but subject to IRS rules.

4. Insurance

Jacksonville College pays for a health insurance plan for Tiers A and B at a rate specified each year and makes available coverage for the employee's family.

5. Retirement

No definite retirement age is demanded. After the age of 65, the general mental and physical health of the employee shall be carefully considered with regard to continuing service to the College. An employee who retires from full-time service may be employed on a part-time basis only if needed by the College. No benefits beyond those defined in this document shall be given.

6. Holidays

The paid holidays are:

- a. Labor Day
- b. Thanksgiving Day
- c. The day after Thanksgiving Day
- d. Christmas Eve
- e. Christmas Day
- f. Days between Christmas Day and New Year's Day (including New Year's Eve)
(Not applicable for Tiers B and C)
- g. New Year's Day
- h. Martin Luther King Day
- i. Spring Break (Not applicable for Tiers B and C)
- j. Good Friday
- k. Memorial Day
- l. Independence Day

If any of the above holidays fall on a weekend, either the Friday before or the Monday after will be observed. Human Resources will notify personnel regarding which of these days will be observed (excluding food service and security staff).

7. Inclement Weather Delay and/or Closing

The Vice President for Academic Affairs will confer with the President concerning the weather situation and make the decision to cancel or delay starting times. JC will usually follow Jacksonville ISD. The Chief of Security will be notified to send out a Rave Alert and contact news outlets. The Vice President for Academic Affairs will send an additional email alert to employees.

8. Vacation

Full-time employees may take two weeks of vacation (time off with pay) after one calendar year of service, and three weeks of vacation after ten calendar years of service.

Vacation time should not be taken near the beginning or end of semesters, and time off must be scheduled with Human Resources. Personnel may not take vacation time from August 1 through the start of the fall semester. Vacation time should not be taken in a block of more than ten days. Vacation time is not cumulative from year to year.

Employees should complete the Vacation and Personal Leave Request form when planning to take vacation. (See [Appendix A-1](#))

9. Leave Due to Personal Illness

Full-time employees are entitled to absences from work due to personal illness (not including maternity leave), with pay, according to the following schedule:

- a. After 1/2 calendar year of employment, 2 leave days
- b. After 1 calendar year of employment, 5 leave days
- c. After 2 calendar years of employment, 5 leave days plus 5 more days if in hospital
- d. After 3 calendar years of employment, 5 leave days plus 10 more days if in hospital
- e. After 4 or more calendar years of employment, 5 leave days plus 15 more days if in hospital

Extenuating circumstances that might cause the employee to be absent beyond these leave days shall be evaluated by the administration.

These leaves of absence for personal illness are not cumulative from year to year. Days taken must be for personal illness only.

Employees should complete the Vacation and Personal Leave Request form when absent from work due to personal illness. (See [Appendix A-1](#))

10. Leave for Funerals and Bereavement

By arrangement with the supervisor, up to three days of leave may be taken for a death in the immediate family (father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, grandparents, or grandchildren).

The employee may take one-half day (in Jacksonville) or one day (outside of Jacksonville) to attend the funeral of a close friend or distant relative.

Employees should complete the Vacation and Personal Leave Request form when planning to be absent due to funerals or bereavement. (See [Appendix A-1](#))

11. Family and Medical Leave

If an employee needs to be off work for family/medical reasons for more than one week while continuing to receive pay (paid leave), the employee must submit to the administration a written explanation of the family/medical situation and the expected time of the leave. The administration will then consider each situation as an individual case and will determine the length of paid leave.

An employee is eligible to take up to 12 weeks unpaid leave a year if he or she has been employed at Jacksonville College for at least 12 months and worked at least 1,250 hours during the previous 12 months with approved Family Medical Leave Act (FMLA) documentation.

The employee may take leave intermittently or on a reduced work schedule when medically necessary due to the employee's or a family member's illness.

Extenuating circumstances that might cause the employee to be absent beyond these leave days shall be evaluated by the administration. Jacksonville College may require medical certification that the leave is needed due to the employee's own serious health condition or that of a family member.

Jacksonville College will continue the employee's health insurance while on this leave under the same conditions as if he or she were working. The employee, however, will still be required to pay his or her portion of the health insurance plan.

Upon returning from leave, an employee is entitled to be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

Employees should complete the Vacation and Personal Leave Request form when absent due to family/medical reasons. (See [Appendix A-1](#))

12. Jury Duty

Employees are encouraged to fulfill their civic responsibilities by participating in jury duty; full-time employees will be excused with pay.

Employees should complete the Vacation and Personal Leave Request form when planning to be absent due to a jury duty summons. (See [Appendix A-1](#))

13. Notice of Absence

All employees must have an approved Vacation and Personal Leave Request prior to the date of absence from the job. (See [Appendix A-1](#))

14. Freedom of Expression for All Employees

Jacksonville College believes that an employee has the right to express what he or she believes is truth. However, freedom of expression carries with it a sense of responsibility to the College and to the community it represents. This includes inappropriate posts or criticism of the College on social media, failure to show patriotism by not standing for the national anthem, and refusing to salute the American flag. Public criticism of the College should never be engaged in until such matters have been presented to the President and the Board of Trustees for their consideration. If the criticism causes disrespect for the College, such expression will not be permitted, and the employee is subject to immediate termination.

15. Academic Freedom for Faculty

The principle of academic freedom is approved by Jacksonville College. An instructor has the right to explore within his or her field of assignment and to express in or out of the classroom what he or she believes is truth. Academic freedom carries with it a sense of responsibility to the College and to the community it represents. Academic freedom of expression may not violate the mission or doctrinal statements of the College. Public criticism of the College should never be engaged in until such matters have been presented to the Board for consideration. If the criticism causes disrespect for the College, such expression will not be permitted, and the faculty member is subject to immediate termination.

Procedure for Reporting and or Appealing Issues Regarding Academic Freedom.

- a. An incident report is submitted to the Vice President of Academic Affairs. (See [“Reporting an Incident Involving Academic Freedom”](#) form.)
- b. The Vice President of Academic Affairs will hear the case. The faculty member can present counter-evidence, confront the accuser, and have legal counsel present. (Legal counsel may not speak.)
- c. The V.P will render a decision and notify in writing the faculty member whose academic freedom is in question.
- d. If the faculty member finds the decision unsatisfactory, he/she may appeal the decision to an ad hoc committee appointed by the V.P. who will review the evidence. (See [“Appealing an Academic Freedom Decision”](#) form.)
- e. If the faculty member still finds the decision unsatisfactory, he/she may appeal the decision to The President. The President may choose to meet with the faculty member or to review the record of the matter. The President will render a decision in writing to the faculty member whose academic freedom is in question.
- f. The decision of the President is final.

16. Right to Employment Security and Due Process

Administration, faculty, and staff members may count on employment security as long as they faithfully discharge their responsibilities and a reasonable degree of competency is exhibited. Reasons for discharge would be conduct detrimental to the College, immorality, or deliberate infraction of the regulations determined by administrative policy. Reduction of students and/or finances may necessitate a reduction in the number of employees. A terminated employee may appeal to the Board of Trustees.

17. Grievance Procedure

Any College employee who has a grievance should feel free to discuss the grievance with the immediate supervisor, without fear of reprisal. If the grievance is not resolved, appeal can be made to the next level of supervision. The Board of Trustees has final authority to act.

18. Outside Employment

Outside employment is permitted providing:

- the administration is notified in writing.
- the outside employment does not interfere with duties at Jacksonville Campus.
- the outside employment is in keeping with Christian Values.

19. Civic Participation

Administration, faculty, and staff members are encouraged to work with the local community in connection with civic matters and development activities. This work, however, should not interfere in any way with duties and responsibilities to Jacksonville College.

20. Intercollegiate Sports

Philosophy Statement:

Jacksonville College endeavors to conduct its intercollegiate sports program in agreement with the principles of fair play and in compliance with the Constitution and Bylaws of the National Junior College Athletic Association and the Region XIV Conference.

The intent of the College is to help student-athletes reach their potential by employing coaches who are interested in the total development of the student-athlete and who exemplify good conduct and sportsmanship, possess a high degree of integrity, have outstanding technical knowledge, and are committed to the spiritual values as well as the educational mission of the College.

The sports program is expected to contribute towards the broader institutional mission of the College and to be supportive of the educational and spiritual objectives of the school. In addition to the usual win-loss records, the success of the program shall also be measured by its integrity and the academic progress of the student-athletes. The College will recruit only those students who have reasonable expectation of making satisfactory academic advancement.

In accordance with values appropriate to an educational institution, Jacksonville College is dedicated to institutional control of athletics, to academic and financial honesty of its program, and to the accountability of the department to the goals of the College.

21. Copyright Policy Statement

The Jacksonville College Board of Trustees expects employees to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Sect. 101, et. seq.).

The Jacksonville College Board of Trustees prohibits the institution's employees from copying materials not specifically allowed by the (1) copyright law, (2) fair use guidelines, (3)

licenses or contractual agreements, or (4) other permission. All other copying must have the written permission of the institution's Copyright Officer.

The Jacksonville College Board of Trustees disapproves of unauthorized duplication in any form. Employees who willfully disregard the copyright policy are in violation of Board of Trustees policy and do so at their own risk and assume all liability.

The Vice President for Academic Affairs is hereby named as the Copyright Officer for Jacksonville College with the responsibility to establish and implement appropriate procedures, prepare and distribute a copyright manual, and conduct training programs to assure that College personnel are advised on the current copyright law so that they can perform their duties within the intent of the law.

The Copyright Officer shall provide access to a copyright manual designed to inform employees of their rights and responsibilities under the copyright law. Appropriate copyright notices will be placed on or near all equipment capable of duplicating copyrighted materials.

For more information see Copyright Law of the United States and Related Laws Contained in Title 17 of the United States Code, which includes all amendments enacted by Congress through June 30, 2016. <https://www.copyright.gov/title17/> The most recent amendments to Title 17 as of October 2018, are Amendments to the Copyright Act as a result of the Orrin G. Hatch – Bob Goodlatte Music Modernization Act and Amendments to the Copyright Act as a result of the Marrakesh Treaty Implementation Act.

“User Friendly” Copyright information:
Reproduction of Copyrighted Works by Educators and Librarians
<https://www.copyright.gov/circs/circ21.pdf>

Copyright Basics <https://www.copyright.gov/circs/circ01.pdf>

American Library Association – Performance of or Showing Films in the Classroom
<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/copyright/fairuse/web-digital%20delivery%20in%20classroomrev3psa.pdf>

Copyright Tools <http://www.ala.org/advocacy/copyright-tools>

22. Jacksonville College Campus Carry Policy

Jacksonville College chooses to OPT OUT of Campus Carry. We do this because the majority of our students do not meet the minimum age requirement. Those who hold permits may still store weapons in their vehicles out of sight and locked up. (SB 1907. Z9/01/2013)

Should we have an incident or active shooter situation on the campus, we will respond with all of our available resources until the police arrive. The fewer persons we have in everyday dress with firearms, the easier it will be for law enforcement to identify the actor.

- a. Certain employees allowed to carry and/or possess concealed handguns on campus are subject to the following requirements and training:
 - i. Must complete or possess a Texas Handgun License
 - ii. Must complete eight (8) hours of Active Shooter training (classroom)
 - iii. Must complete four (4) hours of firearms safety training (classroom/range)
 - iv. Must complete two (2) hours of Safe Storage training (classroom)
 - v. Must demonstrate proficiency in clearing misfires, jams, other malfunctions
 - vi. Must successfully complete ten (10) hours of shooting scenarios
 - vii. Must carry an approved firearm (.380 cal, .9mm cal, and .38 cal)
 - viii. Must use approved carrying or holstering equipment
 - ix. Must demonstrate proficiency in shooting, firearm operation, and safety a minimum of three times per calendar year
 - x. Must be prepared for unannounced inspection of firearms and ammunition that will be conducted by the Chief of Security (Firearms Instructor)
 - xi. Must receive final approval by the Chief of Security

23. Personal Business and Children on Campus

Employees should make every effort to minimize use of work hours to handle personal business. If personal business requires regular absence during the workday, a modified work schedule must be approved by the supervisor. Employees should complete the Vacation and Personal Leave Request form to conduct personal business. (See [Appendix A-1](#))

Employees should make every effort to minimize the presence of their children in the work area during office hours. If extenuating circumstances require children to be on campus on a regular basis, this matter should be discussed with the supervisor. The employee's work schedule may need to be adjusted.

Except under special circumstances and as approved by the instructor or administrator, children of students shall not be brought into any classroom, the library, the chapel, the Student Union Building (SUB), the cafeteria, or other location on the College campus during class time, work study, or special events scheduled for students only. It is not intended to exclude children of students from sports events, social events, community sponsored events, or special programs during non-class hours.

24. Personal Dress and Conduct

A. Introduction

To assist Jacksonville College in carrying out its stated mission to provide a quality education from a biblical worldview that challenges minds, transforms lives, and equips students for servant leadership and lifelong learning, and respecting the freedom and integrity of employees, the following description will provide the necessary framework to support this general philosophy.

Employees are expected to set high goals and standards in their personal behavior and conduct. These high standards must be maintained both on campus and off campus if they are to impact the lives of our students. Employee dress must reflect that JC is a distinctively Christian institution.

Some of our students are already Christians, but many are not. Manner and style of dress should be of utmost concern to Christians. Employee dress will be business casual unless otherwise instructed and should be characterized by modesty, conservatism, appropriateness, and good taste.

The Christian spirit of Jacksonville College must be maintained at all times.

B. Definitions

- i. Business Casual for Men
 - a. **Appropriate:** presentable slacks (preferred) or dress jeans; open collar shirts (including polo type shirts) and JC logo shirts (preferred), or dress knit pullover shirts. Casual jeans may be worn on Friday.
 - b. **Inappropriate:** casual t-shirts, shorts, cutoffs, tank tops, sports jerseys, ball caps, jogging-type pants and shirts/jackets, or flip-flops.
- ii. Business Casual for Women
 - c. **Appropriate:** presentable dresses or skirts of modest length (preferred); slacks (preferred) or dress jeans; and dress tops. Dress tops may include blouses, sweaters, dress t-shirts, open collar shirts (including polo type shirts), or JC logo shirts (preferred). Casual jeans may be worn on Friday.
 - d. **Inappropriate:** casual t-shirts, shorts, cutoffs, articles of clothing with spaghetti straps, tank tops, halter tops, sports jerseys, jogging-type pants and shirts/jackets, flip flops (beach wear), stretch pants (“leggings”)
- iii. Athletic Staff: Athletic Staff may wear attire that is appropriate to their sport provided it maintains the Christian spirit of Jacksonville College. JC logo attire is strongly encouraged for all athletic staff.

C. Dress Code

- i. General
 - a. Business Casual is the acceptable form of casual dress at JC. Casual dress does not mean “sloppy” dress such as may be worn while lounging or working at home. Clothing should be pressed, never torn, dirty, or frayed. All seams must be finished. Clothing must not have words, terms, or

- pictures that may be offensive to other employees. Emphasis should be on the business aspect, not on the causal.
 - b. Even in a business casual work environment, clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.
 - c. Administration together with Human Resources will be monitoring compliance with the dress code policy and is responsible for reporting non-compliance to the employee and his or her supervisor.
 - ii. Uniforms
 - a. Departments that have uniforms are exempt from the policies listed above, but are subject to the piercings and tattoos policy listed below. However, uniforms should be clean and neatly worn at all times.
 - iii. Piercings and tattoos
 - a. In accordance with the professionalism and appropriate appearance expected at JC, male employees should not exhibit any visible body piercing, including earrings, or under skin decoration (tattoo), while performing job related responsibilities for JC. Similarly female employees also should not exhibit any visible body piercing, with the exception of earrings permitted in earlobes, or under skin decoration (tattoo), while performing job related responsibilities for JC.

25. Campus Smoking Guidelines

Jacksonville College is a smoke-free campus; smoking on campus is prohibited.

26. Telephones

Office telephones should be used only for official College business. Long-distance calls will be charged to the code number for that telephone.

27. College Vehicles

The College maintains the option of furnishing a vehicle for College travel. However, if a vehicle is not available, the College will pay for gasoline and reimbursement as stated in the mileage reimbursement request form. If reimbursement for personal vehicle expenses is requested, a Vehicle Usage Report (see [Appendix A-2](#)) must be filed with the Director of Transportation, and a copy of the report with receipts must be turned in to the Business Office. All travel must be well-planned and shown to be necessary for the department involved. All guidelines under “Travel and Travel Expenses” must be followed. Trip reports are necessary in all cases.

Safety is one of the most important responsibilities of the College. It is crucial for the safety of the driver and passengers that everyone fully comply with all of the following guidelines and regulations:

- a. Employees or students who drive College vehicles must complete a Vehicle Request Form. (See [Appendix A-3](#))
- b. Driver must be over 25 years of age.
- c. Driver must possess a valid driver's license of the proper class.
- d. Driver must be on approved drivers list.
- e. Driver must attend driver safety meetings held at the beginning of the fall and spring semesters.
- f. Usage of safety belts is required when operating or riding in a College vehicle.
- g. Driver must comply with all traffic laws and drive defensively.
- h. Drivers of the vehicles will be subject to random drug and alcohol testing as required by Part 382 of the Federal Motor Carrier Safety Regulations.
- i. Driver must complete and submit to the Director of Transportation a Vehicle Usage Report (see [Appendix A-2](#)) upon completion of the trip. A copy of the report and all receipts are to be turned in to the Business Office with a notation on the receipt for the purpose of the trip.
- j. Containers shall not be filled with gasoline while inside a passenger-carrying vehicle. Containers must be removed from passenger vehicle interiors and from enclosed portions of truck cabs during filling.
- k. Vehicle reservation dates must be placed on a calendar that is kept with the Director of Transportation, who is in charge of vehicle reservations.

28. Copy Machine Use

The copy machine in the Business Office is for administrative use unless arrangements are made otherwise. The copy machine in the faculty/staff lounge is for faculty/staff use only. Work study students may use these copiers in performing duties for their respective work assignments. Other students shall not use these copiers.

29. Public Notices and Proofreading Process

Students, faculty, and staff desiring to display or distribute any form of advertisements, such as posters, newsletters, cards, and/or pamphlets on campus or in public places must obtain permission from the appropriate Vice President or the Dean of Students. The individual or organization posting the material is responsible for removal of the material and any related litter. Any public news contact made by a student concerning activities at Jacksonville College must be approved through the Dean of Students, the President, and the Director of Public Relations.

Published Jacksonville College documents must go through the specified proofreading process. Other important documents for Jacksonville College should also go through the proofreading process, especially if the document or item is for advertising/marketing purposes.

See Proofreading Team Handbook under Employee Resources on Moodle for the proofreading process.

30. Academic Ceremonies, In-Service, and Called Meetings

All administrators are expected to participate in all campus academic ceremonies, In-Service, Chapel, and called meetings. The administration may call for special meetings of the faculty and other College personnel.

31. Professional Growth and Development

Each administrator and faculty member is encouraged to maintain professional growth and development through such activities as participation in professional organizations, attendance at seminars, and reading books and journals. The College will make every effort to provide one seminar/convention/meeting for each full-time administrator and faculty member each year. The administrator and faculty member is responsible for any individual membership dues; the College will only pay for institutional dues. Professional Growth and Development Activity Reports (see [Appendix A-5](#)) should be submitted to the Academic Dean/Director of Institutional Research within five days of completing activity.

Employees should complete the Vacation and Personal Leave Request form when attending a Professional Growth and Development event not sponsored by Jacksonville College. (See [Appendix A-1](#))

32. Purchase or Requisition of Equipment/Supplies and Maintenance Requests

All purchasing is centralized in the Business Office except for food purchases in the Little Cafeteria. Therefore, all equipment and supplies must be obtained via a Requisition Form (see [Appendix A-6](#)) placed through the Business Office. The order must be completely filled out before submission to the Business Office. All purchase orders and expenditure authorizations must be approved. Purchases must be planned in advance.

When monies are requisitioned, checks will be issued on Fridays if approved. Planning by the employee is extremely important, and “payment requisitions” should be in the Business Office by 12:00 p.m. on Wednesdays. Also note that time must be allowed for requisitions that must be submitted and approved through other channels before reaching the Business Office.

The Human Resources Representative will maintain office and classroom supplies to support the instructional and administrative staff.

Requests for maintenance should be submitted online to the Director of Maintenance via the Maintenance Request Form located on [Moodle](#) under “**Employee Resources.**”

33. Travel and Travel Expense

All College personnel who travel for the College must file trip plans for approval by their supervisor before the trip is made using the requisition form. After approval the requisition form must be submitted to the Business Office. No reimbursement will be made when such plans have not been approved and submitted. Time of departure and return must also be given to the Business Office so that return telephone calls and appointments can be handled.

Lodging should be approved by the College. If arranged by the employee, the limit is \$99.00 per day for a room. A limit of \$7.00 per meal applies to be paid upon presentation of meal receipts.

Travel Expense Reimbursement Forms (see [Appendix A-4](#)) must be submitted within the month. If reimbursement for personal vehicle expenses is requested, a Vehicle Usage Report (see [Appendix A-2](#)) must also be filed with receipts and turned in to the Business Office. When credit cards are used, the copies must be turned in to the Business Office immediately. No reimbursement will be made without accompanying receipts with the charge copies. Checks will be issued on Fridays. All documentation should be in the Business Office by 12:00 p.m. on Wednesdays for check issuance on Friday. Also note that time must be allowed for vouchers that must be submitted and approved through other channels before the Business Office can make payment.

All employees are to strictly adhere to the Credit Card Policy when traveling. (See [Appendix C-8](#))

Employees should complete the Vacation and Personal Leave Request form as appropriate. (See [Appendix A-1](#))

34. Curriculum Establishment, Review, and Evaluation

Curriculum is established, reviewed, and evaluated through a series of steps. Establishment can occur through changes proposed by individual or collective faculty requests, by the staff, or by the administration. Proposed changes can be made at any time. In preparation for publishing a new *Jacksonville College Course Catalog*, the faculty, staff, and administration are formally asked by the Academic Dean to review and evaluate the current curriculum by considering such questions as:

- a. Do courses need to be deleted?
- b. Do course numbers, titles, or descriptions need to be modified?
- c. Do new courses need to be added?
- d. Do the College's courses compare properly with those taught by other similar junior colleges?
- e. Do the College's courses meet the needs of our students?
- f. Do the College's courses complement the College's mission, purpose, and Christian worldview?

All requests for changes in curriculum are then presented to the Curriculum Committee for evaluation. Any suggestions for modification by the Curriculum Committee will be sent back to the recommending party. After approval by the Curriculum Committee, proposed changes are forwarded to the administration via the Academic Dean. Any suggestions for modification by the administration will be returned to the Curriculum Committee for consideration.

35. Use of Computer Network and Computer Software

Each full-time employee is provided a computer for his or her work. The network, software, and computer (unless special arrangements have been made) are owned by Jacksonville College. Employees are not to connect any computer peripherals or any other devices not approved by the Chief Information Officer. Employees are not to utilize their computer resources for personal business reasons, or games. Pornography, or any other illegal or questionable activities are prohibited. The College strives to maintain a secure network and does not monitor employee email; however, employees should remember that email via the College network and on College computers is neither confidential nor protected and is the property of Jacksonville College. It is the intent of the administration of Jacksonville College to supply computer services to the administration, faculty, and staff personnel on an equitable basis as a need is indicated and as the financial resources are available. The administration is equally committed to providing computer services for students, through the College library and through the computer labs in Meadows and Weatherby.

36. Building Fixtures

Furniture and other fixtures may not be moved from a building without permission of the maintenance supervisor.

37. Registration of Students

Members of the administration and faculty are expected to participate in the scheduled registration of students as needed. Assignment of duties will be coordinated by the Registrar. More specific registration information may be found in the [*Academic Advising Handbook*](#).

38. Discipline of Students

Members of the administration, faculty, and staff have the authority and are requested to reprimand any student who is disobeying rules. Administration, faculty, and staff are encouraged to report incidents of student misconduct to the Director of Security in writing by the end of the working day. Reports should be as descriptive as possible. When a student violates the Jacksonville College Honor Code in the classroom (whether face-to-face or online), faculty members shall report the incident(s) on the Academic Violation Report Form

(see [Appendix A-15](#)). This process is outlined in the [Jacksonville College Course Catalog](#) and [Jacksonville College Student Handbook](#).

39. College Attendance by College Personnel, Spouses, or Children

College personnel may attend Jacksonville College classes under the terms of a JC Personnel Scholarship. Eligibility requirements and maintenance for the scholarship are detailed on the scholarship form available from the Financial Aid Office. This scholarship is not applicable to applied music classes or continuing education courses. The scholarship may be awarded under certain conditions stated below.

College personnel may receive up to 100% of tuition payment for a maximum of six semester hours. More than six hours per semester require approval of the administration. Full-time employees may not pursue a total of more than six hours of College work per semester, whether at Jacksonville College or another institution, without approval of the administration. All College personnel attending classes must coordinate their work schedule with their supervisor.

If an employee receives Federal, State, or outside financial aid, the financial aid is applied first to tuition, books, and fees. If there is a credit balance after tuition, books and fees are paid with Federal, State, or outside financial aid, then a credit will be issued to the employee. If there is a balance due after financial aid is applied, then the Personnel Scholarship is applied to that amount.

Family Tuition Benefit for Full-time Employees: Spouses, dependent children or custodial care grandchildren of college full-time personnel who enroll in Jacksonville College courses may receive full tuition for up to 15 hours per fall/spring semester and up to 12 hours per summer/winter term. Non-custodial care grandchildren of full-time employees may receive half-tuition for up to 15 hours per fall/spring semester and up to 12 hours per summer/winter term.

Family Tuition Benefit for Part-time or Adjunct Employees: Spouses, dependent children or custodial care grandchildren of Jacksonville College part-time/adjunct personnel who enroll in Jacksonville College courses may receive half tuition for up to 15 hours per fall/spring semester and up to 12 hours per summer/winter term. Part-time personnel must work a minimum of 20 hours per week for a family member to be eligible for the tuition discount. Adjunct personnel must teach a minimum of 4 scheduled courses per academic year for a family member to be eligible for the tuition discount.

Federal and State Financial aid must be applied for and posted prior to any JC personnel institutional discount.

40. Evaluations

The Administrator Profile Evaluation (see [Appendix C-5](#)) is used either in print form or as an online evaluation for the vice presidents by the president of Jacksonville College. This profile serves as a template to be used in evaluating executive and administrative team members by their respective vice president. They may also be used to evaluate staff by the executive and administrative team members. Specific department evaluations if differing from this profile may be obtained from the respective vice president.

a. Faculty

The purpose of the evaluation is to help the faculty member improve in the overall performance of his or her duties.

i. Classroom Academic Observation Review

Classroom Observations are conducted annually by the Academic Dean or appropriate department chair for instructors who have taught less than five years at the college. Instructors who have taught at the college for more than five years are observed every other year. After classroom observations are conducted, a copy of the Academic Classroom Observation Review form (see [Appendix C-9](#)) is returned to the instructor. A personal interview to address instructional concerns is arranged, if needed or requested. Results of the interview are documented and placed with the original observation form into the instructor's personnel file.

(2) Dual Credit

Evaluation forms will be provided by JC. The Academic Dean will evaluate the performance of dual credit instructors on the following criteria:

- a. Submission of updated resume, if requested
- b. Timely submission of grades through EMPOWER
- d. Timely submission of syllabus, final assessments, and other instructional materials as requested by the Academic Dean and/or Department Chair
- e. Incorporation of Moodle for posting syllabus and other pertinent course information
- f. Evaluation of classroom management and teaching strategies during on-campus observations
- g. Content and rigor of course comparable to on-campus courses

(3) Online/Distance Education

Distance education instructors will have at least one online course evaluated annually. The Director of Distance Education will be responsible for conducting this evaluation and will submit the results to the Academic Dean. The following criteria will be used for the online course evaluation:

- a. Incorporation of Moodle for posting syllabus and other pertinent course information
- b. Course design
- c. Student to student interaction
- d. Instructor to student interaction
- e. Content and compatibility to Institution's mission
- f. Content and rigor of course comparable to on-campus courses

(4) Class Evaluation by Students

Class Evaluation by Students forms (see [Appendix A-11](#)) are used by students at the end of the semester to evaluate a specific class. These forms are supplied by the Academic Dean to selected classes on a rotating basis. The completed forms are to be collected by a student and taken to the Office of the Academic Dean. The Director of Distance Education will provide electronic Online Course Evaluation by Students forms to students in selected classes. These forms will be completed anonymously and returned to the Director of Distance Education. The results will be shared with the Academic Dean and returned to the instructor for evaluation. If results require a personal review with the instructor, a meeting is arranged by the Academic Dean.

b. Non-Faculty Personnel

Annual evaluations of non-faculty personnel are conducted by the immediate supervisor of the employee.

- (1) The evaluation is based on the criteria listed on the Administrator Profile Form (see [Appendix C-5](#)).
- (2) Evaluation results are placed in employee's personnel file.
- (3) A copy of the evaluation form is returned to the employee.

41. Faculty Meetings

Regular Faculty Association meetings are normally held once every month. The administration may call for special meetings of the faculty and other College personnel.

42. Textbooks/Resources

Faculty are expected to select academically worthy textbooks and accompanying resources. In an effort to keep student costs down, faculty are encouraged to consider pricing in their selection process; therefore open resources may also be an acceptable alternative to traditional publishers. Textbook resources must be updated at least every seventh academic year, unless approval to keep the existing textbook has been given by the Academic Dean. Faculty members should request from the publisher a complimentary desk copy of each text

used for class purposes. Students must be provided information for ordering textbook resources in a timely manner.

43. Course Syllabi

Each instructor must prepare a syllabus for each course that is taught. The syllabus must follow the syllabus template provided by the Academic Dean. The syllabus template is located on Moodle in the Employee Resources section. This syllabus must be reviewed and updated by the instructor prior to the beginning of the class. A copy must be submitted to the Office of the Academic Dean and the appropriate department chair prior to the first class of the semester. A copy of the syllabus must be provided to each student through his or her Moodle course at the beginning of the semester.

44. Leave of Absence

Leaves of absence without pay may be granted to faculty members and administrators for study to advance professionally, provided such leaves do not place an undue hardship on the College. Requests for leaves of absence shall be filed with the President for consideration by the Board of Trustees. In some cases, a leave of absence might be granted with partial pay, should the leave result in a significant advantage for the College.

45. Student Organization Advising

Faculty and staff may serve as a student organization advisor. Effort should be made to align the advisor to those organizations majoring in the advisor's field. This advising duty will be on a voluntary basis but carries with it certain duties and responsibilities as required by state law and school and organizational requirements.

Texas Senate Bill 1138, signed into law in May 2007, defines “advisor” as a person who:

- a. Serves in an advisory capacity to a student organization to provide guidance to the organization and its members;
- b. Is older than 21 years old; and
- c. Is not a student of the postsecondary educational institution at which the student organization is registered.

Further, Texas Senate Bill 1138 requires in Sec. 51.9361 (2)(c)(d) and (f) that: (c) At least once during each academic year, a postsecondary educational institution shall provide a risk management program for members of student organizations registered at the institution. Any member of a student organization who is not otherwise required to attend may attend the program. (d) Unless a postsecondary institution requires each student organization registered at the institution to have representatives of the organization attend a program under this section, the institution shall adopt a policy that specifies one or more of those student organizations or

types of student organizations that are required to have representatives attend. The selection of student organizations or types of student organizations under the policy must be based on the institution's determination that those organizations or types of organizations could particularly benefit from risk management guidance. Each advisor who has not previously attended a program under this section and each person serving in a designated officer position of a student organization that is required to have representatives attend a program under this section shall attend the program. An institution may allow an advisor, other than a faculty or staff member of the institution, to satisfy the attendance requirements prescribed by this subsection through completion of an appropriate computer-based risk assessment program. (f) Each advisor or officer required by Subsection (d) to attend a program shall report on the program's contents at a meeting of the full membership of the student organization the advisor or officer represented at the program.

46. Academic Advising

Each full-time instructor shall serve as an academic advisor unless the Academic Dean has given permission to do otherwise. Students indicate an area of concentration for studies when they apply and are assigned to an advisor with expertise in the area of the concentration or a related field. Details of the academic advising process and procedures can be found in the [*Academic Advising Handbook*](#).

47. Placement Testing

Policy and procedures regarding placement testing, development testing, and developmental courses may be found in the [*Academic Advising Handbook*](#).

I. List of Employees (See [Appendix D-4](#))

APPENDICES

APPENDIX A –Forms

APPENDIX B – Policies and Procedures

APPENDIX C – Employment

APPENDIX D – Institutional Organization

Jacksonville College Vacation and Personal Leave Request

APPENDIX A-2 – Vehicle Usage Report
JACKSONVILLE COLLEGE
VEHICLE USAGE REPORT

THIS FORM MUST BE TURNED IN TO THE SECURITY OFFICE

DRIVING VEHICLES:

- 1) A Valid Operator's License must be on the person of the driver at all times.
- 2) The driver must be on the Approved Drivers List.
- 3) The driver must be 25 years of age.
- 4) The use of safety belts is required when operating or riding in a College vehicle.
- 5) Please drive with extreme caution and drive defensively.
- 6) In case of an accident, *insurance information is in the driver packet*. Call the College Business Office, or after hours, call Security at (903) 721-1832.

PROCEDURES AFTER THE TRIP:

PLEASE HAVE RESPECT FOR THE PEOPLE WHO WILL BE USING THE VEHICLE NEXT BY:

- 1) Cleaning out the vehicle; removing all trash and personal articles
- 2) Making sure the vehicle is filled with gas
- 3) Closing windows and locking all doors
- 4) Returning the vans to the appropriate parking area
- 5) Bringing this form and the keys to the Security Office upon arrival

TYPE OF VEHICLE: ____ Van ____ People Mover

DATES OF TRIP: _____ to _____

PURPOSE OF TRIP: _____

VEHICLE WAS USED FOR: ____ MBB ____ WBB ____ SOCCER ____ TENNIS

____ GOLF

____ CROSS COUNTRY ____ CHOIR ____ FACULTY/STAFF ____ OTHER (_____)

DESTINATION:

Beginning Odometer Reading _____

Ending Odometer Reading

Total Miles _____

Comments or Problems/Repairs Needed: _____

DRIVER'S NAME _____ DATE _____

Turn in ONLY Gas Receipts with packet to the Security Office

List of Passengers In Vehicle

| | |
|-----|-----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |
| 11. | 12. |
| 13. | 14. |
| 15. | 16. |
| 17. | 18. |
| 19. | 20. |
| 21. | 22. |
| 23. | 24. |
| 25. | 26. |
| 27. | 28. |

APPENDIX A-3 – Vehicle Request Form
JACKSONVILLE COLLEGE VEHICLE REQUEST FORM

___ MEN BB ___ WOMEN BB ___ SOCCER ___ TENNIS ___ CROSS COUNTRY
___ GOLF ___ CHOIR ___ FACULTY/STAFF ___ THEATER
___ OTHER(_____)

VEHICLE REQUESTED: _____ Van _____ PeopleMover

DESTINATION & PURPOSE: _____

NAME OF DRIVERS: _____

GAS CARD: _____ Yes _____ No

Requested Date: _____ Return Date: _____

Departure Time: _____ Return Time: _____

REQUESTED BY: _____ DATE: _____

Please follow these rules concerning the use of our vehicles:

1. Drivers of Jacksonville College vehicles must be at least 25 years old and licensed to drive by the state of Texas. They must also be on the approved drivers list.
2. For insurance purposes, all riders will be listed on the reverse side of the Vehicle Usage Form.
3. In the event of an accident, the driver must notify the police immediately, then notify the appropriate authorities at Jacksonville College at one of the following numbers:
During business hours: (903) 586-2518; During non-business hours (903) 721-1832
4. Any repairs or needed repairs should be noted on the Vehicle Usage Report.
5. It is mandatory that all vehicles be returned on the **EXACT DAY** and time as shown on the request form.
6. All groups using Jacksonville College vehicles are responsible for seeing that:
 - a. The vehicle is **REFUELED** prior to returning to the College.
 - b. The vehicle is returned to The **DESIGNATED** parking area, **FREE OF LITTER, ETC.**

c. A Vehicle Usage Report is completed upon returning to campus and turned in along with the vehicle key to the Security Office by placing both through the mail slot in the door or, if need be, by calling Security at (903) 721-1832 for assistance.

APPENDIX A-4 – Travel Expense Reimbursement Form
TRAVEL EXPENSE REIMBURSEMENT FORM



Employee Name:_____

Department:_____

Business Purpose:_____

| Date | Description | Amount |
|------|--------------------------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Total mileage _____ X \$0.40 = | |
| | TOTAL | |

NOTE: A College vehicle should be used at all times when possible. ONLY if all college vehicles are checked out or reserved can a personal vehicle be used. Mileage reimbursement is \$0.40 a mile. Receipts are required for every expense submitted for reimbursement. Attach all receipts to this form.

Employee

Date

Department Supervisor

V.P. for Executive Affairs

Date

Date

APPENDIX A-5 – Professional Growth and Development Activity Report
JACKSONVILLE COLLEGE

**PROFESSIONAL GROWTH AND DEVELOPMENT
ACTIVITY REPORT**

YOUR NAME: _____ DATE OF
REPORT: _____

ACTIVITY: _____

DATE OF ACTIVITY: _____

- * Please provide a summary of the professional growth and development activity (meeting, conference, seminar, training, etc.) that you attended.
- * Please include a statement of your opinion of the benefit of the activity to you or to the College.
- * Please include any recommendations you have regarding your job or the College as a result of this activity.
- * Send a copy of this report to the Academic Dean/Director of Institutional Research.
- * Attach additional sheets if needed.

APPENDIX A-6 – Requisition Form



REQUISITION FORM

| | |
|--|---|
| Vendor: _____ _____ _____ _____ | Department: _____ _____ Approved by: _____ Date: _____ _____ |
|--|---|

| QTY | ITEM# | DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|-----|-------|-------------|------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Method of Payment:

- | | | |
|-------------------------------|------------------------------------|--|
| <input type="radio"/> Check | <input type="radio"/> Charge Acct. | <input type="radio"/> Cash |
| <input type="radio"/> Mail | <input type="radio"/> PO# _____ | <input type="radio"/> Personal (reimbursement) |
| <input type="radio"/> Pick-up | <input type="radio"/> Credit Card | <input type="radio"/> Other |

COMMENTS:

REQUESTED BY:_____

DATE:_____

APPROVED BY:_____

DATE:_____

Vice President for Executive Affairs

APPENDIX A-7 – Credit Card Policy

As of July 1, 2017, all credit cards will be kept in the Business Office.

- Credit cards will not be issued without a signed requisition by the Vice President for Executive Affairs.

What needs to be done BEFORE making a purchase

- All requests to order supplies or other items
 1. Must be written on a requisition form (available in Moodle and Business Office)
 2. Must be approved by direct supervisor (i.e. a faculty member must have the Academic Dean's approval, a coach must have the Athletic Director's approval, maintenance staff must have Maintenance Director's approval)
 3. Must be turned in to be approved by the Vice President for Executive Affairs
- All travel plans for athletic teams, choir, and individual travel,:
 1. Requisition form must be completed and submitted to direct supervisor (available in Moodle and Business Office)
 2. Direct supervisor must sign requisition form for approval (i.e. a faculty member must have the Academic Dean's approval, a coach must have the Athletic Director's approval, maintenance staff must have Maintenance Director's approval)
 3. Requisition form must be turned in to be approved by the Vice President for Executive Affairs
 4. Administration reserves the right to request the cafeteria prepare a sack lunch for you and/or team if your travel destination is close to campus. Once on approved travel, the College will pay 3 meals per day up to \$7.00 per meal for in town meals and up to \$9.00 per meal for out of town meals. Unused meal per diem will not be carried over into another meal..
 5. Vehicles are checked out through the Security Office. Request forms are due at least a week prior to travel.
 - The gas credit card (WEX) will be in your packet for the vehicle and must ONLY be used on the specific vehicle provided to you. A pin number will be assigned to you through the Business Office, if you do not yet have one. Employees are responsible for filling up gas tanks. All gas receipts are to be put in the packet and turned to the Security Office.
- Overnight Reservations
 - The College will pay up to \$99.00 (all inclusive: state and city tax) per night.

What needs to be done AFTER making a purchase

- Credit cards must be returned to the Business Office immediately. Do NOT hold on to cards.
- ALL receipts must be turned in to the Business Office upon returning from your trip.

- If a personal vehicle was used, fill out a Travel Expense form (available in the Business Office). Mileage is reimbursed at \$0.40 a mile. A personal vehicle can be used ONLY if all College vehicles are checked out or reserved.

Plan in advance! Requisitions pertaining to travel must be turned in a week prior to travel.

APPENDIX A-8 – Faculty Self Evaluation

JACKSONVILLE COLLEGE FACULTY SELF EVALUATION

Name _____ Date _____

Position: (Circle as many as apply.) full-time adjunct teaching assistant dual credit

Course/s: _____

Mode of Delivery: (Circle one.) face-to-face online both

Overall Rating: 1 2 3 4 5 (Highest Rating = 5)

Responsibility/Commitment

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Execution of job duties | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Attendance at meetings | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Keeping of work/office hours | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Fulfillment of extra/committee assignments | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Participation in institutional effectiveness | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Attitude

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 6. Contribution to good morale | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Promotion of College purpose | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. Demonstration of enthusiasm and interest in job | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. Willingness to go "above and beyond" | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Adaptability/Flexibility

- | | | | | | | | | | |
|--|---|---|---|---|---|-----|---|---|-----|
| 10. Acceptance of constructive criticism/direction | 1 | 2 | 3 | 4 | 5 | N/A | | | |
| 11. Acceptance of additional responsibilities | | | | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. Judgement under pressure | 1 | 2 | 3 | 4 | 5 | N/A | | | |
| 13. Execution of tact, discretion, self-control | 1 | 2 | 3 | 4 | 5 | N/A | | | |

Comments:

Innovation

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 14. Informed of current trends/theory/technology | 1 | 2 | 3 | 4 | 5 | N/A |
| 15. Seeking of ways to improve | 1 | 2 | 3 | 4 | 5 | N/A |
| 16. Contribution of new ideas | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Administrative Skills

- | | | | | | | |
|--------------------------|---|---|---|---|---|-----|
| 17. Organization of work | 1 | 2 | 3 | 4 | 5 | N/A |
| 18. Efficiency of work | 1 | 2 | 3 | 4 | 5 | N/A |
| 19. Motivation of others | 1 | 2 | 3 | 4 | 5 | N/A |
| 20. Initiation of action | 1 | 2 | 3 | 4 | 5 | N/A |

| | | | | | | |
|----------------------------------|---|---|---|---|---|-----|
| 21. Spoken communication skills | 1 | 2 | 3 | 4 | 5 | N/A |
| 22. Written communication skills | 1 | 2 | 3 | 4 | 5 | N/A |
| Comments: | | | | | | |

Fulfillment of Course Responsibilities

| | | | | | | |
|--|---|---|---|---|---|-----|
| 23. Has course ready for viewing on Moodle by required calendar date | 1 | 2 | 3 | 4 | 5 | N/A |
| 24. Follows current syllabus template | 1 | 2 | 3 | 4 | 5 | N/A |
| 25. Posts syllabus on Moodle | 1 | 2 | 3 | 4 | 5 | N/A |
| 26. Provides "Welcome/Introduction to Course" on Moodle | 1 | 2 | 3 | 4 | 5 | N/A |
| 27. Utilizes Moodle for course instruction | 1 | 2 | 3 | 4 | 5 | N/A |
| 28. Utilizes Moodle for submission of student assignments | 1 | 2 | 3 | 4 | 5 | N/A |
| 29. Records attendance in EMPOWER | 1 | 2 | 3 | 4 | 5 | N/A |
| 30. Submits "Official Course Roster" to Registrar on time | 1 | 2 | 3 | 4 | 5 | N/A |
| 31. Responds to student inquiries in no less than 48 hours. | 1 | 2 | 3 | 4 | 5 | N/A |
| 32. Submits midterm and final grades on time. | 1 | 2 | 3 | 4 | 5 | N/A |
| 33. Integrates faith based components within course | 1 | 2 | 3 | 4 | 5 | N/A |
| Comments: | | | | | | |

What innovations would you like to bring to your course?

What goals do you have for your personal growth?

What has been your greatest challenge or success this year?

APPENDIX A-9 – Academic Classroom Observation Forms

Faculty Observation Report

Instructor _____ Course _____

Date _____ Evaluator _____

| Behavior | Does not meet expectation | Meets expectation | Exceeds Expectation | Behavior not observed |
|--|---------------------------|-------------------|---------------------|-----------------------|
| Explains objectives for the lesson presentation | | | | |
| Provides learning situations to meet the objectives of the lesson presentation | | | | |
| Uses various instructional methods | | | | |
| Encourages relevant student participation | | | | |
| Responds appropriately to student questions and comments | | | | |
| Encourages critical thinking and analysis | | | | |
| Uses class time effectively | | | | |
| Exhibits enthusiasm for the subject matter | | | | |
| Communicates content clearly and effectively | | | | |
| Demonstrates knowledge of the subject matter | | | | |
| Integrates faith and learning | | | | |

Comments:

APPENDIX A-10- Online Course Evaluation

Jacksonville College Online Course Evaluation

The purpose of this rubric is to provide documentation of quality online courses at Jacksonville College.

Course Title:

Term:

Instructor:

Non-Existent (0 points) - Not Present, but should be, based on course design and content, or present, but not appropriate for this course.

Developing (2 points) - Some evidence of this criterion, but it needs to be presented more clearly or better developed.

Meets (3 points) - Evidence of this criterion is clear and is appropriate for this course. More could possibly be added.

Exceeds (5 points) - Evidence of this criterion is clear, appropriate for this course, and demonstrates best practices in a manner that models its use.

N/A - Not applicable based on course design and content.

| Course Overview and Introduction | Points | Notes: |
|--|---------------|---------------|
| 1.1 Instructions make clear how to get started and where to find various course components. | | |
| 1.2 Students are introduced to the purpose and structure of the course. | | |
| 1.3 Etiquette expectations (sometimes called "netiquette") for online discussions, email, and other forms of communication are stated clearly. | | |
| 1.4 Course and/or institutional policies with which the student is expected to comply are clearly stated, or link to current policies is provided. | | |
| 1.5 Prerequisite knowledge in the discipline and/or any required competencies are clearly stated. | | |

| | | |
|--|--|--|
| 1.6 Minimum technical skills expected of the student are clearly stated. | | |
| 1.7 The self-introduction by the instructor is appropriate and available online. | | |
| 1.8 Students are asked to introduce themselves to the class. | | |
| 1.9 The course integrates faith and learning | | |
| Learning Objectives | | |
| 2.1 The course learning objectives describe outcomes that are measurable. | | |
| 2.2 All learning objectives are stated clearly and written from the students perspective. | | |
| 2.3 Instructions to students on how to meet the learning objectives are adequate and stated clearly. | | |
| 2.5 The learning objectives are appropriately designed for the level of the course. | | |
| Assessment and Measurement | | |
| 3.1 The types of assessments selected measure the stated learning objectives and are consistent with course activities and resources. | | |
| 3.2 The course grading policy is stated clearly. | | |
| 3.3 Specific and descriptive criteria are provided for the evaluation of students' work and participation and are tied to the course grading policy. | | |
| 3.4 The assessment instruments selected are sequenced, varied and appropriate to the student work being assessed. | | |
| 3.5 Students have multiple opportunities to measure their own learning progress. | | |
| Instructional Materials | | |
| 4.1 The instructional materials contribute to the | | |

| | | |
|--|--|--|
| achievement of the stated course and module/unit learning objectives | | |
| 4.2 The purpose of instructional materials and how the materials are to be used for learning activities are clearly explained. | | |
| 4.3 All resources and materials used in the course are appropriately cited. | | |
| 4.4 The instructional materials are current. | | |
| 4.5 The distinction between required and optional materials is clearly explained. | | |
| Learner Interaction and Engagement | | |
| 5.1 The learning activities promote the achievement of the stated learning objectives. | | |
| 5.2 Learning activities provide opportunities for interaction that support active learning | | |
| 5.3 The instructor's plan for classroom response time and feedback on assignments is clearly stated. | | |
| 5.4 The requirements for student interaction are clearly articulated. | | |
| Course Technology | | |
| 6.1 The tools and media support the course learning objectives. | | |
| 6.2 Course tools and media support student engagement and guide the student to become an active learner. | | |
| 6.3 Navigation throughout the online components of the course is logical, consistent, and efficient. | | |
| 6.4 Students can readily access the technologies required in the course. | | |
| 6.5 The course technologies are current | | |
| Learner Support | | |

| | | |
|--|--|--|
| 7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it. | | |
| 7.2 Course instructions articulate or link to the institution's accessibility policies and services. | | |
| 7.3 Course instructions articulate or link to an explanation of how the institution's student support services can help students succeed and how students can access the services. | | |
| Total: | | |

Notes:

APPENDIX A-11 – Class Evaluation by Students

Jacksonville College Student Course Evaluation

TO THE STUDENT: This is a confidential questionnaire – do not sign your name. The purpose is to assist the instructor and the college in a continuous improvement of the educational quality of our classes. Thank you!

NOTE: For your thoughts on various aspects of the course to be taken into account, be sure to include as many constructive comments as possible.

INSTRUCTOR:_____ CLASS:_____ SEMESTER:_____ DATE:_____

(Lowest Rating = 1 Highest Rating = 5)

- | | | | | | |
|--|---|---|---|---|---|
| 1. Syllabus made available by instructor that included class objectives, content, testing, and grading | | | | | |
| <i>Comments -</i> | | | | | |
| 2. Explanation by instructor of any other class policies | 1 | 2 | 3 | 4 | 5 |
| <i>Comments -</i> | | | | | |
| 3. Instructor was prepared and knowledgeable | 1 | 2 | 3 | 4 | 5 |
| <i>Comments -</i> | | | | | |
| 4. Instructor was available during posted office hours | | | | | |
| <i>Comments -</i> | | | | | |
| 5. Instructor made appropriate assignments as stated in syllabus | 1 | 2 | 3 | 4 | 5 |
| <i>Comments -</i> | | | | | |
| 6. Instructor graded according to grading policy in course syllabus | 1 | 2 | 3 | 4 | 5 |
| <i>Comments -</i> | | | | | |
| 7. Course was interesting | 1 | 2 | 3 | 4 | 5 |
| <i>Comments -</i> | | | | | |
| 8. Course was informative | 1 | 2 | 3 | 4 | 5 |
| <i>Comments -</i> | | | | | |
| 9. Instructor integrated Christian faith within the learning process | | | | | |
| <i>Comments -</i> | | | | | |
| 10. My effort as a student in this class | 1 | 2 | 3 | 4 | 5 |
| <i>Comments -</i> | | | | | |
| 11. Would you recommend this class/course to another student? | | | | | |

Please include any positive/negative comments or suggestions of improvement for this course in the section below:

Online Course Evaluation by Student

TO THE STUDENT: This is a confidential questionnaire. The purpose is to assist the instructor and the college in a continuous improvement of the educational quality of our courses. Thank you!

CLASS INTRODUCTION

1. Did you purchase the textbook for this course?

Mark only one.

Yes

No

2. Did you read the required material in the textbook

Mark only one.

Yes

No

3. The instructor provided clear instructions on how to proceed

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

INSTRUCTION

4. The instructor clearly communicated the expectations for me to be successful in the course.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

5. Assignments and/or tests were relevant to the course content and instruction.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

6. The instructor provided feedback for assigned work in a timely manner so I was able to effectively track my progress through this course.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

7. The instructor effectively answered questions about content, assignments, and or procedures in a timely manner. *Mark only one.*

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

8. The instructor made appropriate assignments.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

9. **The instructor tested fairly.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

10. **The instructor graded fairly.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

11. **The instructor was prepared.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

12. **Instructor was knowledgeable.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

13. **The instructor was accessible.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

14. **The instructor created an environment that promoted learning.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

15. **The instructor used technology effectively to facilitate learning.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

GENERAL

16. **As a result of this course, I am more confident in my knowledge of this field of study.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

17. **I have a better understanding of God, the world, others, or myself as a result of this course.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

18. **This course helped me make connections between the subject matter and the Christian faith.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

19. **My effort in this class.**

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

20. What specific activities did the instructor do that positively contributed to you learning experience?
21. What could the instructor have done to improve your learning experience in this class?
22. If you were to make an honest assessment of yourself, what are things you did, or could have done better, to succeed in this course?
23. What tips would you provide to future students of this course to help them succeed?
24. Do you have comments of praise?
25. Do you have specific suggestions for improvement of this class?

APPENDIX A-12 – Committee/Organization Minutes Form

Committee/Organization Minutes

Committee/Organization:

Date:

Members Present:

Report:

Submitted by:

APPENDIX A-13 – Accident Report

Injured Person's Name: _____ Date: _____

Describe the Accident: _____

Nature of Injury: _____

Location of Accident: _____

Is the individual an (Circle one of the following)?:

Student

Employee

Other: _____

J.C. Supervising Employee: _____

Names of Witnesses: _____

If injured individual was taken to a medical facility, give the name of the facility: _____

If hospitalized, did the injured individual stay overnight? Yes No

Name of Attending Physician: _____

Physician's Prognosis: _____

Was any time lost from work or class as a result of the accident? Yes No
If yes, how many days? _____

Has the accident been reported to the insurance company? Yes No

If the accident involved lost time for a J.C. employee, was it reported to the Texas Workman's Compensation Commission by the end of the month?

Yes

No

Name of Person Submitting this Report: _____

Date of Report: _____

**PLEASE SUBMIT THIS REPORT TO THE BUSINESS OFFICE
AS SOON AS POSSIBLE AFTER THE ACCIDENT**

APPENDIX A-14 – Accident Analysis Form

Accident Analysis Form

What condition of Tools, Equipment, or Work Area Contributed to the incident?

Circle all that apply:

| | | |
|----------------------------|------------------------|------------------------------|
| Close Clearance/Congestion | Defective Tools/Equip | Inadequate Warning system |
| Floors/Work Surfaces | Inadequate Ventilation | Equipment/Workstation Design |
| Inadequate Housekeeping | Equipment Failure | Inadequate Guards/Barrier |
| Hazardous Placement | Illumination | Inadequate/Improper P. P. E. |

What caused or influenced substandard conditions?

Circle all that apply:

| | | |
|------------------------|------------------------------|----------------------------|
| Abuse or Misuse | Inadequate Maintenance | Lack of Knowledge/Training |
| Inadequate Supervision | Inadequate Tools/Equip. Mat. | Improper Motivation |
| Inadequate Purchasing | Improper Work Surfaces | Inadequate Capacity |
| Inadequate Engineering | Wear and Tear | Lack of Skill |

What action or inaction contributed to the incident?

Circle all that apply:

| | | |
|----------------------------------|---------------------------------|-------------------------------|
| Failure to make secure | Horseplay/distractive action | Improper loading |
| Under influence of drugs/alcohol | Operating at improper speed | Unauthorized actions |
| Failure to warn/signal | Used equipment improperly | Used wrong tool/equipment |
| Inadequate/improper P.P.E. use | Improper lifting | Improper technique |
| Nullified safety/control devices | Operating procedure deviation | Improper position |
| Use of defective equipment | Running/rushing/acting in haste | Servicing/operating equipment |

Other: _____

Probable Recurrence:

Circle all that apply:

Frequent Occasional Rare

Loss severity potential:

Circle all that apply:

Major Serious Minor

Preventive Measures:

Circle all that apply:

| | | |
|-----------------------------|----------------------------------|--------------------------------|
| Improve enforcement | Improve/change work method | Use other materials/supplies |
| Improve clean-up procedure | Identify/improve P.P.E | Improve illumination |
| Repair/replace equipment | Install/revise guards/devices | Mandatory pre-job instructions |
| Corrective counseling | Task analysis to be completed | Improve ventilation |
| Improve storage/arrangement | Task analysis/procedure revision | Re-instruction of employees |
| Rotation of employee | Improve design/construction | |
| Elimination congestion | Job reassignment of employees | |

Other: _____

Employee's description of incident (Attach sheet for additional comments):

Supervisor's description of incident (Attach sheet for additional comments):

Specific Corrective Actions or Preventive Measures Taken:

Person Responsible: _____

Target Date: _____

Date Completed: _____

Supervisor's Signature

Date

APPENDIX A-15 – Academic Violation Report Form

Academic Violation Report Form

_____ has violated the Jacksonville College Honor Code.
(Student name)

Date of violation: _____ Course: _____

Explanation of the academic violation:

Instructor imposed penalty: _____

Instructor signature: _____ Date: _____

My signature indicates that I have read and understood the contents and purpose of this document.

Student signature: _____ Date: _____

APPENDIX A-16 – Facility Usage Agreement



Facility Usage Agreement

Responsible User Name: _____

User Contact Phone: _____ Alternate Phone: _____

Type of Event: _____ Date of Event: _____

Time to Enter Facility: _____ Time to Exit Facility: _____

Building Request: _____

Room(s) Request: _____

Use Fee of \$100.00 paid: (Yes) (No)

Comments:

I agree there will be no smoking, no alcoholic beverages, and no drug use in or on the property during this event. I agree there will be no homosexual celebration or anything pertaining to the nature of homosexuality during this event. I understand and respect Jacksonville College is a smoke-free, alcohol-free, and drug-free environment. I agree outsourced security of any kind is not allowed unless prior written permission from Jacksonville College is given. Open Carry of Firearms is prohibited by State Law. Concealed carry is prohibited as per statute 30.06. I agree to abide by the stipulations as listed above in this agreement. I also agree to accept and pay for any financial obligations that may arise due to damage to facilities used during this event. I understand and agree Jacksonville College is not liable for any bodily injuries to any persons and/or personal property damage while attending or hosting the event on any Jacksonville College property.

User Signature

Date

Jacksonville College Signature

Date

APPENDIX A-17 - Security Facility Usage Agreement Form

Jacksonville College Security Facility Usage Agreement

Responsible User Name: _____

Contact Phone: _____ Alternate Phone: _____

Type of Event: _____ Date of Event: _____

Time to Enter Facility: _____ Time to Exit Facility: _____

COMMENTS: Jacksonville College will furnish uniformed, armed security for this event. Jacksonville College security officers are licensed by The Texas Department of Public Safety, Texas Commission of Private Security. License # P 02514. All officers are covered under the Jacksonville College insurance carrier, Church Mutual.

Jacksonville College, hereafter referred to as "JC," agrees there will be no smoking, no alcoholic beverages, and no drug use in or on the property during this event. JC agrees there will be no homosexual celebration or anything pertaining to the nature of homosexuality during this event. JC understands and respects that Central Baptist Church is a smoke-free, alcohol-free, and drug-free environment. JC agrees that no outsourced security of any kind is allowed unless prior written permission from Central Baptist Church is given. Open carry of firearms is prohibited by State Law (for college property and functions). Concealed carry is prohibited as per statute 30.06. JC agrees to abide by the stipulations as listed above in this agreement. JC also agrees to accept and pay for any financial obligations that may arise due to damage to facilities used during this event. JC understands and agrees that Central Baptist Church is not liable for any bodily injuries to any persons and/or personal property damage while attending or hosting the event on any Central Baptist Church property.

Signature, Central Baptist

Date

Jacksonville College Signature

Date

APPENDIX A-18 - Contract Labor Agreement

Jacksonville College Contact Labor Agreement

The following agreement dated this _____ day of _____, 20____ is between Jacksonville College and _____ (laborer).

Jacksonville College is of the opinion that said laborer has the necessary qualifications, experience, and abilities to assist and benefit its business. Jacksonville College has agreed to accept and enter such agreement upon the terms and conditions set out in this agreement.

Title: **Development Representative**

Purpose: *To develop relationships with potential donors that result in financial gifts to Jacksonville College.*

Stated laborer will be expected to perform the following responsibilities:

- o Develop relationships with potential donors (individuals, churches, associations, foundations, trust, corporations, etc.). New donors do not include entities who have given within the past 12 months.
- o Be available to represent Jacksonville College at churches, schools, and community events.
- o Assist in the recruitment of students; inform potential students of the benefits of attending Jacksonville College.
- o Demonstrate excellent representation of Jacksonville College.
- o Report progress once a month to Jacksonville College president, Dr. Mike Smith.

Jacksonville College will provide the following provisions:

- o Business cards
- o Brochures and/or other promotional material
- o Gifts to donors
- o Orientation and training

Compensation: Laborer will receive 10% of the new donor donations monthly. Laborer will be reimbursed for any expenses pertaining to approved event travel (either gas or mileage). Laborer will NOT be reimbursed for potential donors attempted to be developed.

Duration: Contract is valid until either parties terminate agreement via email to/from Jacksonville College president, Dr. Mike Smith at msmith@jacksonville-college.edu.

Contract Laborer

Date

Dr. Mike Smith, President

Date

APPENDIX A-19 - Fundraising Request Form



Fundraising Request Form

Event Name:

Event Date(s):

Event Location:

Department/Organization Hosting Event:

Event Description:

Requestor

Date

Direct Supervisor

Date

Dean of Students {if applicable}

Date

President

Date

Reason IF DENIED:

APPENDIX B-1 – Ownership of Material, Copyright Issues, and Intellectual Property

A. Definitions

For the purposes of this regulation, the following terms are defined as follows:

1. Invention—A process, method, discovery, device, plant, composition of matter, or other invention that reasonably appears to qualify for protection under the United States patent law (utility patent, plant patent, design patent, certificate of Plant Variety Protection, etc.), whether or not actually patentable. An Invention may be the product of a single inventor or a group of inventors who have collaborated on a project.
2. Copyrightable Work—An original work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, journals, software, computer programs, musical works, dramatic works, videos, multimedia products, sound recordings, pictorial and graphical works, etc. A Copyrightable Work may be the product of a single author or a group of authors who have collaborated on a project.

B. General Overview

The College has a responsibility for and an interest in the advancement of scientific knowledge and creative work that will enhance its educational, research, and service missions, and benefit the public it serves. The purpose of these regulations is fourfold:

1. To encourage the development of Intellectual Property for the best interest of the public, the creator of the Intellectual Property, the College, the College component, and the research sponsor; and
2. To provide timely disclosure and protection of Intellectual Property whether by development, commercialization, publication, or any combination thereof; and
3. To allow employees of the College maximum scientific and professional freedom with respect to the method of disclosure and publication of their findings, consistent with any contractual obligations of employment or sponsored research; and
4. To provide procedures for the protection of College Intellectual Property through patents, copyrights, and trademarks, and for the licensing of College Intellectual Property for commercial application, for the benefit of the public.

C. Applicability

This regulation is applicable to (1) all persons employed by the College; and (2) any persons using the College's facilities under the supervision of College personnel, including but not limited to visiting faculty and adjunct faculty, unless special terms for management of the work of such individuals are negotiated by the College or the applicable College component. College employees should not enter into intellectual property agreements related to outside employment, such as consulting or summer employment agreements, without affirmative notice to the prospective employer that the intellectual property rights of the College cannot be subordinated to a third party consulting or employment agreement.

D. Management of Inventions

Inventors shall be permitted maximum freedom with respect to their inventions, consistent with any obligations to the College. All College employees are required to abide by their obligations and those of the College under research agreements with sponsors.

Ownership:

1. An Invention resulting from activities related to an individual's employment responsibilities and/or with support from College-administered funds, facilities, or personnel shall be owned by the College.
2. An invention unrelated to an individual's employment responsibilities that is developed on his or her own time without College support or use of College facilities is not owned by the College.
3. Ownership of an Invention developed in the course of or resulting from research supported by a grant or contract with the federal government (or an agency thereof) or a nonprofit or for-profit nongovernmental entity, shall be determined in accordance with the terms of the sponsored grant or contract, or in the absence of such terms, shall be owned by the College.
4. Present and prospective employees of the College shall, upon request by the President, execute an invention assignment agreement in a form prescribed by and available from the President to set forth effectively the ownership and rights to inventions. Executed invention assignment agreements shall be maintained in the respective Department Chair's office, by the Human Resource Office of the College.

E. Management of Copyright Works

The College encourages the preparation and publication of Copyrightable Works that result from teaching, research, scholarly, and artistic endeavors by members of the faculty, staff, and student body of the College. Authors shall be permitted maximum freedom with respect to their Copyrightable Works, consistent with the obligations to the College. Copyrightable Works may be created under a variety of circumstances and conditions which impact the ownership and subsequent management thereof as stated below.

Ownership of Copyrightable Works

1. In keeping with academic tradition, and except to the extent required by the terms of any funding agreement, the College does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include but are not limited to faculty-prepared works such as textbooks, course materials, and refereed literature. Such works include those of students created in the course of their education, such as dissertations, papers, and journal articles. Furthermore, the College claims no ownership in popular nonfiction, novels, poems, musical compositions, or other works of artistic imagination that are not works for hire (see next paragraph below). If title to copyright in works defined within this section vests in the College by law, the College or its component will, upon request and to the extent consistent with its legal obligations, convey copyright to the authors of such Copyrightable Works. If a faculty member retains title to copyright in teaching or course materials that are not works for hire (see next paragraph below), such as class notes, curriculum guides, and laboratory notebooks, the College and/or the College component shall retain a royalty-free right to use the materials for educational purposes.
2. The College shall retain ownership of Copyrightable Works created as institutional rather than personal efforts, which is, created for institutional purposes in the course of the creators' employment, including but not limited to simultaneous or sequential contributions over time by numerous faculty, staff, or students. For instance, work assigned to programmers is Institutional Work or "work for hire" as defined by law, as is software developed for College or College component purposes by staff working collaboratively. Brochures, training programs, CD-ROMs, videos, and manuals for which staff members are hired to develop are other examples of Institutional Works, or work for hire. The College owns all right, title, and interest in such Institutional Works.
3. Works Developed with Significant Use of Resources—Copyrightable Works that are not works for hire but are works that are developed with integral and significant use of funds, space, hardware, or facilities administered by a College component, where use was essential and substantial rather than incidental, shall be owned by the College component. Furthermore, Copyrightable Works that are not works for hire but are works that are developed in the course of or resulting from research supported by a grant or contract with the federal government (or an agency thereof) or a nonprofit or for-profit nongovernmental entity, or by a private gift or grant to the College, shall be determined in accordance with the terms of the sponsored grant or contract, or in the absence of such terms and to the extent consistent with copyright law, shall be owned by the College administering the grant or contract. The College recognizes and affirms the traditional academic freedom of its faculty and staff to publish pedagogical, scholarly, or artistic works without restriction. In keeping with this philosophy, the College will not construe the provision of offices or library facilities as constituting significant use of College resources, except for those instances where the resources were furnished specifically to support the development of such Copyrightable Works.
4. In recent years, the U.S. Patent and Trademark Office has determined that software which meets certain technical and legal criteria may be patentable. In the case that software originally disclosed as a Copyrightable Work subsequently is determined to be patentable subject matter and the College chooses to seek patent protection for the software, such software shall be managed under this regulation as an invention.

F. Distribution of Income from Commercialization and Licensing

All monetary proceeds from commercialization of College-owned inventions, including royalties, equity interests, and dividends, are the property of the College. Income received by the College from commercialization of an Invention or Copyright will be distributed as follows:

1. Deduct the costs of obtaining legal protection for the invention to arrive at "adjusted income" (when such costs are not provided from other sources).
2. Deduct fifteen percent (15%) from adjusted income. This deduction is directed toward covering the expenses (excluding patent expenses) for administration and processing.
3. Distribute the remaining adjusted income as follows: fifty percent (50%) to the inventor/author and fifty percent (50%) to the College component administering the research from which the invention was developed.
4. In the case of death or incapacitation of an inventor, income distributions shall be made pursuant to the Texas Probate Code and the United States Internal Revenue Service.

G. Provisions for Release of Rights to Inventors and Authors

The College may release to the inventor(s) its rights to an Invention, and the College may release its rights to a Copyrightable Work, with the following provisions:

1. The College shall retain for the College a perpetual, royalty-free license to use the Invention or Copyrightable Work, and any corresponding patents or copyrights, for research, education, and service purposes.
2. The College shall receive a share of all proceeds generated from commercialization of the Invention or Copyrightable Work after the inventor or author has recovered documented out-of-pocket costs for obtaining legal protection for the Invention or Copyrightable Work, the amount of such share to be negotiated at the time of the release.
3. In the case of a release of rights to the inventor or author, the inventor or author shall not be entitled to a share of proceeds received by the College.

APPENDIX B-2 – Safety and Environmental Health Policies and Procedures

A. Campus Security and Emergency Notification

Jacksonville College desires to provide a safe and secure place to work and is committed to providing security personnel in order to achieve this goal. However, the employee must also exercise responsibility in the area of security. Personal items brought to the campus are not covered by College insurance. Items should be clearly marked and a list of serial numbers, if available, kept by the employee. Automobiles should be locked, and valuables should be secured in an out of sight location inside the vehicle.

Because Jacksonville College is located in an urban community, security is important for the safety of the College community and for the protection of personal property. Everyone is responsible for a “crime watch.” If strangers who are dressed or acting suspiciously are seen on campus or near the campus, please notify one of the designated personnel or the security guards or call “911.” Campus Security personnel who are responsible for campus security after regular office hours are authorized to stop and question any person or persons if deemed necessary by Campus Security.

Any crime or emergency is to be reported to a supervisor or to one of the personnel designated below. The Jacksonville College policy is to respond and investigate each report in a timely manner. If the circumstances warrant, the local law enforcement agencies will be informed.

While Campus Security personnel are responsible for securing all College facilities at the end of every working day, the last employee to leave a building is responsible for securing its exit doors. Campus Security will also patrol campus residents. However, it is the responsibility of every employee to help eliminate or reduce the chance of a crime occurring by reporting any unlocked building after hours and reporting any suspicious people or activity to the security personnel or other appropriate personnel.

Jacksonville College is committed to security education as a means of crime prevention. Jacksonville College employees will be educated about crime prevention through *Personnel* and Chapel programs. In *Personnel* and in the Chapel programs, issues such as security procedures, emergency phone numbers, personal security, personal item identification, and campus crime watch will be discussed.

Jacksonville College began reporting crime statistics each year in 1992. The websites’ links to these reports are listed each year in the [*Jacksonville College Student Handbook*](#).

B. Emergency

In case of an emergency on campus, steps should be taken to respond to the situation by dialing the “911” emergency number through the College’s landline. The person reporting the emergency should then notify the first person who can be reached from the appropriate list below.

That person will determine if others need to be notified. This is especially critical during non-business hours.

If there is a MAJOR EMERGENCY such as a fire, civil disturbance, or other situation that threatens the safety of the entire campus, the emergency should be reported to the first person who can be reached from the following list:

| | Office | Cell |
|---|----------------|----------------|
| Mike Smith, President | (903) 589-7106 | (903) 721-0279 |
| Mike Morse, Director of Security | (903) 589-7114 | (903) 721-1832 |
| Blanton Feaster, Vice President for Executive Affairs | (903) 589-7144 | (972) 935-2986 |
| Marolyn Welch, Vice President for Academic Affairs | (903) 589-7112 | (903) 455-8285 |
| Acting Dean of Students | (903) 589-7144 | (972) 935-2986 |

In the case of an EMERGENCY INVOLVING A STUDENT illness, injury, death in the family, psychological problem, or other crisis, the incident should be reported to the first person who can be reached from the following list. That person will determine if others need to be involved.

| | Office | Cell |
|--|----------------|----------------|
| Mike Smith, President | (903) 589-7106 | (903) 721-0279 |
| Acting Dean of Students | (903) 589-7144 | (972) 935-2986 |
| Marolyn Welch, Vice President for Academic Affairs | (903) 589-7112 | (903) 455-8285 |
| Jennifer Hughes, Student Accounts Business Manager | (903) 589-7107 | (903) 284-3335 |

In the case of an EMERGENCY THAT INVOLVES A CAMPUS FACILITY, including the grounds, the problem should be reported to the first person who can be reached from the following list. That person will determine if others should be notified.

| | Office | Cell |
|--|----------------|----------------|
| Mike Smith, President | (903) 589-7106 | (903) 721-0279 |
| Mike Morse, Director of Security | (903) 589-7114 | (903) 721-1832 |
| Jennifer Hughes, Student Accounts Business Manager | (903) 589-7107 | (903) 284-3335 |

C. Safety and Environmental Campus Security Policy

In order to provide a healthful, safe, and secure environment for the campus, the College will have a comprehensive Safety and Environmental Campus Security Policy.

The safety rules contained in this policy apply to all personnel employed by Jacksonville College as well as to all activities carried out by employees in their regularly assigned duties. This policy represents a practical commitment to safety.

The suggested responsibilities defined in this policy are the minimums and should in no way be construed to limit individual initiative in the implementation of more comprehensive procedures to reduce College loss. No safety rule is a complete substitute for common sense nor can safety regulations be devised to cover every situation an employee may face on the job. Good judgment must be exercised in every safety situation in order to provide a safe, healthy environment in which to pursue the College's activities and mission.

All employees, when performing assigned duties and functions, will comply with all required federal, state, and local laws and regulations where applicable.

D. Individual Safety

Each and every employee has the responsibility to follow the safety practices/procedures outlined in this policy when performing College-related, College-assigned duties.

Protective equipment appropriate to the task must be used.

Each employee must periodically inspect his or her tools and/or other equipment to ensure that all equipment is in proper/safe, working condition. If a piece of equipment or tool is not in good repair, immediate notification to the appropriate supervisor is needed to avoid a potentially hazardous situation.

The President has the overall responsibility for implementing and administering the safety program of the College. The following procedures have been implemented:

1. Establishment and enforcement of a safety program
2. Establishment of a College Safety Committee
3. Appointment of a Safety Officer to oversee the safety program for the College
4. The designation of each Department Chair to support a strong safety atmosphere and maintain a clear understanding of his or her duties

E. College Safety Committee

This committee shall foster an awareness of safety procedures in all College activities in all parts of the College. For more information, see the section on "[Institutional Committees](#)."

F. Director of Security

The Director of Security is responsible for the direction and administration of the College's safety program. The duties of the Director of Security include but are not limited to:

1. Periodically review and update the current practices and policies to assure that they are the most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and equipment/material damage.
2. Serve on the College Safety Committee.

3. Provide support necessary to assure effective administration of safety program.
4. Carry out follow-up investigations when necessary to assure that all unsafe conditions and practices identified have been corrected.
5. Regularly evaluate Jacksonville College's compliance with the safety program within departments by carrying out the following methods:
 - a. Inspections
 - b. Documentation of conditions and practices that mandate improvement
 - c. Periodic check for safety hazards
6. Review with the President, and the College Safety Committee the following:
 - a. Summaries of accidents/incidents that include details of the event(s) plus any related costs
 - b. A causal analysis in order to determine trends or needs and problem areas on campus
 - c. A report of available safety programs and procedures accident/injury experience and related costs..
7. Assure total compliance with federal, state, and local safety laws.
8. Utilize correct procedures when coordinating investigation of all accidents.
9. Supervise the Security Personnel hiring and work schedule.
10. Give security reports to the President, as appropriate.
11. Develop and supervise an Emergency Plan.
12. Supervise the Rave Alert Emergency Notification System.
13. Conduct all background checks.

G. Supervisor/Department Chair

It is the responsibility of each Supervisor/Department Chair to ensure compliance with all safety rules and regulations listed in this policy or other applicable policies.

Supervisors must brief their staff regarding specific applicable safety procedures before a project is started. Adequate basic job training and safety instruction must be provided by each individual supervisor to all employees under his or her jurisdiction. The supervisor has the responsibility to inspect the workplace and tools to ensure that the workplace is a safe environment for the workers. In addition, Department Chairs must periodically observe work in progress to evaluate or foresee potentially hazardous situations. Ongoing safety instruction must be provided to assure that all employees understand the use and the need for protective equipment for specific hazardous jobs.

H. Faculty

It is the responsibility of each faculty member to develop and maintain safe work habits in his or her classroom/laboratory/office. Faculty members who teach in laboratories must be familiar with relevant safety requirements and enforce them for each student who is under their jurisdiction. All work areas must be kept clean and orderly to prevent unnecessary accidents, to allow for ease of cleaning by custodial staff, and to meet fire code regulations. An annual inventory of all chemicals used must be conducted in each laboratory, and an emergency plan must be posted for

chemical spills and evacuation procedures, where necessary. All safety instructions must be posted and strictly adhered to. Protective equipment must be worn as necessary. All accidents must be promptly reported to the appropriate supervisor and the Director of Security, no later than the work period of the day in which the injury occurred.

I. Job Safety and Accident Investigation

Any employee who is involved in an accident or who becomes aware of a potentially hazardous situation needs to inform his or her supervisor as quickly as possible but by no later than the end of the work period on the day in which the injury/accident occurs or the hazardous situation is identified.

Any student on the campus involved in an accident or witnessing an accident or potentially dangerous situation should immediately report the situation to an employee. The employee would then follow procedures as indicated in the above paragraph.

All accidents will be investigated by the immediate supervisor to determine the cause and the steps needed to prevent a recurrence. The supervisor is responsible for obtaining the complete account of the accident as soon as possible in order to relate all pertinent information to appropriate administration.

The two forms currently used by Jacksonville College are the Accident and Incident Report (see [Appendix A-13](#)) and the Accident Analysis Form (see [Appendix A-14](#)).

When reporting injuries/accidents, an oral report must be submitted to the Director of Security immediately and followed up with a written report within three working days of the accident.

J. Instruction and Education

Employees will be trained in College-approved safety work practices for any operation they may be asked to perform. Employees shall follow the instructed safe work practices at all times. The remaining specific practices are outlined in detail based on criteria necessary to comply with state and federal codes and safety standards.

K. Driver Safety Procedures

No container shall be filled with gasoline while the container is inside a passenger-carrying vehicle. Containers must be removed from passenger vehicle interiors and from enclosed portions of truck cabs during filling.

L. Chemicals Used in School Laboratories

In order to promote a quality learning environment in College laboratories, lab instructors and assistants need to be thoroughly knowledgeable about the proper storage, handling, and

disposal of chemicals to prevent injuries/accidents from occurring. Likewise, instructors and/or assistants need to educate their students in safe laboratory practices. Compliance with applicable OSHA, DOT, and EPA regulations are required.

M. Safety Practices in the Laboratory

This portion of the safety policy deals with safety practices in the laboratory in an effort to maximize the learning process and minimize risks.

1. Chemical Storage Areas

Chemical storage areas shall be:

- a. Locked with only authorized personnel having access to chemicals
- b. Properly illuminated to minimize misreading of chemical labels
- c. Clear of debris

2. Reagent Labeling

The labels on chemical reagent containers should be as informative as possible. The minimum information on a label shall include:

- a. Chemical name
- b. Supplier's name
- c. Purchase date of mix
- d. Concentration
- e. Associated hazards pertinent to the chemical

3. Chemical Storage Codes

Chemical storage codes are spelled out for clarification. The five storage colors are:

- a. Red—Flammable
- b. Blue—Health hazard (toxic if inhaled, ingested, or absorbed through the skin)
- c. Yellow—Reactive and oxidizing agents (may react violently with air, water, or other substances)
- d. White—Corrosive (store away from red, yellow, and blue)
- e. Gray—No more than moderate hazard (general chemical storage)

Material Safety Data Sheets (MSDS) are on file at the storage site for all chemicals.

Disposal of chemicals may require deactivation. All waste disposal procedures are to be carried out by technically qualified persons using proper equipment and procedures.

4. Chemical Packaging

Stored chemicals shall be contained in properly labeled undamaged containers.

5. Chemical Storage

The storage of large quantities of chemicals can be a hazardous practice. Storage takes up valuable space and can create additional hazards in case of fire or breakage. The rate of consumption is a good indicator as to the maximum quantity that should be stored. The storage of an excessive amount, such as several years of supply bought to obtain a price advantage, proves over the long term to be a false economy.

An effective and up-to-date inventory program is essential to laboratory safety. A good catalog procedure will not only provide a listing of the available chemicals but also aid in the identification of those which are outdated, time sensitive, or carcinogenic. All chemical storage areas shall be inventoried at least once a year and the inventory kept up to date as shipment received and material used. The following minimum information shall be recorded for all chemicals:

- a. Chemical common name
- b. Supplier
- c. Date received
- d. Amount received
- e. MSDS

The following additional points shall be followed when the chemicals are stored:

- a. Large containers shall be placed as close to the floor as possible.
- b. Metal shelving or shelving with metal parts shall be checked periodically for damage from corrosive vapors.
- c. Each shelf shall have the smaller containers near the front and large containers toward the back of the shelf to minimize the possibility of spills or breakage.
- d. Shelves shall have a one-half inch lip to prevent material from sliding off the shelf.
- e. The alphabetical method of storing chemicals presents hazards because chemicals which react violently with each other may be stored next to one another. Incompatible chemicals shall be stored so as to minimize the risk of contact through spills or breakage.

6. Chemical Purge and Disposal

Storage areas shall be purged periodically to keep the area from becoming cluttered, reduce the danger of spills and breakage, and reduce the chance of contact with unsafe and unstable compounds. The following generic outline will serve as an aid in the identification of those chemicals that shall be removed:

- a. Old chemicals that have lost their effectiveness

- b. Improperly labeled chemicals
- c. Chemicals in damaged packaging
- d. Materials which are never used or for which no use is known
- e. Large quantities of potentially hazardous chemicals
- f. Chemicals whose educational benefit is outweighed by danger to human health and safety

This disposal of chemicals can be a dangerous and difficult task if attempted in a hazardous or unapproved manner. While many chemicals can be removed and eliminated without great difficulty, others should be handled by trained professionals. Strict adherence to state and local regulations must be maintained at all times during disposal of chemicals.

7. Biological Hazards

Care will be taken to properly handle and dispose of any potentially harmful biological materials. All laboratory wastes will be safe and free from hazard before disposal. Students and employees involved will be instructed on the proper procedures for handling and preparing laboratory wastes for disposal.

All disposable items contaminated with cultured bacteria will be placed in an orange biohazard bag which will be autoclaved sufficiently to kill all bacteria and bacterial spores. Any glassware that might puncture the bag will be placed in a plastic container temporarily. At a later date, the contents will be placed in a double bag for security and autoclaved.

N. Hazardous Waste Emergency-Contingency Plan

The purpose of this plan is to minimize hazards to Jacksonville College students, faculty, staff, general public, and the environment from fires, explosion, or any unplanned sudden-release or spillage of hazardous waste or hazardous waste constituents to air, soil, or water. The plan is to be consulted by the emergency coordinator; however, all personnel involved in the management of hazardous waste at Jacksonville College shall be familiar with the contents of this plan. For the purpose of this plan, an emergency is defined as a fire, explosion, or hazardous environment. The provisions of this plan must be immediately carried out whenever an emergency situation occurs.

1. General Operating Procedures in an Emergency

- a. Evacuate all personnel from the building containing the hazardous waste and notify personnel in any nearby building if warranted by the severity of the emergency.
- b. Contact one of the emergency coordinators to assess the situation.
- c. Depending upon the severity of the emergency, assistance would be requested from the following parties in order of importance:
 - (1) Jacksonville Fire Department
 - (2) Jacksonville Police Department
- d. Notify the EPA regional administrator in Dallas when the facility is ready to resume operations.

- e. Submit a written report to the EPA regional administrator within fifteen (15) days of the incident.

2. Emergency Telephone Numbers

The following persons have been made familiar with the contingency plan in order to act as emergency coordinators in the event of an emergency. These persons are listed in order of the priority in which they should be called:

| Emergency Coordinator | Phone Number |
|----------------------------------|--------------------------|
| Mike Morse, Director of Security | (903) 721-1832 (24 hrs.) |
| Darrell Kirchner | (903) 589-7123 |

| Other Emergency Numbers | Phone Number |
|--|----------------|
| Fire Department | 911 |
| Police Department | 911 |
| Christus Mother Frances – Jacksonville | (903) 541-4500 |
| ETMC – Jacksonville | (903) 541-5000 |
| National Response Center | (800) 424-8802 |
| | (202) 426-2675 |
| Chemical Waste Emergency Hotline | (800) 887-6063 |

3. Storage Facilities

Location of facilities storing hazardous wastes:

- a. Chemistry Lab
- b. Biology Lab
- c. Shoffner-Thurston Maintenance Building

4. Description and Location of Emergency Equipment

For each facility described above, information is available in the Business Office showing locations of the following:

- a. Main electrical circuit
- b. Main water-shutoff valve
- c. Main gas-shutoff valve
- d. Fire extinguishers
- e. Nearby telephones

O. Safety Procedures for Maintenance and Janitorial Employee

An emphasis on alertness and common sense at all times is necessary to prevent injuries and accidents from occurring. If an injury does occur, as stated previously in this policy, the

employee has the responsibility to notify his or her supervisor immediately, and in no case later than the end of the work shift on the day of the accident. If an employee is in an unfamiliar work area, the employee familiarize himself or herself of the required safety precautions and observe all warning signs pertinent to that area. Any unsafe conditions, damaged tools, or defective equipment shall be reported to the supervisor.

All spills, including liquids, oil, grease, etc. shall be wiped up immediately.

Dirty, cluttered vehicles and littered work sites create unsafe conditions. Truck beds must be kept clean and orderly, providing the employee safe access.

Works sites must be orderly to prevent accidents caused by tripping, stumbling, slipping, stepping on, or bumping into tools, material, or other objects.

Equipment and hand tools must be kept clean and in good working order.

Oily rags, solvent waste, and flammable liquids must be kept in fire-resistant covered containers until disposed of.

1. Lifting

Even with mechanical lifting aids, certain articles have to be lifted manually. In order to avoid back strains, one must lift properly. Many lifting injuries are caused by incorrect lifting.

- a. Lifters shall keep the load close to the body.
- b. Lifters shall squat down to the load, using their legs as much as possible.
- c. If turning with a load, lifters should change the position of their feet; lifters shall not twist their trunks.
- d. Lifters shall try not to work for long periods in a bent over position.
- e. Lifters shall step up close to the work area or to a lead.
- f. Lifters shall not reach over to grasp or lift something.
- g. Before lifting any object, lifters shall inspect it carefully for splinters, burrs, sharp edges, grease, or other hazards.
- h. Lifters shall make sure that footing is secure and grasp the load in a manner which will support it in a balanced position.
- i. Before moving the object, lifters shall make sure the path of movement is unobstructed. Working over and around objects on the floor is dangerous.
- j. When lifting objects to the height of shoulders, lifters shall start by lifting the load waist high, pause, and check for their balance before lifting in the remaining distance.
- k. If the load is too heavy, lifters shall get help.
- l. Lifters shall notify the supervisor of any lifting or material problems.

2. Ladders, Platforms, and Barricades

Portable, straight, or extension ladders shall be used for their designed purpose only. Before using, inspect carefully for any visual defects. All straight or extension ladders shall be equipped with approved safety feet. Where safety feet do not overcome the hazard of slipping, the ladder shall be secured by other adequate means.

Ladders shall be inspected periodically and removed from service if found defective.

When working with ladders, the following shall be observed:

- a. Ladders shall be placed so that the horizontal distance of the base to the vertical plane of the support is approximately 1/4 the ladder length between supports.
- b. If a straight ladder is to be used on a slippery surface or where there is any possibility of the ladder tipping or slipping, the ladder shall be held in place by a person at the foot of the ladder and/or by adequately securing the top of the ladder in place.
- c. When going up or down a ladder, employees shall face the ladder and have free use of both hands for climbing.
- d. Bulky or heavy material shall be raised and lowered by ropes or block and tackle.
- e. Two ladders shall not be spliced together.
- f. Ladders shall not be used near live electrical circuits or wires.
- g. Wooden ladders shall not be painted.
- h. Ladders shall not be used in a horizontal position.
- i. Employees must not work or stand on either the top two rungs or steps of the ladder.
- j. Ladders shall not be left in an upright position against any supporting object when not intended for immediate use.
- k. Tools and equipment shall not be left on ladders or ladder platform.
- l. Portable work platforms must be well-constructed and maintained in a safe condition.
- m. Platforms with wheels or castors shall be equipped with safe locking devices.
- n. Barricades shall be used to insure the safety of others when hazardous conditions are created by the work performed.

P. Emergency Procedures

1. Tornado Emergency

- a. Tornado warnings will be given by the city or by verbal warning.
- b. Keep the radio or television on and listen for the latest warnings and advisories.
- c. When the City of Jacksonville is placed under a full "Tornado Warning," all classes and activities shall be canceled until the lifting of the warning.
- d. Personnel shall move to safe areas, away from windows and doors.

2. Bomb Threat Procedures

- a. In the event a call is received by anyone on campus concerning a bomb threat, the Director of Security must be notified immediately. The Director of Security will notify the President or the next senior-level administrator.
- b. Every effort must be made in an attempt to determine from the caller all the information possible on the device (i.e. where it is, what it looks like, etc.).
- c. A low key search will then be made by selected personnel. This is an intensive search including unoccupied areas of the campus.
- d. When it is determined that evacuation is necessary, evacuate the specific building threatened and adjacent buildings within 300 feet of the threatened building. Evacuate the entire campus when a specific time, but not location, is given for an explosion to occur. Local police and fire department personnel should then search evacuated areas.

3. Fire Procedures and Safety

- a. Each campus building is equipped with appropriate fire extinguishers, lighted exit signs, posted exit routes, and, where possible, designated personnel to handle a fire.
- b. Fire extinguishers are checked annually for needed maintenance. A schematic of fire extinguishers locations are maintained in the Business Office.
- c. All employees and students are encouraged to learn the location of firefighting equipment, which are located in the hallways.
- d. The signal for evacuation of the Meadows Building is a loud fire alarm. This alarm is located at or near exit of the building and may be activated by anyone detecting a fire.
- e. Instructors will give the order to evacuate the classroom in an orderly manner, without running. After the last person has departed, the instructor is responsible for turning off all lights, fans, and closing all doors. The Emergency Administrator, instructor, or person in charge of a classroom or building must then check to ensure that every person has left the building.
- f. The students or personnel should be directed to an open area away from the building and danger. No person will return to any building until directed to by the proper authority.
- g. Each separate student housing room shall have a working smoke detector, which shall be inspected by the Resident Director of Housing weekly.
- h. The Jacksonville Fire Marshall shall be asked to conduct a fire inspection of the College annually.
- i. Classroom doors shall not be locked when classes are in session. All exits to Buckner Chapel will be opened when a public meeting or the weekly Chapel program is held.

See [Appendix D-2](#) for a list of College properties and addresses.

APPENDIX B-3 – Library Policies and Procedures

A. Purpose Statement

The Mary Nell and Summers A. Norman Library (Norman Library) is located on the northeast corner of the campus. It is the primary purpose of the Norman Library to meet the total instructional program needs of Jacksonville College. A secondary function of the Norman Library is to provide resources and services relevant to general research, information needs, intellectual and professional growth, and cultural development, recreational activities, and extend those benefits to students/patrons and TexShare members.

B. Purchases

1. Request for materials are solicited from faculty and suggestions are welcome from the entire College community.
2. Materials selection aids (Booklist, Resource Catalogs) are available in the library.
3. Funds are budgeted for books, periodicals and audiovisual materials, and databases. Allocation of the funds is influenced by the selection and collection policies.
4. Major book orders are processed in September, December, and February as funds are available. Requests will be considered for inclusion in the next major order after their receipt.
5. Periodical subscriptions are evaluated annually. Discussion of any desired subscription changes relative to the instructor's discipline with the Director of Library Services must occur prior to January 31.
6. When several titles representing a large expenditure are requested, an indication as to priority of purchase is helpful.

C. Bringing Classes to the Library

The library is available for use during posted hours. For the benefit of all its patrons, the library has policies of decorum which apply to all using the facility. Everyone is expected to observe library decorum policies.

An instructor is welcome to bring a class of students to use the library at one time. However, the instructor and the students need to remember that:

1. Other patrons may be using the library at the same time an instructor and his or her class are there.
2. House rules regarding quiet, order, etc. apply to classes as well as to individual users.
3. Because of limited space and computers, only one class at a time may be scheduled to use the reading room of the library. In addition:
 - a. If possible, library visits should be scheduled in advance by emailing library@jacksonville-college.edu.
 - b. The instructor must accompany the class to the library.
 - c. For maximum utilization of time, consider asking for a group orientation geared to the specific assignment for which the class is coming to the library.

- d. Instructors should advise the library staff in advance of the topic so that they are prepared to assist.

D. Collection Policy

1. Introduction

The purpose of the Norman Library Collection Development Policy is to guide the library staff and faculty and to inform the Jacksonville College community about the principles upon which selection is made. The planned development of a library collection requires the consistent application of a stated selection policy. Because the library operates within the framework of institutional goals, it must be responsive to change. The following policy statement is to be regarded as one which is currently in the best interest of the College and also one which is responsive to institutional change.

A review of the collection development policy is conducted annually. The Librarian will review the policy and make any suggestions regarding changes to the collection development policy and submit those suggestions to the Library Committee for their review. Following review by the Library Committee any changes needed in the policy should be submitted by the Librarian to the Vice President of Academic Affairs/ Academic Dean for final approval.

2. Goals of the Selection Policy

The objectives of the Norman Library Collection are:

- a. To provide faculty access to the widest possible variety of materials and services in order to support the educational programs.
- b. To provide students with a collection of resources which support and supplement the curriculum.
- c. To provide materials which support the uniqueness of the College (the integration of the Christian faith and learning).
- d. To reinforce the commitment of Jacksonville College to education through the provision of as comprehensive a collection of learning resources as it is possible to fund.

3. Definitions

- a. Library materials may be books, periodicals, pamphlets, video and audio recordings, CDs, DVDs, ebooks, and computer software.
- b. Selection is the process of deciding which materials to acquire for the library collection. It is a matter of systematically comparing the quality and value of items that provide information about the same subject.

4. Responsibilities

- a. The selection of materials rests with the Director of Library Services who seeks the advice of faculty and the College community.
- b. A review of the collection development policy will be conducted annually.
- c. The Librarian will review the collection development policy and make any suggestions regarding updates to the policy.
- d. Suggestions for updates to the collection development policy will be reviewed by the Library Committee and if approved will be taken to the Academic Dean/Vice President of Academic Affairs for final approval.
- e. Academic departments are expected to recommend the purchase of materials that will support departmental courses and programs. (Both full and adjunct faculty are expected to participate). Input from all library patrons is welcome.

5. Criteria for Selection (All Formats)

- a. Importance of the subject matter to the collection (Relevance)
- b. Authoritativeness of the material (Authority)
- c. Accuracy of the information (Accuracy)
- d. Durability and readability of the format
- e. Inclusion of the title in recognized bibliographies
- f. Reason the information exists (Purpose)
- g. Price
- h. Availability of materials on the subject
- i. Timeliness of the information (Currency)

6. Allocation of Funds

The Director of Library Services is responsible for the oversight of the materials budget, for the selection of reference items, and for maintaining balance in the collection.

Requests from each department that meet the “Criteria for Selection” are considered for purchase. Material budgets are not assigned to each department. Special consideration is given to departmental needs to build basic collections for new courses.

7. Materials Selected

- a. Circulating materials that support the curriculum
- b. Reference materials
- c. Materials integrating learning and the Christian faith
- d. Selected replacement of lost, damaged or other materials withdrawn from the collection
- e. Professional materials
- f. Recreational and fiction materials
- g. Career materials

- h. Materials in a variety of formats

8. Collection Maintenance

a. Inventory

A complete inventory of all library holdings is done annually.

b. Weeding

Removal of materials is done jointly by the faculty and the library staff. The library staff manages the process and becomes responsible for removal selection if the faculty does not complete the task. Removal of resources is based on age, condition, content, number of copies, and relevance to the curriculum. Once removed from the collection, materials may be sold or discarded.

Discarding considerations include:

- (1) Materials in poor physical condition that cannot be repaired,
- (2) Added copies of seldom or unused titles,
- (3) Textbooks and other ephemeral material,
- (4) Presence in basic bibliographies and indexes,
- (5) Older editions of books when newer editions are in the collection.

E. Borrowing

The regular library circulation policy applies to all College personnel. General collection materials circulate for two weeks with renewal if desired. The following exceptions are made to faculty members for materials related to their specific disciplines:

1. General collection materials may be borrowed for extended periods of time, not to exceed the end of a semester.
2. Reference books, audiovisual materials, and single issues of periodicals, depending on the format, may circulate overnight or for a short term.
3. Materials lost are the responsibility of the faculty member, and a replacement fee will be assessed. Materials that are damaged beyond repair are also the responsibility of the faculty member, and a replacement fee will be assessed.

The Norman Library is a member of TexShare and shares its resources with those members. While greatly expanding resource capabilities of the library, TexShare can have far-reaching circulation implications that affect the faculty. To guarantee materials are available for Jacksonville College students, library personnel as well as students need to be apprised of all specific assignments. Interlibrary loan is offered as needed. Individual arrangements may be made with the library by calling and requesting postal delivery of books. However, if only a few pages

are all that is required, the library (in keeping with Fair Use Copyright guidelines) will email the pages to the student.

F. Reserve Materials

The library provides “reserve materials” service for the faculty. Any title, regardless of format, is eligible for reserve status. The item or items are kept behind the circulation desk, and the checking regulation is determined by the faculty member.

A variety of reserve options is available. In-house reserve items must be used in the library. While any title may be placed in this category, reference books, periodicals, and audiovisual materials are in this category. Other titles may be available for overnight, one-day, or three-day loan periods.

To place materials on reserve, the instructor must come to the library and select the materials wished to be placed on reserve. The instructor then notifies the library staff which reserve option he or she wishes to use for the materials. Faculty may also complete the Jacksonville College Reserve Book Request Form.

G. Computer Programs

In order to place software on the network for students’ use in the library, an instructor must use the following guidelines before he or she makes an assignment:

1. The software and its license information must be presented to the IT Department for clearance and installation.
2. The instructor should verify that the program is accessible and working correctly on the library computers.
3. Any problems encountered while using the software should be resolved.
4. The instructor should provide the library staff with access instructions and any other pertinent information regarding the assignment.

If problems surface with any discipline-related program or access to it, circulation of the program will be discontinued and the instructor notified.

H. Bibliographic Aid

As time permits, the library staff will assist faculty in the preparation of bibliographies and in research projects.

I. Faculty Involvement in Collection Development

If a library is to provide strong support for the curriculum, the faculty must be involved in collection development. Since the faculty member has expertise in his or her discipline and

awareness of necessary emphasis pertaining to course content, the involvement of the instructor is invaluable to student success.

Faculty participation is two-fold. It includes the acquisition of new materials and the removal of obsolete materials. Instructors are encouraged to be actively involved in acquiring materials related to their respective disciplines and are invited to make suggestions regarding the collection in general.

J. Library Staff Cooperation

Optimum library services require good communication between library staff and the faculty. Students are inconvenienced when that communication is missing.

When unsure as to whether or not the library has a particular item, instructors should check with the library staff before announcing an assignment and sending students to the library to complete the assignment.

Upon request by a faculty member, the Director of Library Services will schedule and conduct orientation sessions.

K. Library Staff

Institutional policy reflecting the faculty status of the Director of Library Services director is published in the *Jacksonville College Course Catalog* and *Personnel*. The status of Library Assistants is defined by the position's qualifications and responsibilities published in *Personnel*. (See [Appendix C-4](#))

APPENDIX B-4 – Long-Term Volunteer Policy

Long-Term Volunteer Policy

This policy applies to all individuals providing volunteer services on behalf of Jacksonville College.

Definitions:

Jacksonville College Volunteers are uncompensated individuals who perform services related to the business of the college; to support the activities of the college; or to gain experience in specific endeavors that exist at the college. Volunteers perform service without promise, expectation, or receipt of any compensation, future employment, or other tangible benefit, including academic credit.

Long- Term Volunteers: Volunteers who are on campus for an extended period of time to perform services related to the business of the college. The volunteer is required to submit to a background check (performed by security) and submit a completed volunteer application. The application and background check information must be maintained in the Department of Human Resources. Upon arrival to begin service, the volunteer must check in with the front office to sign in and pick up a visitor tag and a temporary parking permit. The visitor tag and temporary parking permit must be turned in to the front office when the volunteer service ends.

Once an application has been submitted and a background check completed, division heads (president or vice presidents) shall approve persons to serve as volunteers of the college. The division head or his/her designee shall explain the scope of the volunteer services to the volunteers, including the potential or inherent risks associated with the planned activity. The division head is also responsible for ensuring that volunteers have the appropriate experience, qualifications, and training for the tasks to be performed.

Scope of Volunteer Services:

- Prior to service, Volunteers must be informed they are responsible for the expense of any medical care received for injuries incurred because of volunteer service to the college and the college has no liability for personal injury or property damage which may be suffered by the volunteer, unless such injury or damage results from the negligent act or omissions of the college or its employees. In addition, the college does not provide liability insurance or physical damage insurance coverage (collision and comprehensive) for non-college vehicles. If a volunteer uses a personal vehicle for college related service, the volunteer is responsible for the payment or satisfaction of any claims. Additionally, the college will not reimburse a volunteer, or their insurer for any premiums, deductibles or liability claims paid by them or their insurance carrier or for any damage to a personally owned vehicle.
- All volunteers are expected to abide by all applicable college policies, including but not limited to policies concerning privacy and confidentiality of information, use of social

media, alcohol and drug use, vehicle use, student/employee conduct, protection of minors, fiscal propriety, harassment, and non-discrimination. Volunteers may be subject to background checks

- A completed and signed copy of the Volunteer Application Form, documentation of FERPA training and a signed FERPA contract, along with any other associated document(s) (including background checks) must be maintained by Office of Human Resources. Human Resources will provide campus security with the information to complete the background check.
- Volunteers shall not be given open access to college facilities and resources but may be given appropriate and reasonable access to college facilities and resources necessary and available to assist in the provision of service.
- The college or the volunteer may end his/her volunteer service at any time and without advance notice.

APPENDIX B-5 - Volunteer Application

Jacksonville College Volunteer Application Form (Please Print Legibly)



Jacksonville College exists to provide a quality education from a biblical worldview that challenges minds, transforms lives, and equips students for servant leadership and lifelong learning.

All individuals serving as a long-term volunteer at Jacksonville College must complete this application, submit to a background check, take FERPA training, and sign the FERPA Agreement form. (Policy is Attached)

Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____ City/State/Zip _____

Telephone Number: _____ Social Security Number: ____ - ____ - ____

Drivers License Number: _____ Date of Birth _____

What Department Will You Volunteer In: _____

Have you ever been convicted of a crime? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to a conviction(s). _____

Once an application has been submitted and a background check completed, division heads (president or vice presidents) shall approve persons to serve as volunteers of the college. The division head or his/her designee shall explain the scope of the volunteer services to the volunteers, including the potential or inherent risks associated with the planned activity. The division head is also responsible for ensuring that volunteers have the appropriate experience, qualifications, and training for the tasks to be performed.

My signature is acknowledgement that I will comply with all the rules and policies of Jacksonville College and give my permission for the college to perform a background check.

Signature of Applicant: _____ Date: _____

APPENDIX B-6 – Visitor Policy

Jacksonville College

Visitor Policy

Purpose:

Jacksonville College is designed to promote and preserve a safe environment for all who attend and participate in College sponsored events or use college services. It is with this purpose in mind that we submit this policy.

Visitors are an important aspect of the College's operations, and they come for many reasons. Visitors are welcome on our campus. However, all visitors are expected to respect and abide by campus policies, posted regulations, and instructions by authorized campus personnel.

Definitions:

On-Campus College Community: For the purpose of this policy, On-Campus College Community is defined as currently enrolled students, short-term volunteers, current trustees, and currently employed members of the faculty and staff.

Visitor: Individuals who do not belong to any of the above identified groups are considered visitors.

Directives:

If you plan to visit the campus of Jacksonville College, please check in with the front office to receive a visitor tag and a temporary parking permit. Before leaving campus, you must turn in your visitor tag and parking permit.

Visitors are subject to federal and state laws, county and municipal ordinances, and applicable policies, procedures, rules, and regulations of Jacksonville College.

Code of Conduct for Visitors

While a visitor at Jacksonville College, the individual is expected to obey not only the rules and regulations of the College but also the laws of the United States, the state of Texas, and the city of Jacksonville. In all cases of violation of either federal, state, or local laws, Jacksonville College reserves the right to proceed with its own disciplinary action independent of governmental charges of prosecution. (Jacksonville College Code of Conduct)

The Code of Conduct for visitors, guests, and volunteers addresses behavioral actions. The College reserves the right to take criminal and civil action against visitors, guests, and volunteers for misconduct.

When the actions of visitors, guests, and volunteers rise to the level of criminal behavior or, when they fail to respond to a directive issued by College Security personnel, the visitor will be escorted off campus or from any Jacksonville College sponsored event. Some situations may require a formal complaint to the Jacksonville Police Department and a citation of Criminal Trespass issued. In that event, the visitor receives a written citation of criminal trespassing and is no longer allowed on the Jacksonville College Campus, in buildings, or at any events sponsored by Jacksonville College for one year.

For the safety and privacy of all members of the college community, solicitors, peddlers, and door-to-door solicitation are not permitted on campus; including in campus buildings.

Persons visiting the Jacksonville College campus as a representative of vendors/ potential vendors, contractors, service and maintenance personnel from off-campus organizations making scheduled visits to the college office, or other persons doing business with the college must check in at the front office before accessing the campus.

Prior to the visit of any media: The media should coordinate the purpose and logistics of their visit by contacting the Jacksonville College Director of PR: Dr. David Heflin 903.589.7121 dheflin@jacksonville-college.edu. Once on campus, the media must check in with the front office before accessing the campus.

APPENDIX B-7 – Jag Club
Jacksonville College
Jaguar Athletic Booster Club
“Jag Club” Bylaws

ARTICLE I – NAME

The name of the athletic booster club shall be the “Jag Club.”

ARTICLE II - PURPOSE and OBJECTIVE

The primary purpose of this nonprofit, tax exempt organization shall be to promote and support all student-athletes of Jacksonville College located in Jacksonville, Texas. We will subsidize, at the club’s discretion, various aspects of the athletic programs which are not funded by other sources. Subsidies can take the form of club funds and/or other resources. All requests shall be made by using the appropriate procedure. All funds raised to assist the athletics programs must be channeled through the Business Office of Jacksonville College.

The objective is to unite alumni and supporters in a spirited relationship with the Jacksonville College Athletic Department through loyalty to the College and support of its athletes.

ARTICLE III – MEMBERSHIP

Membership shall be open to all people 18 years and over who are interested in the promotion and furtherance of the athletic program at Jacksonville College and those who are current in their payment of dues. All members in good standing may vote on issues. All active coaches shall be ex-officio members but will not have voting rights. All members’ personal information (i.e. email address, phone numbers, etc.) shall be kept confidential and used only for the purpose of communication and shall be available specifically to the Jag Club members. College employees cannot be officers of the Jag Club.

ARTICLE IV – DUES

The amount of dues shall be established annually by the Jag Club officers. Dues shall be collected at the time of joining the Jag Club or at the established date they are due for the new year. Individual membership dues cannot be restricted or directed to support any one athletic program, project, or activity. Membership dues are considered general revenue that provides an additional operational budget to include and support the entire athletic program

ARTICLE V – MEETINGS

Regular scheduled meetings will be held quarterly at a time and date specified.

ARTICLE VI - OFFICERS

The membership shall elect the following officers at the designated month: President, Vice President, Secretary, and Treasurer. The designated month for electing officers is July. A full description of the position of each officer and his or her responsibilities is attached to these Bylaws.

ARTICLE VII – TERMS OF OFFICE

The terms of the members of the officers shall be one year or until a successor is elected. Elected officers shall serve no more than two consecutive terms in one position.

ARTICLE VIII – STANDING COMMITTEES

Standing committees shall consist of interested members who are responsible for various activities, programs, etc. A committee chair shall be assigned to oversee a group of club members working together on a committee. The committee chair will keep the President and members informed of the activity or special event as planning progresses. Ad hoc committees are to be encouraged and may be proposed and voted on at meetings.

ARTICLE IX – AMENDMENTS

Amendments to the articles of these Bylaws must be presented in writing at or before a regular membership meeting where it will be read and/or voted on. Amendments must be voted on at a later regular membership meeting. A two-thirds majority of the membership shall be present and voting will be required to amend.

ARTICLE XI – DISSOLUTION

Any physical property or money remaining upon dissolution shall be donated to Jacksonville College and stipulated that it be used for the athletic program.

ARTICLE X – ELECTIONS

The President shall appoint a Nominating Committee consisting of at least 3 people from membership at the monthly meeting in May. At the June meeting, this committee shall present a slate of nominations to be voted upon for the officers. The election of new officers will be held in July. Nominations from the floor will also be accepted if the nominee expresses a desire to serve as an officer. Voting will be done by written ballot; a simple majority is needed to win. In the case of a tie, there will be a re-vote. Counting of the ballots shall be done by the presiding President, the presiding Secretary, and the Athletic Director if in attendance.

ARTICLE XI – SPORT/TEAM REPRESENTATIVES

Each sport or team shall be represented by their coach or assistant coach at all monthly meetings. Participation in the Jag Club by the coaches of all teams and athletes involved in the sport is welcome and encouraged. Any coach or assistant coach who cannot attend the monthly meeting is expected to submit an update via email to the Director of Athletics, who can report on the status of that team.

ARTICLE XII – ANNUAL FUNDING FOR THE JAG CLUB

- Concessions from all home contests in the Curtis Carroll Field House/Gymnasium
- Reserved season ticket sales
- Annual spaghetti luncheon
- Annual golf tournament
- Corporate donations for reserved seating
- Hall of Honor
- Annual Jag Club dues
- Jag Club will raise funds through membership dues and various events throughout the year.

JOB DESCRIPTION FOR JAG CLUB OFFICERS

PRESIDENT

The duties of the President shall be as follows:

- Notify all members of meetings.
- Compose the agenda for all monthly meetings and designate the location.
- Preside over monthly meetings and/or additional meetings as required.
- Select or approve any ad hoc committee as necessary to carry out the objectives of the club.
- Coordinate fund raisers.
- Liaison with school officials and the Athletic Director.
- Maintain communication with the Athletic Director and coaches to gain insight for needs and to obtain approval on all matters.
- Oversee maintenance and compliance of the bylaws.
- Preside over annual election of officers in accordance of the bylaws.

VICE PRESIDENT

The duties of the Vice President shall be as follows:

- Attend all club meetings.
- Preside over club meetings in the absence of the President.
- Offer insight and recommendations concerning club agendas and activities.
- Assist with club projects.
- Oversee maintenance and compliance of bylaws.
- Fulfill all duties of the President should the President become incapacitated.
- Preside over special election of new President if necessary.

SECRETARY

The duties of the Secretary shall be as follows:

- Record minutes of all meetings and distribute them via email to all members within 14 days after the meeting.
- Keep attendance at all meetings via sign-in sheet.
- Maintain all records of reporting.
- Provide and maintain a membership roster with addresses, phone numbers, and email addresses of all members.
- Offer insight and recommendations concerning club agendas and activities.
- Assist with club projects.
- Oversee maintenance and compliance of bylaws.

TREASURER:

The duties of the Treasurer shall be as follows:

- Maintain accurate records for all financial aspects of the Jag Club.
- Assist President in all fundraisers.
- Communicate with proper offices to assure money goes to correct account.
- Verify that all disbursements have proper approval.
- Offer insight and recommendations concerning club agendas and activities.
- Work with athletic director to track specific “wish list” requests.
- Assist with club projects.
- Oversee maintenance and compliance of bylaws.

Jag Club Mission Statement

It is the vision of the Jag Club to establish our mission in a Christ-like manner that will be purposeful and productive. It will be driven by the needs of student-athletes and fulfilled through prudent responsibility to the student and the College.

Our mission will be guided by the following:

Promotion: Responsibility is ours in putting forth a positive awareness of Jacksonville College, its programs, and its students in the most constructive way possible.

Communication: Informative exchange between officers, members, school administration, coaches, student body, media sources, parents, and our community is vital to our mission.

Community Involvement: Awareness brings success to College athletic programs and booster club events. The Jag Club will strive to create a greater relationship between the College, local businesses and citizens of the East Texas area.

College Administration and Student Involvement: The success of the Jag Club is dependent upon working within the policies of College administration and the student body.

Fundraising: It is the desire of this booster club to meet various requirements of the College athletes. Therefore, profitable fundraising programs are planned and executed throughout the year.

Sound Business and Financial Procedures: The handling of all monies by this booster club will be done with high fiscal integrity and strict procedural guidelines.

Budget, Receipt and Disbursement of Funds Procedures: The Jacksonville College athletic booster club, the Jag Club, is a “NOT FOR PROFIT,” unincorporated organization with a responsibility to Jacksonville College. Jacksonville College has received a determination letter from the Internal Revenue Service that qualifies it as an organization described in section 501@ (3) of the IRS Code. Further, the language states that a “representative of athletic interests” of member contributions or donations is tax deductible.

Budget: The annual budget of the Jag Club shall be controlled by the institution and subject to its normal budgeting procedures. Approval of funds and expenditures shall be as agreed upon by the Jag Club officers and the Athletic Director.

Fundraising efforts, special projects, and activities can be undertaken with the written approval of the Jacksonville College administration. Jag Club officers shall review all plans for yearly fund raisers for renewal purposes and any special fundraising projects.

Individual membership dues cannot be restricted or directed to support any one athletic program, project, or activity. Membership dues are considered general revenue that provides an additional operational budget to include and support the entire athletic program.

Receipt: The process for receipt of athletic specific contributions is to deposit the student organization funds into an unrestricted sports donation account, “JAG Club Account.” The deposit shall be completed within 48 hours through the Jacksonville College Business Office.

Disbursement: The disbursement of funds on behalf of the Jag Club shall occur with the express agreement between the Jag Club officers and the director of athletics. Decisions about the projects that are financially supported by the Jag Club are based on requests and must come from the Athletic Department via the Athletic Director. Requests over \$500 are presented to the Jag Club officers for consideration and execution. Requests over \$1,000 require the approval of the President of the College. Funds from the Jag Club shall be deposited in accordance with NJCAA booster club and Jacksonville College guidelines.

The History of the Jacksonville College Athletic Department

Jacksonville College was chartered in 1899. The Jaguars are members of NJCAA Region 14, one of the strongest and most competitive athletic conferences in the nation. The College competes in sports for men and women in basketball, tennis, golf, soccer, and cross country.

Although sports were not stressed when Jacksonville College was started, the first mention of athletics in the historical notes was in 1905. Sports consisted primarily of basketball, tennis and baseball.

In the school year 1912-1913, Jacksonville College fielded its first men’s and women’s basketball teams. The trustees and faculty felt that athletics should be a part of the college activities. Two outside basketball courts were constructed and the games were played.

The first basketball team to participate in conference competition was the 1933-1934 team. A gymnasium was built and dedicated on January 25, 1934. The 1935-1936 basketball team won the state championship. That same year, Jacksonville College fielded its first and only football team.

A new gymnasium, the Curtis Carroll Field House was completed in 1979. The old gymnasium was razed and tennis courts were built on that location.

The 1987-1988 Jaguar Basketball team, coached by Vernon Harton, represented our region in the NJCAA tournament in Hutchinson, Kansas and placed 8th in the nation.

Jacksonville College has had several athletes honored as All-Americans.

Chronology of sports currently supported at Jacksonville College:

- Basketball for men and women was begun in 1912.
- Golf started in the fall of 1978. In 1986, the golf team placed 4th in the NJCAA Regional Tournament. Golf was discontinued after 1987 but was reinstituted in the fall of 2012.

- Women's Volleyball started in the fall of 1994 and was discontinued after the 2002-2003 school year.
- Women's Basketball was started in 2000.
- The Tennis Program was started in the fall of 2012.
- The Soccer Program was started in the fall of 2013 and now has an intramural soccer field on the campus of Jacksonville College.
- Cross Country started in the fall of 2016.

APPENDIX B-8 – Drug Testing Policy for Student-Athletes

In accordance with policy, Jacksonville College takes any necessary action to recognize and prevent drug and alcohol use by student athletes because such usage has a detrimental and adverse effect on one's conditioning and physical well-being. Therefore, in the best interests of all concerned and to maintain the quality and integrity of the sports program at Jacksonville College, a comprehensive education, counseling, and testing program has been designed and implemented for anyone involved in sports at Jacksonville College.

A. Prohibited Drugs

Prohibited drugs include but are not limited to Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Opiates, Methaqualone, Phencyclidine, Steroids, Tetrahydro Cannabinoids (Marijuana), and any form, combination, or derivative thereof.

In addition to the substances specified above, a urine specimen of a student-athlete may be tested for alcohol. If a test is positive, the student-athlete will be subject to the sanctions specified in this policy.

B. Assumptions

1. The use of illicit drugs and alcohol will impair an individual's good judgment and diminish one's ability to behave in a prudent manner, especially in pressure situations. Illicit drugs are referred to as "mind altering" substances.
2. Students who participate in collegiate sports must use good judgment, or the probability of injury to themselves or to others is greatly increased. The use of illicit drugs and alcohol is detrimental not only to the physical but also the mental well-being of student-athletes.
3. The use of illicit drugs and alcohol is harmful to one's health and may be life threatening. Numerous highly publicized deaths of prominent athletes have occurred as a result of drug overdose.
4. Students who want to excel in college sports must have a high degree of physical fitness. The use of illicit drugs and alcohol seriously affects the fitness of student-athletes.
5. There is a belief that individuals who use illicit drugs and alcohol and become addicted to them have a greater propensity to resort to criminal activities to support a very expensive habit.
6. There is a need for a concerted effort to deter the use of illicit drugs and alcohol, especially in public schools and colleges and universities.
7. College student-athletes are a uniquely visible group of students because of the nature of the extracurricular activities in which they are engaged. College student-athletes have a strong influence on young people and have a responsibility to be good role models for them.
8. Comprehensive drug programs for highly visible groups that involve education, testing, and rehabilitation for drug users can be a strong deterrent to drug and alcohol use.

9. It would be desirable but not practical for every College student to participate in a comprehensive drug program.
10. College student-athletes are not discriminated against when they are required to participate in a comprehensive drug and alcohol program, for it is in their best interest and welfare that such a program is established. Participation in collegiate sports programs is a privilege and is not a right.

C. Purposes of the Jacksonville College Drug and Alcohol Education, Testing, and Counseling Program

1. Educate

The Jacksonville College Athletic Department and the Athletic Training Staff will counsel and/or educate any participant in the sports program as to the effect drugs and alcohol may have on him or her and his or her teammates.

2. Prevent

A drug and alcohol screening program, coupled with counseling and disciplinary actions, will be used to discourage student-athletes' drug and alcohol experimentation and the resulting possible dependency.

D. Education, Counseling, and Detection Procedures

The following procedures will be used by College personnel to implement the illicit drug and alcohol prevention policy:

1. The coaching staff will explain the drug and alcohol abuse prevention policy and procedures to prospective student-athletes when recruiting.
2. The student-athletes will sign a special form acknowledging consent to undergo drug and alcohol screening. Student-athletes may refuse to consent to drug and alcohol testing under this program. However, those who decline participation in the Jacksonville College Athletics Drug and Alcohol Prevention Program, which is designed to protect the health and reputation of the student-athletes, will not be eligible for nor shall be permitted to receive institutional financial support or to participate in intercollegiate sports for Jacksonville College. A student-athlete who fails or refuses to be tested for drugs and alcohol as provided in this policy, after initially consenting to drug and alcohol testing, shall be considered to have made a decision not to participate in the Jacksonville College athletic program and to agree to forfeit his or her institutional financial support.
3. All student-athletes, student managers, and students working in the intercollegiate sports program will be tested.
4. Each student-athlete will be tested at the beginning of each school year and will be subject to a random number of tests throughout the school year. Each subsequent test will be unannounced; therefore, each individual should be prepared and is subject to

- being tested any time during the school year. Students will be tested in groups or by random selection process.
5. The collection and coding of specimen samples are executed in a manner ensuring total confidentiality and identification.
 6. Initially, student-athletes will be tested by groups and/or teams. In subsequent tests, students will be tested in groups or by a random selection process.
 7. Student-athletes will be tested at a location determined by the Athletic Trainer.
 8. An independent drug testing lab will be responsible for the testing.
 9. The procedures will assure confidentiality and integrity of the tests.

E. Testing Rules

1. At the beginning of each year, the Athletic Trainer will send each student-athlete's social security number to the testing lab, which then enters the numbers into their computer database. This number is confidential and will be used to identify a specific sample.
2. The initial drug and alcohol test will be given to all student-athletes of Jacksonville College during physical exams prior to the beginning of practices.
3. Randomly throughout the academic year, a percent of testing numbers will be drawn using a random table to determine which student-athletes will be tested in that particular group.
4. The Athletic Trainer will assist designated laboratory technicians in collecting urine specimens at any time.
5. A student-athlete who has a legitimate reason for not being tested at the prescribed time must present that information to the Athletic Trainer within the time frame for testing.
6. A student-athlete who does not report at the appointed time without just cause will be considered to have a positive test. The Athletic Director determines whether or not the absence is just cause.
7. The test numbers of all student-athletes will be in the pool each week. Test numbers of student-athletes who will be tested on the last test will be returned to the pool. When a student-athlete has had two consecutive random tests and his or her number is drawn again, the Athletic Trainer may elect to defer that test.
8. The analysis results are returned to the Athletic Director. Test results are revealed to the student-athlete, Athletic Director, the head coach of the student-athlete's sport, and the parents/guardian of a minor student-athlete. If the student-athlete is not a minor and has signed an authorization, the information will be released to his or her spouse and/or parent/guardian.
9. All offenses are cumulative for the term of the student-athlete.
10. A student-athlete who has been sanctioned for a positive drug test will be subject to re-tests for the remainder of the athletic year at the student-athlete's own expense.
11. A positive test is that result which generates a reading which is considered a positive result according to a court of law.

F. Initial Screening

At the beginning of each school year, every student-athlete will be given an initial drug test during his or her physical examination. A positive test for a new student, whether it is an incoming freshman or transfer student, will result in the following sanctions:

1. Mandatory counseling sessions with the athletic personnel.
2. Subject to subsequent and regular follow-up testing up to a maximum of one time per month at the student-athlete's expense.
3. Additional sanctions by the Athletic Director or coach according to individual sports team regulations and rules.

Any returning student-athlete who tests positive will be subject to the appropriate sanction listed below.

All positive tests are cumulative. For example, if a student-athlete tests positive for his or her freshman year and then has a negative follow-up test, but has a positive test at any time during his or her Jacksonville College tenure, this test will be considered the second positive result.

G. Sanctions

After the initial drug screening for new student-athletes, the following minimum sanctions are defined for the situations identified:

1. First Positive Test

- a. The first positive test for a student-athlete will result in the suspension of that student from games and scrimmages for a minimum of 10 days. During this period the student may practice with the team and will retain his or her financial assistance and may continue to live on campus.
- b. During the student-athlete's suspension, he or she must attend counseling sessions to learn about drug abuse.
- c. At the end of the 10-day suspension period, the student may return to sports participation. Another positive result will lead to second positive sanctions.
- d. The parent or legal guardian will be notified. The student-athlete will be asked to notify his or her parent or guardian, or provide written permission for the Athletic Department to discuss the student-athlete's problem with the parent or guardian or provide a signed notice of refusal to inform the parent or guardian.
- e. A student-athlete will only be eligible for games and scrimmages when (1) the Athletic Director has a written document from a counselor stating that the student-athlete has successfully completed counseling, (2) the student-athlete passes the follow-up drug test, and (3) the suspension period of 10 days has expired.
- f. Any student-athlete that tests positive on a drug test will automatically be selected for any further drug testing occurrences that year.

2. Second Positive Test

- a. The second positive test for a student-athlete will result in the immediate suspension of that student from all activity relative to his or her sport for the remainder of the academic year. During this period, the student may not associate with his or her team in any fashion and will not continue to receive financial assistance. The student may only continue to live on campus at his or her own expense until the issue is resolved.
- b. The parent or legal guardian will be notified. The student-athlete will be asked to notify his or her parent or guardian, or provide written permission for the Athletic Department to discuss the student-athlete's problem with the parent or guardian or provide a signed notice of refusal to inform the parent or guardian.
- c. Violations that breach the drug prevention policy will be handled by the person or body in charge of general discipline at Jacksonville College. After following the same procedures as in other disciplinary matters, the person or body in charge of discipline shall determine if the offense is serious enough to warrant permanent dismissal of the student-athlete from the sports program.
- d. In addition to the random tests provided for above, at the discretion of the head coach of the student-athlete's sport, or a team physician, a random sample may be requested at any time the coach and/or physician finds a need to do so based on reasonable suspicion for the use of drugs. Any unexcused absences from this testing procedure will be treated as the equivalent of a positive test.
- e. If a student-athlete is issued a citation or is convicted for an alcohol- or drug-related offense, this citation or offense shall be considered a positive test with appropriate sanctions applied. However, if a student-athlete is convicted for selling, growing, manufacturing, or distributing any illegal substance, he or she will immediately be removed from the sports team, and his or her scholarship will be terminated.

B. Failure to Adhere to Outlined Education or Counseling Program

If a student-athlete who tests positive for alcohol and/or any of the substances listed above fails to adhere to a drug education and/or drug counseling program (as set forth by a alcohol/drug abuse counselor), does not attend required meetings, or fails to show up for scheduled meeting(s) with either Athletic Department personnel, team physicians, or alcohol/drug abuse counselors, this failure to adhere will be considered a positive result with appropriate sanctions applied. Additionally, the student-athlete's academic record may be placed on hold until all requirements are met.

C. Appeals Process

If a student-athlete chooses to challenge the findings of an institutional alcohol and/or drug test, that student-athlete has a right of appeal. The student must submit the appeal to the Athletic Director within 10 days of notification of a positive alcohol and/or drug test. The Athletic Director will provide the appeal to the Judicial Committee to review the appeal and provide the Athletic Director with a recommendation on whether to grant or deny the appeal. The appeal must be in writing and state the basis for the appeal and may include any additional documentation necessary for the Judicial Committee and Athletic Director to review. Once the Judicial Committee makes a

recommendation on whether to grant or deny the appeal, the Judicial Committee will forward that recommendation to the President of Jacksonville College, who will make a final decision. The Athletic Director will send the student-athlete a written decision after receiving the Judicial Committee's and President's recommendations.

APPENDIX B-9 – Inventory of Movable Equipment Procedure

A. General Policies

Except as otherwise specifically authorized, property of Jacksonville College shall be used only for official business.

An actual physical inventory of property of the College shall be made each fiscal year (June 30th) and in compliance with annual financial audit and property insurance schedule regulations. Inventories include all equipment on hand. Items that are worn out or discarded shall be deleted in accordance with the regulations defined by this policy.

The Accounts Payable/Donor Relations has been designated as Property Manager for Jacksonville College. Annually, the Property Manager will prepare instructions for auditing firm and insurance company purposes, for approval by the Vice President of Executive Affairs.

All new equipment costing \$1,000 or more will be tagged with an inventory number and placed on the official inventory records. All other items costing less than \$1,000 will be considered as supplies and not placed on the official records.

B. Acquisitions of Equipment

Items are added to a department's official inventory through one of the following sources:

1. Purchases

All properties purchased with College funds, regardless of source, are subject to these movable equipment inventory procedures.

2. Gift Equipment

New faculty members who bring equipment with them that is to become College property must provide a complete detailed listing of all items being brought to the College along with the official release papers authorizing the transfer of the equipment to the College so that all items can be listed.

C. Deletion of Equipment

Items are deleted from a department's official inventory for one of the following reasons:

1. Obsolete, Unserviceable, or Worn Out Items

To remove items in this category from the inventory of a department, the Department Chair or Administrative Head should contact the Property Manager to request an item be picked up for deletion.

In the event any revenue is realized through the final disposition of obsolete, unserviceable, or worn out equipment, such revenue will be turned over to Accounts Payable for deposit into the proper institutional account.

2. Surplus Equipment

Departments wanting to dispose of surplus items must transfer them to the Maintenance Department for storage. These items are transferred at no cost and are added to the institutional equipment pool.

Any income derived from the final disposition of surplus equipment will be turned over to Accounts Payable for deposit to the proper institutional account.

3. Lost, Stolen, or Unusable Due to Damage or Destruction

All deletion requests in this category must have the written approval from the Vice President of Executive Affairs.

The Property Manager is required to report the loss of equipment to the Vice President of Executive Affairs. If he or she, in review of the facts of the case, should determine that an injury has been sustained by the College through the fault of a College official, employee, or student, the Vice President of Executive Affairs will make a written demand that the responsible party reimburse the College for the loss.

Therefore, in each case of an item being lost, stolen, damaged, or destroyed, the Department Chair or Administrative Head must conduct a thorough investigation to determine if the individual should be held liable for the loss, theft, damage, or destruction of the item. If it is determined that the individual is liable, all the pertinent details concerning the circumstances must be stated in writing to the Property Manager. If it is recommended that the individual not be held liable for the loss, such a statement should be made.

In the event of loss by theft, the Department Chair or Administrative Head must notify the Property Manager, by telephone immediately, so that an investigation may be started.

4. Transfer of Equipment to a Non-College Agency

Some grants or contracts may include a condition that equipment acquired with grant funds will be made available for transfer upon written request by the awarding agency. The principle circumstance under which a necessity for transfer may arise is from the Property Manager, engaged in the project for which the equipment was acquired, transfers to another institution or agency and a grant is made to the new institution to continue the project.

Release of equipment to another institution or agency may be made pursuant to a grant award, which includes an authorization to assume title and establishes accountability for the equipment. The Property Manager shall be required to provide the receiving institution and the awarding agency with a listing of the items of equipment, their dates of purchase, and acquisition costs. The recipient institution shall formally acknowledge receipt of each item of equipment and shall furnish copies of the acknowledgement to the awarding agency. The recipient institution must secure approval from the awarding agency if the cost of transferring the equipment is to be paid from grant funds.

In order to release the equipment to the recipient institution, the recipient institution shall submit a letter to the Vice President of Executive Affairs through the Property Manager, Department Chair, or administrative head requesting approval to transfer the equipment. The letter must include the grant name and number, the name of the receiving institution, and the name and title of the official authorized to acquire legal title to the equipment. Attached to this letter must be a copy of the letter from the granting agency authorizing the transfer of the grant and the equipment to the receiving institution. Also, a list of the equipment must be submitted with the request letter which shows:

- a. Inventory Number
- b. Description
- c. Year Acquired
- d. Acquisition Cost

Under no circumstances will any property be physically removed from the premises of the College until the release is authorized and inventory tags have been removed, and written authorization received from the Property Manager. The Property Manager will obtain approval of the Vice President of Executive Affairs prior to authorizing inventory tag removal and transfer of any equipment.

APPENDIX B-10 – Title IX Policy for Employees



**Jacksonville College Sexual Misconduct Policy
for
Employees
(Including Sexual Harassment, Assault, Violence, and
Other Sexual Misconduct)**

**Effective August 2017
Updated August 2018; April 2019**

A. Overview

The mission of Jacksonville College (JC) is to provide a quality education from a biblical worldview that challenge minds, transform lives, and equips students for servant leadership and lifelong learning. With the mission of JC as guidance for all institutional goals, it is of utmost importance that JC instill in its students a biblical worldview of education, life, and human sexuality. Using the premise that human sexuality is a gift from God and applying biblical principles as the foundation for an understanding of human sexuality, JC strives to educate students regarding the purpose of this gift. JC believes that God gifted human sexuality for the purpose of procreation and for creating a strong, unified marital bond between one man and one woman.

Faculty, staff, and students at JC are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. Toward this end, the College may subject to disciplinary action any faculty or staff member, who engages in the following:

1. Sexual activity with a person other than his or her spouse
2. Sexual activity with a person of the same sex
3. Touching, caressing, and other physical conduct of a sexual nature that is inappropriate to the time and place in which it occurs
4. Participation in advocacy groups and/or activities that are contrary to JC scriptural beliefs about human sexuality
5. The possession or viewing of pornographic material

The actions listed above violate the College's commitment to sexual purity in line with its scriptural beliefs about human sexuality. These types of violations are covered more fully in the [Personnel](#) Handbook, which discuss the disciplinary procedures for such violations.

In addition to those violations, there are certain types of violations that are so serious that they require more extensive investigation and hearing procedures. This includes the following prohibited conduct:

1. Sexual assault
2. Sexual violence
3. Sexual harassment
4. Sexual discrimination
5. Domestic or dating violence
6. Stalking
7. Sexual exploitation
8. Other sexual misconduct outlined in the Definitions section of this policy.

Because of the gravity of these allegations, the prohibited conduct outlined in the preceding sentence will be governed by the more robust procedures outlined in this Sexual Misconduct Policy.

JC has a high moral commitment to the worth and dignity of all individuals. Members of the College community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This Sexual Misconduct Policy is meant to promote a safe living and learning environment for all members of the campus community in accordance with JC's scriptural beliefs about human sexuality and in compliance with state and federal laws including but not limited to Title IX of the Education Amendments of 1972, the Violence Against Women Reauthorization Act of 2013, Title VII of the Civil Rights Act of 1964, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Campus Sexual Violence Elimination (SaVE) Act.

B. Scope

JC's Sexual Misconduct Policy governs the conduct of JC students, regardless of enrollment status; faculty; staff; and third parties (i.e., non-members of the JC community such as vendors, alumni, visitors, or local residents). Third parties are both protected by and subject to this policy. A third party may report or file a complaint concerning a violation of this policy committed by a member of the JC community. A third party may also be permanently barred from JC or subject to other restrictions for failing to comply with this policy. This policy applies to conduct that occurs on College property, and in certain circumstances, off College property (i.e., off campus). This policy applies to conduct that occurs off campus when the conduct is associated with a College-sponsored program or activity, such as travel, research, or internship programs; when it utilizes College owned or provided technology resources; or when such conduct may have a nexus to campus, such as a continuing adverse effect or creation of a hostile environment on campus. Maintaining a safe living and learning environment is the responsibility of the entire campus community. Therefore, all faculty, adjunct faculty, and full-time/part-time staff members who are not Confidential Resources (as defined in section E of this policy) must promptly report suspected sexual misconduct to the Title IX Coordinator. Likewise, student workers who learn of violations of this policy in the scope of their employment must promptly report alleged violations of this policy to the Title IX Coordinator. JC strongly urges all other members of the JC community, including students and visitors, to promptly report any allegation of sexual misconduct to the Title IX Coordinator.

This policy prohibits any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy.

C. Definitions

For purposes of this policy, the following sexual misconduct is considered to be prohibited conduct:

1. Complainant
2. Respondent
3. Definition of Status
4. Discrimination
5. Harassment
6. Discriminatory Harassment
7. Sexual Harassment
8. Hostile Environment
9. Sexual Misconduct
10. Quid Pro Quo Sexual Harassment
11. Retaliatory Harassment
12. Sexual Harassment of a Faculty/Staff Member by a Student or Another Employee
13. Non-Consensual Sexual Contact
14. Non-Consensual Sexual Intercourse
15. Sexual Exploitation
16. Consent
17. Force
18. Retaliation
19. Domestic or Dating Violence
20. Stalking
21. Preserving Evidence

These terms and other related terms applicable to this policy are more fully defined in Appendix A. If a person would like to press criminal charges for an alleged violation of any of the above criminal laws, or would like to seek an order of protection, the definitions contained in the Texas Penal Code and Family Code (found in Appendix B) would apply, not the internal definitions used in this policy.

D. Title IX Coordinator and Related Parties

The Title IX Coordinator directs compliance with JC's Sexual Misconduct Policy and Title IX. The Title IX Coordinator will be informed of all complaints or reports of violations of this policy and shall oversee JC's centralized response to ensure compliance with JC's values, Title IX, and other applicable laws. The Title IX Coordinator's activities include but are not limited to the following:

1. Communicating with all members of the JC community regarding this Sexual Misconduct Policy and Title IX and providing information about how individuals may access their rights
2. Overseeing JC's administration of its own applicable policies, including record keeping, timeframes, and other procedural requirements relating to this Sexual Misconduct Policy and Title IX
3. Conducting training regarding Sexual Misconduct issues, Title IX, the Violence Against Women Reauthorization Act of 2013 (VAWA), and prohibited conduct defined in this policy
4. Responding in accordance with the procedures set forth in this policy to any complaint or report regarding conduct that may violate this policy. On all matters relating to this Sexual Misconduct Policy, the Title IX Coordinator is supervised directly by the Vice President for the College.

Title IX contact information is:

Amber Sanchez
Title IX Coordinator
Jacksonville College
105 B.J. Albritton Drive
Jacksonville, Texas 75766
title9employee@jacksonville-college.edu
(903) 586-2518

Mike Morse
Title IX Investigator
Jacksonville College
105 B.J. Albritton Drive
Jacksonville, Texas 75766
mmorse@jacksonville-college.edu
(903) 589-7114

Blanton Feaster
Title IX Special Adjudicator
Jacksonville College
105 B.J. Albritton Drive
Jacksonville, College 75766
bfeaster@jacksonville-college.edu
(903) 589-7144

Reports of alleged sexual misconduct can be made by email, phone call, letter, or meeting with the Title IX Coordinator or Title IX team.

Title IX Special Investigator:

In situations involving formal complaints, the Investigator will carry out all initial investigations and report findings to the Title IX compliance office and Special Adjudicator.

Special Adjudicator

For situations involving formal complaints, a Title IX Special Adjudicator has been appointed by the President to handle all appeals of rulings by the Title IX Compliance Office.

Because of the serious nature of sexual misconduct allegations, JC is committed to providing both complainants and respondents with resources to know their rights and responsibilities under this policy.

E. Confidentiality

When reporting and/or filing a claim, all College employees (faculty, staff, administrators) are expected to immediately report actual or suspected sexual misconduct to appropriate officials, though there are some limited exceptions outlined below. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality—meaning they are not required to report actual or suspected sexual misconduct to appropriate College officials—thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them.

The following describes the two reporting options at the College:

F. Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, he or she may speak with:

1. On-campus:
 - a. Campus Counselor
 - b. Title IX Coordinator
2. Off-campus:
 - a. Licensed professional counselors
 - b. Local rape crisis counselors
 - c. Local or state assistance agencies
 - d. Clergy/chaplains

JC employees who serve in these capacities will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help, free of charge, as a service to all parties. JC employees will annually submit anonymous, aggregate statistical information for Clery Act purposes.

G. Formal Reporting Options

Formal reports of sexual misconduct may be made to the Title IX Coordinator, Title IX Investigator, or Title IX Adjudicator via email, phone, or in person at the contact information below:

Amber Sanchez
Title IX Coordinator
Jacksonville College
105 B.J. Albritton Drive
Jacksonville, Texas 75766
title9employee@jacksonville-college.edu
(903) 586-2518

Mike Morse
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Blanton Feaster
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Jacksonville College
105 B.J. Albritton Drive
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bfeaster@jacksonville-college.edu
(903) 589-7144

Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible in order to maximize JC's ability to respond promptly and effectively. Complaints and reports may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If a victim does not wish for his or her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who, in accordance with the

procedure in section K of this policy, will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal and state laws.

A complainant has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the complainant, and only a small group of officials who need to know will be told, including but not limited to the Title IX Coordinator, the Dean of Students (if the allegation involves students), the Vice President for Academic Affairs/Academic Dean (if the allegation involves faculty), the Vice President for Executive Affairs, the Office of Legal Affairs for the College, the Director of Security, and the President of the College.

Information will be shared as necessary with investigators, witnesses, and the respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant's rights and privacy. At the complainant's request, JC will assist the complainant in contacting local law enforcement.

All College employees have a duty to report, unless they fall under "Confidential Reporting" in section F. Complainants may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sexual misconduct of which they become aware is a violation of College policy and will be subject to disciplinary action for failure to comply with College policies.

H. Amnesty

In order to encourage reports of conduct prohibited under this policy, JC may offer amnesty to the complainant or reporting witness with respect to any alcohol, sexual conduct, and minor drug use violations of JC's Employee Personnel Handbook. JC may also offer amnesty or leniency to the complainant or reporting witness with respect to other violations of College policy which may be disclosed as a result of such reports, depending on the circumstances involved. JC may recommend alcohol or drug counseling/education services to employees violating JC's Employee Personnel handbook.

I. Good Faith Allegations

Allegations must be made in good faith and not made out of malice. It is a violation of JC policy to knowingly make a false, malicious, or frivolous accusation of discrimination,

harassment, sexual misconduct or retaliation. However, mere failure to prove a complaint is not equivalent to a false, malicious, or frivolous accusation.

J. Procedures for Formal Complaints of Sexual Assault, Sexual Violence, and Other Severe Allegations of Sexual Misconduct

In general as outlined more fully in sections F and G, any allegation of sexual misconduct may be made directly to the Title IX Coordinator or related parties via email, phone, or in person at the contact information below:

Amber Sanchez
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Jacksonville College
105 B.J. Albritton Drive
Jacksonville, Texas 75766
title9employee@jacksonville-college.edu
(903) 586-2518

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Jacksonville College
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The College is committed to providing a robust and sound procedure for investigating and ruling on serious allegations of violations of this policy. Thus, the weighty procedures outlined in this section are specifically meant for cases involving serious issues of sexual assault, sexual violence, and other severe allegations of sexual misconduct. The procedures outlined in this section will be used in: a) all cases where an allegation of sexual assault or sexual violence has been made and b) in other cases where the Title IX Coordinator, the Vice President for Executive Affairs (if the allegation

is against a faculty or staff member), deems the allegation to be severe and more than a minor incident.

Proceedings under this policy are separate and distinct from Texas's criminal process. These proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

Complaint/Grievance Procedure

These procedures are intended to apply to student grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. All other grievances by students against students or employees will be addressed through other student conduct procedures. The College benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the College community. All individuals are encouraged to report discrimination, harassment, sexual misconduct and retaliation so that prompt, effective action can be taken.

Informal Complaint Resolution

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, or administrators. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the complainant should contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The College does not require a complainant to contact the person involved or that person's supervisor if doing so is impracticable, or if the complainant believes that the conduct cannot be effectively addressed through informal means.

Formal Complaint/Grievance Procedures

Responsibility to Report

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment are required to report it. In order to maintain a safe environment, the College must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents.

It is the responsibility of College faculty, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment is reported, the report may be withheld at the request of the complainant.

Notification

Students, faculty members, administrators, staff members, or visitors to the College are

required to report allegations of discrimination or harassment to the Title IX Coordinator. A report of sexual discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the College to investigate. A person who raises a complaint may discuss with the Title IX Coordinator any situation believed to constitute sexual discrimination or harassment. Reports may be made by the person experiencing the discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment.

Upon receipt of the complaint/grievance, the Coordinator will open a formal case file. If the Title IX Investigator receives the complaint/grievance, the Investigator will notify the Coordinator of the case to determine if the case is a Title IX case.

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bfeaster@jacksonville-college.edu
(903) 589-7144

Investigation

1. The Title IX Coordinator, or Investigator if appointed, will conduct the investigation and will apprise the Vice President for the appropriate division of the grievance, or if the grievance is against the student, the Student Title IX Coordinator.
2. The Title IX Coordinator, or Investigator if appointed, will:
 - a. Identify the correct policies allegedly violated
 - b. Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s). If there is insufficient

evidence to support reasonable cause, the grievance should be closed with no further action.

- c. Meet with the complainant to finalize the grievance
 - d. Prepare the notice of charges on the basis of initial investigation
 - e. Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the respondent.
 - f. Conduct a thorough, reliable and impartial investigation. Witnesses may or may not be given notice prior to the interview.
 - g. Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
 - h. Make a finding on the case, based on a preponderance of the evidence which indicates that a policy violation has or has not occurred
 - i. Present the findings to the individual(s) alleged to have committed discrimination or harassment, who may accept the findings, accept the findings in part and reject the findings in part, or may reject all findings
 - j. Share the findings and update the complainant on the status of the investigation and the outcome
3. If the findings indicate that the alleged discrimination or harassment has not occurred, the investigation should be closed. The complainant who filed a complaint may request from the The Title IX Coordinator, and/or Investigator, an extraordinary decision to refer the complaint to a hearing. A hearing will only be granted in exceptional circumstances.
 4. Where the findings indicate that the alleged discrimination or harassment has occurred, and the respondent(s) accepts the findings that he or she violated College policy, an appropriate sanction will be imposed. If the complaint is against a student, the sanction will be determined by the Dean of Students. If the complaint is against a JC employee, the Vice President for the appropriate division in consultation with Human Relations will determine the sanction. JC will act to end the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the JC community.
 5. Following the investigation, the Chair of the Investigation and Hearing Board will distribute a written Letter of Determination to the affected parties.

Hearing

1. In the event that the individual(s) alleged to have committed discrimination or harassment reject(s) the investigation findings in part or entirely, the Coordinator, or Investigator if appointed, will convene a hearing under its respective procedures to discuss the contested aspects of the formal complaint. At the hearing, the findings of the investigation will be admitted. However, neither the Coordinator nor the Investigator, is bound by the finding(s). The hearing will determine whether it is more likely than not that a violation of policies has occurred. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

2. When the Coordinator, and/or Investigator, determines a violation has occurred, it will recommend appropriate sanctions for the violation. The appropriate division of the complaint, or if the complaint is against a student, the Title IX Coordinator, or Investigator if appointed, will impose appropriate sanctions for the violation, after consultation with the Hearing Board. The College will act to end the discrimination or harassment, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the College community.
3. Following the hearing, the Coordinator, or Investigator if appointed, will send a written Letter of Determination to the affected parties.

Complaint and Grievance Process Provisions

Time Periods

All effort will be made to make a determination in no more than sixty calendar days of filing a formal complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal JC operating hours, Monday through Friday, excluding recognized national and state holidays and JC closings.

Timelines may be modified in cases where information is not clear or is judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. In the event that this step is necessary, the Coordinator, or Investigator if appointed, will notify the complainant who filed the grievance in writing within the set timeline.

No Retaliation

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited by JC policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Coordinator as soon as possible.

False Reports

JC will not tolerate intentional false reporting of incidents. Filing a false report is a violation of the policies set forth in the [Jacksonville College Student Handbook](#) that governs JC. Also, intentionally making a false report of any policy violation may violate state criminal statutes and civil defamation laws.

Office of Civil Rights Complaint

Although complainants are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

Changes and Amendments

JC reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

Statement of the Rights of the Complainant/Alleged Victim

- The right to be treated with respect by College officials
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the complainant's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the complainant as necessary. The College should be notified five business days in advance of the hearing if an advisor or advocate will accompany the complainant party.
- The right not to be discouraged by College officials from reporting an assault to both on-campus and off-campus authorities
- The right to be informed in a timely manner of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within five business days of the end of the conduct hearing
- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire
- The right to be notified of available counseling, mental health, or student services for victims of sexual assault, both on campus and in the community
- The right to notification of options and assistance for changing academic or employment situations after an alleged sexual assault incident. These changes will be made if they are reasonably available and desired by the victim. No formal complaint, or investigation, campus or criminal, need occur before this option is available. Accommodations may include:
 - Rescheduling exam (paper, assignment);
 - Taking an incomplete in a class;
 - Transferring class sections;
 - Withdrawing temporarily;
 - Completing alternative course completion options;
 - Taking alternative work assignments and/or supervisory changes.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the Board in determining its sanction;
- The right to a campus no contact order against another person who has engaged in or threatens to engage in stalking, threatening, harassing or other improper

behavior that presents a danger to the welfare of the complaining person or others;

- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus disciplinary officials;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;
- The right to be informed of the names of all witnesses who will be called to give testimony within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused respondent for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right to a hearing closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
- The right to give testimony in a campus hearing by means other than being in the same room with the respondent;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to be present for all testimony given and evidence presented before the conduct body;
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
- The right to have conduct officials comprised of representatives of both genders;
- The right to have College policies and procedures followed without material deviation;
- The right to be informed in advance of any public release of information regarding the complaint;
- The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

Statement of the Rights of the Respondent/Accused Party

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators against the respondent;
- The right to be treated with respect by College officials;
- The right to be informed of and have access to campus resources for counseling and advisory services;

- The right to be fully informed of the nature, rules, and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the Board in determining its sanction;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review the complainant's testimony and all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;
- The right to be informed of the names of all witnesses who will be called to give testimony within 48 hours of the hearing, except in cases where a witness's identity will not be revealed to the respondent for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to a hearing closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of bias;
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;
- The right to have College policies and procedures followed without material deviation;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the respondent's own cost), but the advisor may not take part directly in the hearing itself, though he or she may communicate with the respondent as necessary. The College should be notified five business days in advance of the hearing if an advisor or advocate will accompany the respondent.
- The right to a fundamentally fair hearing, as defined in these procedures;
- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome and sanction of the hearing;
- The right to have conduct officials comprised of representatives of both genders;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

K. Procedures in Sexual Assault or Sexual Violence Cases Where the Complainant Does Not File a Formal Complaint or Wishes to Remain Anonymous

If the complainant alleges sexual assault or sexual violence but does not wish to pursue a formal hearing and/or requests that his or her complaint remain anonymous, Title IX nevertheless requires the College to investigate and take reasonable action in response to the complainant's request. The Title IX Coordinator will inform the complainant that the College's ability to respond may be limited if the complainant is not a participant in the investigation. In such cases, Title IX requires the College to evaluate the complainant's request that the complaint not be subject to a formal hearing or remain anonymous in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment for all students. In order to protect the safety of the campus community, the Title IX Coordinator may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. After reviewing the alleged incident(s), the Title IX Coordinator will set a meeting to determine if the allegation involves such a significant risk to the safety of the overall community and determine if it is necessary to initiate formal complaint procedures on its own motion to protect the community at large. This risk to the campus community will be especially present in cases indicating pattern, predation, threat, weapons, and/or violence.

If the decision that the allegation involves such a significant risk to the safety of the overall community, a formal complaint procedure will be implemented on its own motion as outlined in section J of this policy. If the allegation does not involve a significant risk to the safety of the overall community, the case may be closed. If the case is closed, the President of the College, in consultation with the Special Adjudicator, will still review this allegation. If the President, in consultation with the Special Adjudicator, believes a formal complaint procedure is necessary to protect the community at large, he may, on his own motion, institute the formal complaint procedures outlined in section J of this policy.

L. Procedures for Allegations of Sexual Harassment, Sexual Discrimination, and Other Prohibited Sexual Misconduct that Does Not Fall under the Category of Sexual Assault or Sexual Violence

As outlined more fully in section E, any allegation of sexual misconduct may be made directly to the Title IX Coordinator or Campus Security or related parties via email, phone, or in person at the contact information below:

Amber Sanchez
Title IX Coordinator
Jacksonville College
105 B.J. Albritton Drive
Jacksonville, Texas 75766
title9employee@jacksonville-college.edu
(903) 586-2518

Mike Morse
Title IX Investigator
Jacksonville College
105 B.J. Albritton Drive
Jacksonville, Texas 75766
mmorse@jacksonville-college.edu
(903) 589-7114

Blanton Feaster
Title IX Special Adjudicator
Jacksonville College
105 B.J. Albritton Drive
Jacksonville, College 75766
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All allegations of sexual misconduct will be taken seriously by the College. While not all cases involve potential criminal acts such as sexual assault, sexual violence, or other severe sexual misconduct, every allegation of any form of sexual misconduct will be treated with the utmost respect. This section highlights how allegations of prohibited conduct other than sexual assault, sexual violence, or other severe sexual misconduct will be handled. In cases where the allegation does not involve sexual assault or sexual violence, but instead involves an allegation of sexual harassment, sexual discrimination, or other prohibited conduct under this policy, the Title IX Coordinator will consult either the Dean of Students (if the allegation is against a student) or the Vice President for Executive Affairs (if the allegation is against a faculty or staff member). They will assess the potential threat involved, whether the allegation is of a recurring or isolated nature, the harm involved, and other important factors to determine whether the allegation is so severe that it would best be handled using the high-level procedures outlined in section J, or whether the allegation would best be handled under the procedures outlined in this section M.

If the Title IX Coordinator, in consultation with the Vice President for Executive Affairs, as appropriate, believes the allegation would best be handled under the procedures in this section, then the case would go to the Investigator then to adjudication. The Vice President for Executive Affairs will first determine if interim measures are necessary to protect the parties. Such interim measures may include but will not be limited to a

no-contact order, revision of academic schedule or accommodations regarding exams/assignments, change in housing arrangements, a change in work schedule/job assignment, removal from campus, or other interim measures. Likewise, campus personnel that need to know about these interim measures (e.g., the parties' supervisors and Vice President, or others who would need to enact the interim measures) will be notified so that they can help enact these protective measures.

After assessing the need for interim measures, the Investigator or the Vice President for Executive Affairs will then perform a thorough investigation into the matter. During this investigation process, the investigators will attempt to interview both the complainant and respondent and any witnesses who may have information about the incident(s) in question. Likewise, the investigators will review evidence submitted by either party, the Title IX Coordinator, or other persons involved in gathering evidence relating to the allegation.

The Vice President for Executive Affairs will then, using a preponderance of the evidence standard, make a ruling that will include appropriate sanctions, if applicable. Sanctions will be determined based on the seriousness of the misconduct and the responsible respondent's prior disciplinary history. Possible sanctions for students may include but will not be limited to a formal admonition, restrictions from extracurricular activities, dismissal from residence halls/apartments, move to online classes, removal or reduction of institutional scholarships, disciplinary probation, suspension, expulsion, or withholding of degree. Possible sanctions for faculty/staff may include but will not be limited to a verbal and/or written warning, demotion, reassignment, probation, suspension, or termination. Community service, mandatory counseling and/or training, or other measures may be added to these sanctions for students, faculty, or staff, as appropriate. The Vice President for Executive Affairs will then prepare a written ruling that will be given to the complainant, the respondent, the Title IX Coordinator, and the President of the College. Any of those parties may appeal this ruling in writing to the Title IX Coordinator within ten days, and such appeal will be handled using the procedures outlined in section J.

M. Prevention and Awareness Program

One of the central roles of the Title IX Coordinator is educating the campus community on how to prevent sexual misconduct. The following are some of the many activities that happen on campus in this continuing effort to educate faculty, staff, and students on this important issue:

1. Presentation at faculty/staff workshops about Title IX, sexual assault, and the role of faculty in this process
 - Occurrence: Annually
2. Training at new faculty orientation and new staff orientation on Title IX and sexual assault reporting and prevention

- Occurrence: Annually

Appendix A

Definitions

For purposes of this policy, the below definitions apply. However, some of these terms are also defined under federal and/or Texas State law. For more information regarding state law definitions, please refer to Appendix B of this policy.

1. **Hostile Environment:** Any situation in which there is harassing conduct that is sufficiently severe, pervasive, and objectively offensive that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. It exists when an individual is harassed on the basis of that individual's age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law.
 - Examples of harassment that violate this policy include but are not limited to the following:
 - Making unwelcome verbal statements, slurs, epithets, jokes, derogatory or degrading comments based on race, color, religion, national origin, ethnic origin, disability, age, gender, sexual orientation, gender, gender identity, gender expression, genetic information, covered veteran status, or any characteristic protected by law; asking for dates or making sexual advances, with or without physical conduct, where the overture is unwelcome
 - Perpetrating assaults of a sexual nature, such as rape, including acquaintance or date rape, or attempts to commit such an assault, and unwelcome physical conduct or conduct of a sexual nature, such as unwanted touching, impeding or blocking another person's movements, brushing against, leering at, or making sexual gestures to another person;
 - Threatening or engaging in reprisals or retaliation after such an overture is rejected
 - Implying or threatening that submission to sexual advances or conduct prohibited by this policy is a condition of employment, work status, salary increase or decrease, promotion, academic admission, grades, advancement, recommendations, or participation in a program or activity
 - Making unwelcome sexual verbal statements, such as suggestive or off-color jokes, innuendo, comments about an individual's body or appearance, or comments about sexual activity, sexual prowess, or previous sexual experience
 - Displaying unwelcome sexually suggestive writings, pictures, magazines, cartoons, internet material or objects

- Issuing unwelcome writings such as suggestive jokes, cartoons, off-color or obscene letters, notes or invitations transmitted by email, text messages, via cell phone or otherwise
 - Displaying or circulating material that denigrates or shows hostility or aversion toward an individual or group based on a legally protected characteristic
2. **Sexual Misconduct:** A form of sexual discrimination prohibited by Title IX. This includes sexual assault (which includes sexual intercourse with a person without that person's consent, and all other sexual contact with a person without that person's consent), sexual harassment, and sexual exploitation (including electronically recording, photographing, transmitting, or distributing intimate or sexual sounds, images or information about another person without that person's consent), domestic violence, dating violence, and stalking. Although sexual misconduct often includes unwanted or nonconsensual sexual contact, sexual contact is not necessary for an act to be considered sexual misconduct. It is a violation to aid another in an act of sexual misconduct.
 3. **Quid pro Quo Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct results in adverse educational or employment action.
 4. **Retaliatory Harassment:** Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a complaint/grievance procedure.
 5. **Sexual Harassment of a Faculty/Staff Member by a Student or Another Employee:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member that is so severe, persistent, or pervasive that it unreasonably interferes with employment or living conditions or deprives the individual of employment access or benefits. For example, a student appears at a faculty member's house uninvited. It is harassment to repeatedly subject a person to egregious, unwelcome sexual attention.
 6. **Sexual Harassment of a Student by a Faculty/Staff Member/Campus Visitor:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty, staff member, or campus visitor toward a student are held to constitute sexual harassment when:
 - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
 - Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the College's educational programs or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty or staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships that result from professional and educational interactions.

Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution. For example, a professor attempts to coerce an unwilling student into having sex with him or her in exchange for a good grade or some other benefit. This is harassment regardless of whether the student accedes to the request and regardless of the student's final grade.

7. **Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact includes:
 - Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts
 - any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
8. **Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes:
 - vaginal penetration by a penis, object, tongue, or finger
 - anal penetration by a penis, object, tongue, or finger
 - oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact
9. **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or take advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.
 - Examples of sexual exploitation include but are not limited to:
 - invading another's sexual privacy
 - prostituting another person
 - showing non-consensual video or audio-taping of sexual activity
 - going beyond the boundaries of consent (such as letting one's friends hide in the closet to watch one having consensual sex)
 - engaging in voyeurism; knowingly transmitting an STI or HIV to another person
 - exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals.

- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
- 10. **Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
 - In order to give effective consent, one must be at least 16 years old.
 - Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this policy.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of the sexual interaction). Alcohol or other drug use, unconsciousness, or blackout are example of incapacitation.
 - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use, and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
 - Use of alcohol or other drugs will never function as a defense to a violation of this policy.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to future sexual acts.
- **Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation, and coercion that overpowers resistance or produces consent. For example: “Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”
 - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 - NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent.
- **Retaliation:** Action taken against any person who in good faith makes a complaint of or opposes discrimination, harassment, or sexual misconduct of the

type prohibited by this policy or who has testified, assisted, or participated in an investigation of discrimination, harassment, or sexual misconduct, when such action would dissuade a reasonable person from making or supporting a charge of discrimination, harassment, or sexual misconduct. Retaliation includes all acts of intimidation, threats, and other acts of discrimination. There are steps that may be taken to ensure that retaliation of any kind does not occur at JC. These steps may include monitoring future evaluations of a complainant, respondent, or witness, and may include reassignment.

- ***Domestic or Dating Violence:*** Acts of violence, threat, or intimidation that harm or injure a partner in a current or former social, dating, or marital relationship. These acts include but are not limited to sexual or physical abuse or the threat of such abuse. Dating or marital relationship violence can be a single act or pattern of behavior.
- ***Stalking:*** A course of conduct (i.e., more than one act) directed at a specific person which would cause a reasonable person to experience substantial emotional distress, or to fear for their safety or the safety of a third person. Acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include but are not limited to threats of harm to self, others, or property; pursuing or following; non-consensual (unwanted) communication by any means; unwanted gifts; trespassing; and surveillance or other related types of observation.
- ***Preserving Evidence:*** Forensic and other physical evidence that may assist in proving the alleged criminal offense occurred. Preserving evidence is strongly encouraged for an individual who experiences any form of sexual assault and is obtained by seeking immediate medical care. Individuals can undergo a medical exam to properly collect and preserve physical evidence of the sexual assault with or without the police's involvement. It is important to preserve forensic and other physical evidence that may assist in proving the alleged criminal offense occurred. Such evidence may also be helpful in obtaining a protection order against the respondent. Therefore, a medical exam should be performed immediately after the event, if possible. With the individual's consent, the physical evidence collected during this medical exam can be used as part of a criminal investigation.

Appendix B

Related Information & Statutes

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688 and its implementing regulations, 34 C.F.R. Part 106

Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e-2000e-17 and its implementing regulations 29 C.F.R. §1604 11.

Clery Act, 20 U.S.C. 1092(f) and its implementing regulations 34 C.F.R. Part 668

If a person would like to press criminal charges for an alleged violation of any of the below criminal laws, or would like to seek an order of protection, the definitions contained in the Texas Penal Code and Family Code would apply, not the internal definitions used in this policy.

Dating Violence: “an act, other than a defensive measure to protect oneself, by an individual that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim’s marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault. ‘Dating relationship’ means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of the length of the relationship; the nature of the relationship; and the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a ‘dating relationship.’” Texas Family Code Section 71.0021.

Domestic (Family) Violence: “an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself, or abuse by a member of a family or household toward a child of the family or household, or dating violence.” Texas Family Code Section 71.004.

Sexual Assault: “a person commits an offense if the person (1) intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person’s consent; causes the penetration of the mouth of another

person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or (2) intentionally or knowingly causes the penetration of the anus or sexual organ of a child by any means; causes the penetration of the mouth of a child by the sexual organ of the actor; causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

A sexual assault is without the consent of the other person if: the actor compels the other person to submit or participate by the use of physical force or violence; the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat; the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it; the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring; the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge; the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat; the actor is a public servant who coerces the other person to submit or participate; or the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor. 'Child' means a person younger than 17 years of age. 'Spouse' means a person who is legally married to another." Texas Penal Code Section 22.011.

Stalking: "a person who, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that: (1) the person knows or reasonably believes the other person will regard as threatening including bodily injury or death for the other person, bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship, or fear that an offense will be committed against the other person's property, and (2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property, and (3) would cause a reasonable person to fear bodily injury or death for himself or herself, or bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship, or fear that an offense will be committed against the person's property. A fact finder may find that different types of conduct described above, if

engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.” Texas Penal Code Section 42.072.

APPENDIX B-11 – Social Media Policy

Jacksonville College's Social Media Policy is currently in development. If you have any questions or concerns regarding digital or social media please contact Michelle Kearney, Director of Digital and Social Media, at 903-589-7141 or via email at mkearney@jacksonville-college.edu.

APPENDIX B-12 – Backup and Disaster Recovery Policy

Backup and Recovery Policy

Purpose: The purpose of this backup and recovery policy is to provide for the continuity, restoration and recovery of critical data and systems in the event of an equipment failure, intentional destruction of data, or disaster. This policy defines the strategy that will be followed by the Jacksonville College IT department to ensure the backup of mission critical data and the timely restoration of that data as needed.

Responsibility

The IT department is responsible for the backup of all data held in central systems and related databases except Quickbooks data. The Business Office is responsible for the backup of Quickbooks data. **The responsibility for backing up data held on the workstations of individuals regardless of whether they are owned privately or by the college falls entirely on the user.**

Onsite Data to be Backed Up

All IT managed servers are to be backed up nightly. This includes the following data:

- Financial Aid EdConnect
- Quickbooks Company File (Business office is responsible)
- Destiny (Library catalog)
- User files residing on college owned servers
- Concerto - Digital Signage System
- Employee Active Directory
- Student Active Directory

The following backup data is stored both locally on a Datto NAS located in the Meadows Building server room and off-campus at Datto's' secure data center: **Financial Aid EdConnect, Destiny (Library Catalog), User Files on residing on Jacksonville College owned servers, Digital Signage System.**

The backups that are stored off-campus at Datto's secure data center are encrypted and available 24/7

Switch configurations are read periodically by Spiceworks and stored when a change is detected.

The Business Office stores the nightly Quickbooks Company File backups in a server folder that is then backed up onto the Datto NAS and replicated off-campus to Datto's secure data center.

Schedule

Backups of all on-campus servers and data sources are performed nightly during a backup window that begins at 6 p.m. and extends until 6 a.m. The Quickbooks data will be backed up each weekday at the close of business.

Retention

Data is retained based on a model of intradaily-daily-weekly-monthly model. New levels are attained by consolidating other levels together. Snapshots are taken of the local data and replicated to cloud storage.

Local Retention Timeline

Intradaily snapshots are retained for **5 days**

Daily snapshots are retained for **1 week**

Weekly snapshots are retained for **1 month**

Local snapshots are retained for **2 months**

No snapshots are retained locally beyond weekly rollups

Cloud Retention Timeline

Intradaily snapshots are retained for **7 days**

Daily snapshots are retained for **1 week**

Weekly snapshots are retained for **1 month**

Monthly snapshots are retained for **1 year**

The IT department will test the ability to restore data from backups once per month.

Users that need files restored must submit a request through the Help Desk system. Required information includes: the name of the file, creation date, the last time it was changed, and the date and time it was deleted or destroyed.

Physical Security

Access to Jacksonville College internal servers is restricted by locked, unmarked doors. Campus security patrols buildings that house servers on a regular basis.

Fault Tolerance & Redundancy

In order to safeguard institutional data in the event of a hardware error, various RAID levels have been implemented. Server operating system drives are protected with RAID levels 1 or 10 (depending on availability) Data volumes are protected with RAID levels 5 or 6 (depending on availability) allowing one or two drives respectively, to fail without endangering the ability to read data. New servers require RAID availability and will be setup to use available RAID levels as appropriate.

Systems that support built-in redundancy such as Active Directory will be set up with redundant domain controllers which can assume the duties of an unavailable server. Redundancy of the Quickbooks Company File is provided by storing the working copy on one server, its backup on another, which is then backed up to the Datto NAS, where it is replicated to Datto's secure data center. Other safeguards will be implemented as available.

In order to increase accessibility of data, Uninterruptible Power Supplies maintain power to all critical servers in the event of a power outage of up to 60 seconds. If power fails for longer than that period, a standby generator restores electricity to the server room until it can be restored to the campus as a whole.

A spare network switch which can be configured to replace other switches as needed should one fail is maintained. That spare will be replenished by the manufacturer via its warranty provisions.

Offsite Data Backup and Archive Storage

Jacksonville College data residing on cloud-based servers not directly managed by IT, but administered by IT must also be backed up and archived. This data includes:

Documents stored on the eBridge Document Management System
Google Drive Documents EMPOWER student information system
MOODLE

EMPOWER data is backed up by ComSpec from ComSpec's Wichita (KS) production data center to its Bingham (MI) development environment. Both database and file system backups are made. Backups are transferred daily. At any given time there are 14 days of database backups stored in both locations.

The **MOODLE** learning management system and related data are hosted by Moonami Learning Solutions. Site disaster recovery is accomplished through site-level backup information retrieved from Amazon Web Services data storage services, S3 and Glacier.

Full snapshots of MOODLE databases and file stores are capture every hour, 24/7/365. Snapshots are stored on Amazon S3, a highly durable, geographically redundant data storage service.

- Hourly snapshots are retained for 35 days
- Daily (midnight) snapshots are retained for 90 days
- Weekly (Sunday night) snapshots are retained for 1 year
- Annual (December 31st) snapshots are permanently retained

Google Drive files are protected by Google Vault which is configured to retain a copy of all files indefinitely.

Archived paper documents are stored at a Tier-3 enterprise-class data center owned and operated by eBridge using triple redundant data backup. This data is encrypted and available 24/7. A monthly archive of this data on DVD is mailed to the college and stored in the Business Office vault.

Disallowed Data

Servers should not be used to store personal pictures (.jpeg, .png, bmp, tiff), video (.avi, .mp4), or music files (.mp3). These personal files can increase the cost of backups and slow down the backup process. To preserve space on the network and to ensure the backup process continues to remain seamless, please delete any non-Jacksonville College specific files. Servers are scanned occasionally for audio, video, and music files. If personal files are found, it is the responsibility of the IT department to ask that they be removed.

APPENDIX C-1 – Application for Employment



Jacksonville College exists to provide a **quality education** from a **biblical worldview** that challenges minds, transforms lives, and equips students for servant leadership and lifelong learning.

Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____ City/State/Zip: _____

Telephone Number: _____ Age (If under 18 years old): _____

Social Security Number: _____ - _____ - _____

Position and Salary Desired: _____

Please circle days available to work (if hours are limited on certain days please note that below the day):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

How many hours per week can you work? _____ Can you work nights? _____

Employment Desired (Please circle one): Full-Time Only Part-Time only Full or Part-Time

Date available for work? _____

EDUCATION

| Type of School | Name of School | Location (mailing address) | Number of Years Completed | Major and Degree |
|-----------------------|----------------|----------------------------|---------------------------|------------------|
| High School | | | | |
| Business/Trade School | | | | |
| College | | | | |

| | | | | |
|-----------------|--|--|--|--|
| Graduate School | | | | |
|-----------------|--|--|--|--|

Have you ever been in the Armed Forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Do you have a driver's license? Yes No License Number: _____ State: _____

Do you have any of the following (please indicate by circling all that apply):

Commercial (CDL) Chauffeur License Expiration Date: _____

What is your means of transportation to work? _____

Have you had any transportation accidents during the last three years? Yes No How Many? _____

Have you had any moving violations during the last three years? Yes No How Many? _____

Have you ever been convicted of a crime? Yes No

If yes, explain number of conviction(s), nature of offenses(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

WORK EXPERIENCE

Please list your work experience for the past **FIVE** (5) years beginning with your most recent job held.

Name of Employer: _____

Address: _____ City/State/Zip Code: _____

Phone Number: _____ Name of Supervisor: _____

Job Title: _____

Employment Dates Start: _____

End: _____

Reason for Leaving (Be Specific): _____

List the duties/jobs you performed and any advancements/promotions obtained while you worked at this company: _____

May we contact your current employer? Yes No

Name of Employer: _____

Address: _____ City/State/Zip Code: _____

Phone Number: _____ Name of Supervisor: _____

Job Title: _____

Employment Dates Start: _____ Pay or Salary Start: _____

End: _____ Final: _____

Reason for Leaving (Be Specific): _____

List the duties/jobs you performed and any advancements/promotions obtained while you worked at this company: _____

Name of Employer: _____

Address: _____ City/State/Zip Code: _____

Phone Number: _____ Name of Supervisor: _____

Job Title: _____

Employment Dates Start: _____

End: _____

Reason for Leaving (Be Specific): _____

List the duties/jobs you performed and any advancements/promotions obtained while you worked at this company: _____

Please use the lines below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Jacksonville College holds as a high priority the integration of faith, learning, and living. The College is affiliated with the Baptist Missionary Association of Texas and the Southern Baptists of Texas Convention. We require our employees to be committed Christians, active in the church of their choice.

Are you presently an active member of a church (please circle one)? Yes No

Name Of Church: _____ Pastors Name: _____

Phone Number:

Please provide a statement of your Christian faith:

[illegible]

If you are applying for an instructor's position, please explain your teaching philosophy on the lines below. If more space is required, please attach a separate sheet to the back of this application.

[illegible]

Please list two (2) references other than relatives or previous employers.

Name: _____
Phone Number: _____
Address: _____
email Address: _____

Name: _____
Phone Number: _____
Address: _____
email Address: _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Jacksonville College (hereinafter called "the Institution"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Institutional practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Jacksonville College, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Institution. Both the undersigned and Jacksonville College may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Institution may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Institution permission to contact schools, previous employers (unless otherwise indicated), references, and others; conduct a background check, and hereby release the Institution from any liability as a result of such contact.

I also understand that (1) the Institution has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of my employment application, the Institution may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Institution, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Institution shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Institution is terminable at will for any reason by either party.

Signature of Applicant: _____ **Date:** _____

This Institution is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with this Institution depends solely on your qualifications.

Thank you for completing this application form and for your interest in our Institution.

APPENDIX C-2 – Employee Code of Conduct

Jacksonville College

Employee Code of Conduct

1. Employee views service at Jacksonville College as a calling from God and a ministry.
 2. Employee is a committed Christian and is expected to uphold Christian values, conduct, and beliefs on and off campus.
 3. Employee believes the Bible is the inerrant, infallible Word of God and the standard for belief and practice.
 4. Employee will not teach contrary to the doctrinal statements of the BMA of Texas and SBTC *Baptist Faith and Message 2000*.
 5. Employee will present a Christian worldview in all disciplines, share the gospel with the lost, and disciple believers.
 6. Employee will not use social media in a manner that reflects negatively upon Jacksonville College administration, faculty, or students in a negative manner.
 7. Employee will provide all necessary certifications, transcripts, and other required records.
 8. Employee will consent to the background check and random drug testing.
 9. Employee will support the administration, staff, and trustees.
 10. As the Bible teaches in Romans 13, Jacksonville College believes that as Christian citizens we are to respect and submit to governmental authority because governments are ordained of God. This respect includes but is not limited to standing in respect of, saluting, and pledging allegiance to the flag of the United States of America. This respect also includes standing for the playing of the U.S. National Anthem.
 11. Employee will abide by all College policies and procedures and governmental laws.
 12. Employee will attend weekly chapel services and school events.
 13. Employee serves at the pleasure of the President. There are no tenured employees. Employment is on an at-will basis. The administration may at any time terminate service of an employee for cause, or no cause at all with no guarantee of severance pay. Appeal may be made to the President and/or trustees. Any conflict is to be resolved by Matthew 18 principles.
- Employees with special requirements for employment such as CDL license, first aid certification, skills test, computer efficiency, physical, or other requirements must meet specified requirements before paycheck will be issued.

This agreement supersedes all prior arrangements.

Employee Name

Date

APPENDIX C-3 – Compensation Worksheet

Jacksonville College Compensation Worksheet 2018-2019

EMPLOYEE INFORMATION

Employee Last Name: _____ First Name: _____
Social Security Number: _____ Personal Birthday: _____
Phone Number: _____ Mailing Address: _____
Employee Anniversary Date: _____
Position: _____

SUPERVISOR

Supervisor: _____ Department: _____
Hourly/Salaried: _____

COMPENSATION Full Time

Base

Base Salary _____
Department Head _____
Academic Achievement _____
Longevity _____
Supplement _____
Compensation Base Sub-Total \$0.00

Benetifs & Deductions

FICA _____
Retirement _____
Health _____
Housing _____
Workmans Compensation _____
Other _____
Benefits Sub-Total \$0.00

Total Compensation: \$0.00

Pay Frequency: Weekly Monthly

CONTINUE ON BACK

This compensation is awarded by the Board of Trustees of Jacksonville College and is under the administration of its President. This is conditional subject to the following:

1. Employee serves at the pleasure of the President. There are no tenured employees.
2. Employee is expected to uphold the Christian values, conduct, and beliefs of the college on and off campus.
3. Employee provides all necessary certifications, transcripts, and other records required. Employee also consents to a Background check. Any misrepresentation is grounds for dismissal.
4. Employee satisfactorily performs all employment duties as assigned and determined by administration.
5. Employee attends on an annual basis all in-service, committee, and employee meetings including: Chapel, Graduation, all Homecoming events, Awards Banquet, Christmas Fellowship, Birthday/Shower Fellowships, 1 Theater Production, 1 Choir Concert, 3 Athletic Games, the Region 14 Basketball Tournament (if local) and any additional requests at will from the President's office.
6. Employee, as a faculty instructor, provides outside of regular class time access to students. Times are to be posted on Faculty office door.
7. Employee will support the administration, staff, faculty and trustees. Employee agrees to abide by all municipal ordinances, federal and state laws and all Jacksonville College policies including the regulations listed in the course catalogue, Student Handbook, and the Policies and Procedures manuals. Employee will adhere to the philosophy and Christian principles of the college.
8. Employees will seek to present a Christian worldview in all disciplines, share the gospel with the lost, and disciple believers.
9. Employment is on an at-will basis. The College at any time terminates service of an employee for cause, or no cause at all.
10. Employee is not promised or guaranteed severance pay.

This compensation sheet supersedes all prior agreements.

Authorization is indicated by all signatures below.

| | |
|--|---------------|
| _____ Employee Signature | _____ Date |
| _____ HR Representative Signature | _____ Date |
| _____ President of Jacksonville College | _____ Date |

Please Sign and date this agreement. Please Return to:

Human Resources
Jacksonville College
105 B.J. Albritton Dr.
Jacksonville, TX 75766

*Serving Baptist and higher education since 1899. Owned and operated by the Baptist Missionary Association of Texas.
Affiliated with the Southern Baptist of Texas Convention.*

APPENDIX C-4—Job Descriptions

Cabinet Job Descriptions

Position: President

1. Salary Classification: A - Cabinet
2. Immediate Supervisor: Board of Trustees
3. Education: Doctoral Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Familiar with the work of the Baptist Missionary Association of Texas and the Southern Baptists of Texas Convention
 - c. Administrative experience
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Teaching experience with at least 18 hours in one field
 - g. Leadership ability and people skills
 - h. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The President serves as the Chief Executive Officer of the College in charge of its daily purposes and policies.
 - b. The President bears responsibility to the Board of Trustees for the administration of the College.
 - c. The President serves as immediate supervisor for the Vice President for Executive Affairs and Vice President for Academic Affairs.
 - d. The President counsels with the supervisors of all employees in interviewing, hiring, and dismissal if necessary. The President may do this without Board of Trustees approval; the President informs the Trustees of personnel changes.
 - e. The President investigates the need for facilities for the College and makes such recommendations to the Trustees.
 - f. In counsel with the Cabinet and Chief Financial Officer, the President prepares the financial reports as well as an annual budget.
 - g. The President may sign legal documents for contracts upon approval of the Trustees.
 - h. The President makes final approval of all trips involving students and staff.
 - i. The President oversees the raising of funds for the College.
 - j. The President coordinates and directs the public relations activities of the College.
 - k. The President represents the College to its constituency, to the general public, and to the educational associations or groups.
 - l. The President maintains amity and unity of purpose among all employees, trustees, the alumni, and College constituency.
 - m. The President approves all dates for the official College calendar; The calendar is coordinated by the Student Accounts Business Manager. All College employees and activities are coordinated through this Office.
 - n. The President, as the Chief Executive Officer, has ultimate responsibility for, and exercises appropriate control over the intercollegiate athletics program.

Vice President for Executive Affairs

1. Salary Classification: A - Administrative staff'
2. Immediate Supervisor: President
3. Education: Doctoral Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Familiar with the work of the Baptist Missionary Association of Texas and the Southern Baptists of Texas Convention
 - c. Administrative experience
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Teaching experience with at least 18 hours in one field
 - g. Leadership ability and people skills
 - h. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The VP for Executive Affairs advises the College President in matters concerning College policies, management, short-range and long-range planning.
 - b. The VP for Executive Affairs acts as advisor to the President regarding employment or dismissal of all personnel.
 - c. The VP for Executive Affairs represents the College to both internal and external groups for promoting the College vision along with an understanding of the College mission.
 - d. The VP for Executive Affairs works cooperatively with other administration, faculty, and staff to coordinate assigned activities.
 - e. The VP for Executive Affairs serves as a member of the Cabinet and assists in planning, policy making, and executive leadership of the College.
 - f. The VP for Executive Affairs anticipates problems, critical issues, and opportunities as they arise and advises the President accordingly.
 - g. The VP for Executive Affairs serves as the Chief Financial Officer of the College.
 - h. The VP for Executive Affairs has power to approve requisitions for purchases and expenditures for the programs of the College.
 - i. The VP for Executive Affairs handles sensitive issues that require confidentiality.
 - j. The VP for Executive Affairs serves on task forces for special projects as Assigned.
 - k. The VP for Executive Affairs serves on the faculty council, QEP Committee, and Institutional Effectiveness Committee.
 - l. The VP for Executive Affairs serves as the Chief Diversity Officer for the College.
 - m. The VP for Executive Affairs works collaboratively with the President and the other administration to ensure deep engagement with all constituency groups and ongoing collaborative and institutional effectiveness among all areas of college Life.
 - n. The VP for Executive Affairs performs other responsibilities as appropriate or assigned by the President.

Position: Vice President for Academic Affairs

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: President
3. Education: Master's or Doctoral Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Familiar with the work of the Baptist Missionary Association of Texas and the Southern Baptists of Texas Convention
 - c. Administrative experience
 - d. Knowledge of the budgetary process
 - e. Ability to supervise people
 - f. Effective communication skills; proficient in speaking, reading, writing, and computer skills
 - g. Teaching experience with at least 18 hours in one field
 - h. Leadership ability and people skills
 - i. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The VP for Academic Affairs acts as the chief advisor to the President in matters of College Policy
 - b. The VP for Academic Affairs acts as advisor to the President regarding employment or dismissal of all personnel and serves as the supervisor of all personnel in areas and departments under the supervision of the Vice President for Academic Affairs.
 - c. The VP for Academic Affairs assists in the budget recommendations for departments and areas under the supervision of the VP for Academic Affairs.
 - d. The VP for Academic Affairs organizes materials and data for statistical use and prepares reports as needed.
 - e. The VP for Academic Affairs ensures that all safety rules and regulations are carried out by those under this supervision.
 - f. The VP for Academic Affairs Makes decisions about Inclement Weather Policy using the following steps.
 - i. confers with President on weather situation
 - ii. makes decision to cancel or delay. (usually following the decision of JISD)
 - iii. notifies Chief of Security to send out Rave Alert
 - iv. notifies Chief of Security to contact news outlets
 - v. sends additional email alert to employees.
 - g. Performs other responsibilities as appropriate or assigned by the President.

Academic Job Descriptions

Position: Academic Dean

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: President
3. Education: Master's or Doctorate Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Familiar with the work of the Baptist Missionary Association of Texas and the Southern Baptists of Texas Convention
 - c. Administrative experience
 - d. Knowledge of the budgetary process
 - e. Ability to supervise people
 - f. Effective communication skills; proficient in speaking, reading, writing, and computer skills
 - g. Teaching experience with at least 18 hours in one field
 - h. Leadership ability and people skills
 - i. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Academic Dean acts as the chief advisor to the President in matters of College Policy as it pertains to academics.
 - b. The Academic Dean formulates educational policies and presents these to the President and the faculty for consideration.
 - c. The Academic Dean is responsible for administration of admission policies, through the Office of the Academic Dean and through the Office of Admissions.
 - d. The Academic Dean supervises curricula, courses, and methods of instruction.
 - e. The Academic Dean is responsible for periodic updating of the *Jacksonville College Course Catalog*, the Strategic Plan, and other publications as required.
 - f. The Academic Dean acts as advisor to the President regarding employment or dismissal of all teaching personnel and serves as the supervisor of all teaching personnel.
 - g. The Academic Dean periodically assesses the performance of each faculty member and provides reports to the President as requested.
 - h. The Academic Dean studies the progress and academic welfare of students and publishes President's and Dean's Lists.
 - i. The Academic Dean hears student grade appeals.
 - j. The Academic Dean trains and supervises advisors and updates the Advising Handbook.
 - k. The Academic Dean, in collaboration with the registrar, publishes the Academic Calendar.
 - l. The Academic Dean assists in the budget recommendations for academic activities and approves the purchases of academic materials and allocation of library spending.
 - m. The Academic Dean organizes materials and data for statistical use and prepares reports as needed.

- n. The Academic Dean serves as the Director of Institutional Research, the Director of Continuing Education, and the Copyright Officer.
- o. Performs other responsibilities as appropriate or assigned by the President.

Position: Director of Distance Education

1. Salary Classification: A - Full time
2. Immediate Supervisor: Academic Dean
3. Education: Master's Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer
 - f. Leadership ability and people skills
 - g. Personal appearance should be that of conservative Christian decorum
5. Responsibilities
 - a. The Director of Distance Education promotes the development and implementation of policies, procedures, and standards for the effective delivery of distance education.
 - b. The Director of Distance Education develops and oversees the implementation of online student and faculty support services
 - c. The Director of Distance Education oversees the development and maintenance of the online/distance learning section of the Jacksonville College website.
 - d. The Director of Distance Education remains current on new technologies and practices in the field of distance education.
 - e. The Director of Distance Education develops and administers the distance education budget.

Position: Full-Time Faculty

1. Salary Classification: A - Faculty
2. Immediate Supervisor: Academic Dean
3. Education: Master's degree with at least 18 graduate hours in the field taught. Where applicable: unique experience and demonstrated competence in the discipline area may substitute for academic preparation.
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and people skills
 - d. Conservative Christian decorum in conduct and appearance
5. Responsibilities for full-time faculty:
 - a. The faculty member teaches the number of classes per semester appropriate for the discipline (minimum 15 hours; minimum 16 hours for science/Math faculty). However, JC faculty who are administrators or supervisors over departments, in addition to having teaching responsibilities, may be considered full time faculty with less than the minimum hours required by full-time faculty whose only responsibility is instruction.
 - b. The faculty member integrates Christian faith within teaching.
 - c. The faculty member keeps records of daily attendance.
 - d. The faculty member keeps an accurate record of grades.
 - e. The faculty member reports attendance and grades as requested (generally twice per semester).
 - f. The faculty member writes, distributes, and adheres to a course syllabus.
 - g. The faculty member participates in planned in-service activities.
 - h. The faculty member advises during scheduled registration times.
 - i. The faculty member schedules, posts, and maintains ten (10) office hours per week, a portion of which may be virtual.
 - j. The faculty member requests approval from the Academic Dean before planned absences.
 - k. The faculty member requests approval from the Academic Dean before scheduling student activities that will affect the classroom.
 - l. The faculty member submits completed required forms immediately upon returning to school from any absence from duty.
 - m. The faculty member is highly encouraged to maintain active membership in the Jacksonville College Faculty Association and in at least one other professional organization (preferably in the field taught). Dues are the member's responsibility.
 - n. The faculty member completes and documents at least six (6) hours of professional growth (i.e. webinars, professional journal articles, conferences) each academic year.
 - o. The faculty member attends and provides documentation of professional growth from a regional/national meeting in a supporting field at least once every three (3) years.
 - p. The faculty member plans to serve on one (1) faculty committee, on no more than two (2) academic committees, and no more than two (2) administrative committees.
 - q. The faculty member completes additional assignments necessary to maintain accreditation from the Southern Association of Colleges and Schools Commission on Colleges.
 - r. The faculty member serves as an advisor of a student campus organization if/when asked.

- s. The faculty member follows guidelines for purchase orders, requisitions, reimbursement forms, and IT and maintenance requests.
- t. The faculty member fulfills other duties as assigned by the Cabinet.

Position: Department Chair

1. Salary Classification: A - Faculty
2. Immediate Supervisor: Academic Dean
3. Education: Master's degree with at least 18 graduate hours in the field taught
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and people skills
 - d. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Department Chair adheres to the same responsibilities as full-time faculty.
 - b. The Department Chair provides leadership and coordination among the faculty members of the department.
 - c. The Department Chair provides input for the administration with regard to hiring of instructors within the department.
 - d. The Department Chair provides input to the Scholarship Committee with regard to the awarding of scholarships related to the department or academic area.
 - e. The Department Chair provides an annual proposed departmental budget, participates in budget hearings, and monitors departmental expenditures relative to the budget.
 - f. The Department Chair leads in the development and implementation of departmental specific goals as a part of the institutional effectiveness process.
 - g. The Department Chair carries out other departmental duties as requested or needed.
 - h. The Department Chair reviews applications and essays for the Honors Program and recommends admission or denial.
 - i. The Department Chair ensures that all safety rules and regulations are carried out by those under his or her supervision. (See "Safety and Environmental Policy")
 - j. The Department Chair fulfills other duties as assigned by the Cabinet.

Position: Music Program Director

1. Salary Classification: A - Faculty
2. Immediate Supervisor: Fine Arts Department Chair
3. Education: Master's Degree with at least 18 graduate hours in the field taught or extensive prior experience in directing music programs
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and people skills
 - d. Conservative Christian decorum in conduct and appearance
 - e. Valid Commercial Driver's License (CDL)
5. Responsibilities
 - a. The Music Program Director adheres to the same responsibilities as full-time faculty.
 - b. The Music Program Director enlists and schedules opportunities for the Choir and Singers to perform before churches and denominational events.
 - c. The Music Program Director plans for and prepares Choir and Singers to perform a fall and spring concert for the community.
 - d. The Music Program Director recruits participants for the program.
 - e. The Music Program Director procures the music program's equipment and supplies.
 - f. The Music Program Director fulfills other duties as assigned by the Cabinet.

Position: Theater Program Director

1. Salary Classification: A - Faculty
2. Immediate Supervisor: Fine Arts Department Chair
3. Education: Master's Degree with at least 18 graduate hours in field taught
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and people skills
 - d. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Theater Program Director adheres to the same responsibilities as full-time faculty.
 - b. The Theater Program Director maintains inventory of the theater equipment and supplies.
 - c. The Theater Program Director plans for and presents a fall and spring production for the community.
 - d. The Theater Program Director coordinates fundraising for the theater program.
 - e. The Theater Program Director recruits participants for the theater program.
 - f. The Theater Program Director fulfills other duties as assigned by the Cabinet.

Position: Adjunct/Dual Credit Faculty

1. Salary Classification: C - Adjunct Faculty
2. Immediate Supervisor: Academic Dean
3. Education: Master's degree with at least 18 graduate hours in the field taught. Work experience may be considered where appropriate.
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Effective communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and appropriate social skills
 - d. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. Adjunct/Dual Credit Faculty members communicate with the Academic Dean regarding specific faculty responsibilities to which he or she is to adhere.
 - b. Adjunct/Dual Credit Faculty members communicate with their Department Chair regarding curriculum content and department protocol.
 - c. Adjunct/Dual Credit Faculty members send a copy of their syllabus to their Department Chair.
 - d. Adjunct/Dual Credit Faculty members post current syllabus and other pertinent course information on Moodle.
 - e. The faculty member completes and documents at least six (6) hours of professional growth (i.e. webinars, professional journal articles, conferences) each academic year.
 - f. Adjunct/Dual Credit Faculty members attend Adjunct/Dual Credit In-service.
 - g. Adjunct/Dual Credit Faculty members become familiar with job specific sections in the *Personnel*.
 - h. Adjunct/Dual Credit Faculty members keep their employee file current.
 - i. Adjunct/Dual Credit Faculty members fulfill other duties as assigned by the Cabinet.

Position: Teaching Assistant

1. Salary Classification: C - Adjunct Faculty
2. Immediate Supervisor: Academic Dean
3. Education: A minimum of 18 graduate hours in the field taught. Work experience may be considered where appropriate.
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Effective communication skills; proficient in speaking, reading, writing, and computer skills.
 - c. Leadership ability and appropriate social skills
 - d. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Teaching Assistant communicates with the Academic Dean regarding specific faculty responsibilities to which he or she is to adhere.
 - b. The Teaching Assistant communicates with the Department Chair regarding department protocol
 - c. The Teaching Assistant follows the curriculum content as developed in conjunction with the Department Chair.
 - d. The Teaching Assistant reports regularly to the Department Chair regarding classroom and course progress.
 - e. The Teaching Assistant follows the syllabus as developed in conjunction with the Department Chair and files a copy with the Department Chair and Academic Dean.
 - f. The Teaching Assistant posts current syllabus and other pertinent course information on Moodle.
 - g. The Teaching Assistant completes and documents at least six (6) hours of professional growth (i.e. webinars, professional journal articles, conferences) each academic year.
 - h. The Teaching Assistant attends In-service.
 - i. The Teaching Assistant becomes familiar with job specific sections in the *Personnel*.
 - j. The Teaching Assistant keeps their employee file current.
 - k. The Teaching Assistant fulfills other duties as assigned by the Cabinet.

Position: Quality Enhancement Plan (QEP) Director

1. Salary Classification: A - Support Staff
2. Immediate Supervisor: Academic Dean
3. Education: Bachelor's Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The QEP Director oversees the five-year plan.
 - b. The QEP Director tracks institutional accountability of the Quality Enhancement Plan by collecting and disseminating assessment data and securing and promoting professional growth opportunities.
 - c. The QEP Director compiles information on a regular basis and submits a yearly report to the Academic Dean/SACS Liaison and President of the College.
 - d. The QEP Director works with the Vice President for Executive Affairs on the Budget.
 - e. The QEP Director is responsible for other duties as assigned by the Cabinet.

Position: Assistant Registrar/Academic Dean's Assistant

1. Salary Classification: Part-Time Staff
2. Immediate Supervisor: Academic Dean/Registrar
3. Education: High School Diploma or GED
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Assistant Registrar/Academic Dean's Assistant serves as a clerical assistant to both the Academic Dean and the Registrar.
 - b. The Assistant Registrar/Academic Dean's Assistant directs the preparation of student transcripts.
 - c. The Assistant Registrar/Academic Dean's Assistant assists in maintaining JC student records.
 - d. The Assistant Registrar/Academic Dean's Assistant is available to assist in directing the program of registering students in classes.
 - e. The Assistant Registrar/Academic Dean's Assistant is available to assist other members of the Administrative Staff in the office suite area.
 - f. The Assistant Registrar/Academic Dean's Assistant is responsible for other duties as assigned by the Cabinet.
 - g. The Assistant Registrar/Academic Dean's Assistant serves as the Consortium Liaison.

Position: Faculty Representative

1. Salary Classification: A - Faculty
2. Immediate Supervisor: Vice President for Academic Affairs
3. Education: Degree appropriate for the content taught
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Leadership ability and people skills
 - g. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Faculty Representative represents the faculty at the Administrative Committee meetings.
 - b. The Faculty Representative works closely with the Vice President for Academic Affairs in faculty concerns.
 - c. The Faculty Representative is responsible for other duties as assigned by the Cabinet.

Non-Academic Job Descriptions

Position: Registrar

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Academic Affairs
3. Education: Master's Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Ability to supervise people
 - d. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - e. Leadership ability and people skills
 - f. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Registrar provides leadership to plan, organize, and manage all the activities related to JC records and registration, including serving as the official authorized keeper of College student records in compliance with federal law, state law, and accreditation agencies.
 - b. The Registrar serves as the FERPA Compliance Officer.
 - c. The Registrar is responsible for collecting, recording, maintaining, and reporting students' records, grades, registration data, and transcripts.
 - d. The Registrar works with Admissions to coordinate College registration.
 - e. The Registrar analyzes statistical data on registration for administrative use in formulating policies and reporting.
 - f. The Registrar shall direct the program of registering students in classes.
 - g. The Registrar provides oversight of transcript evaluation for transfer students and provides evaluation of military and other forms of prior learning.
 - h. The Registrar works with the Academic Dean to create the College Academic Calendar.
 - i. The Registrar develops the master schedule for courses offered for the College.
 - j. The Registrar coordinates class schedules with room assignments for optimum use of buildings and equipment.
 - k. The Registrar directs the compilation of information for publishing the *Jacksonville College Course Catalog*.
 - l. The Registrar coordinates the dissemination of information on courses offered and the procedures that students are required to follow in order to obtain grade transcripts.
 - m. The Registrar directs the preparation of student transcripts.
 - n. The Registrar prepares the commencement list and directs graduation.
 - o. The Registrar supervises the coordination, evaluation, and certification of all the graduation applications to verify academic requirements are met.
 - p. The Registrar provides leadership and oversight to develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered.
 - q. The Registrar researches, analyzes, and resolves student disputes as they relate to records and registration.
 - r. The Registrar performs other duties as assigned by the Cabinet.
 - s. The Registrar is responsible for the maintenance of the *Jacksonville College Course Catalog* archive.

Position: Director of Institutional and Student Records

1. Salary Classification: C - Adjunct/Overload Faculty
2. Immediate Supervisor: Cabinet
3. Education: Bachelor's or Master's Degree Preferred
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Ability to supervise people
 - c. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - d. Leadership ability and people skills
 - e. Experience with data management, data entry, and organization
 - f. Administrative experience
 - g. Conservative Christian decorum in conduct and appearance
 - h. Familiarity with fundamentals of records management
 - i. Knowledge of how to manage tasks soundly based on priorities
5. Responsibilities
 - a. The Director of Institutional and Student Records advises departments on record management processes.
 - b. The Director of Institutional and Student Records verifies that records conform to the institution's standard before releasing them.
 - c. The Director of Institutional and Student Records receives and archives records from all departments.
 - d. The Director of Institutional and Student Records registers, indexes, and classifies records in the institution's management system.
 - e. The Director of Institutional and Student Records record, publish, and supervise the updating of all institutional records.
 - f. The Director of Institutional and Student Records has a good understanding of the interactions between the institution's various departments and functions.
 - g. The Director of Institutional and Student Records develops the record management plan and updates it as needed.
 - h. The Director of Institutional and Student Records manages organizational records through their life cycle.
 - i. The Director of Institutional and Student Records maintains organizational records and the record management system.
 - j. The Director of Institutional and Student Records ensures that organizational records go through review and approval before being stored and/or published.
 - k. The Director of Institutional and Student Records ensures the security, accessibility, and proper distribution of organizational records.
 - l. The Director of Institutional and Student Records helps develop and enforce record design, review, and storage guidelines.
 - m. The Director of Institutional and Student Records assigns/approves access to institutional records.
 - n. The Director of Institutional and Student Records plans and conducts meetings and presentations related to records management.
 - o. The Director of Institutional and Student Records manages time and projects to meet deadlines.

- p. The Director of Institutional and Student Records contributes to establishing and maintaining a Christian institutional culture.
- q. The Director of Institutional and Student Records efficiently manages tasks and projects based on established priorities.
- r. The Director of Institutional and Student Records organizes and plans activities efficiently so that several tasks can progress simultaneously (multi-tasking).
- s. The Director of Institutional and Student Records is responsible for other duties as assigned by the Cabinet.

Position: Director of Student-Athlete Academic Services

- A. Salary Classification: C - Adjunct/Overload Faculty
- B. Immediate Supervisor: President
- C. Education: Master's Degree
- D. Expectations
 - a. Experience in academic records, serving as a faculty member and requirements for student-athletes
 - b. Experience with transfer credits, degree audits and program requirements; thorough understanding of academic policies
 - c. Attention to detail and organization, time-management, strong analytical and reasoning skills
 - d. Ability to work effectively and collaboratively with college faculty, administration, athletic department and student-athletes
 - e. Ability to communicate effectively, both written and orally
 - f. Proven ability to operate under pressure and meet deadlines
- E. Responsibilities
 - a. Ensure the academic integrity of JC's athletics program
 - b. Facilitate institutional control of JC's athletics program
 - c. Enhance the student-athlete experience at JC
 - d. Serve as an advocate for student-athletes
 - e. Promote a balance between academics, athletics, and the social lives of student-athletes, which affords them opportunities to enjoy the full range of collegiate experiences available
 - f. Maintain a positive/ethical relationship between student-athletes, faculty/administration, and the athletics department
 - g. Represent the faculty perspective in relation to JC athletics and its reciprocal relationship
 - h. Serve as a liaison between the College and the athletics department at athletic and faculty meetings
 - i. Assist with development of student-athlete retention and completion initiatives
 - j. Coordinate and monitor registration for student-athletes
 - k. Assist coaches, student-athletes, and recruits with JC and program requirements including applicability of transfer credits in a timely and professional manner
 - l. Provide initial evaluation on transfer or high school eligibility status
 - m. Monitor progress toward degree requirements and eligibility for student-athletes
 - n. Prepare (or request) periodic reports on the academic preparation and performance of student-athletes and discuss such reports with appropriate staff and student-athletes
 - o. Identify issues with policies and regulations, and recommends changes as needed in regards to student-athletes
 - p. Interpret academic regulations and serve as a resource for students, faculty, parents and athletics staff

Position: Registrar for Athletic Certification

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Master's Degree
4. Expectations
 - a. Experience in Registrar academic records or NJCAA compliance setting
 - b. Experience with transfer credits, degree audit and graduation; thorough understanding of academic policies
 - c. Attention to detail and organization, time-management, strong analytical and reasoning skills
 - d. Ability to work effectively and collaboratively with college constituencies
 - e. Ability to communicate effectively, both written and orally
 - f. Proven ability to operate under pressure and meet deadlines
5. Responsibilities
 - a. The Registrar for Athletic Certification (RAC) will serve as the responsible Certification Officer of academic eligibility for student-athletes.
 - b. The RAC is responsible for evaluating, and documenting the academic credentials for student-athletes in accordance with NJCAA eligibility.
 - c. This position will reside in the Office of the Registrar and collaborate with the Athletic Director's Office regarding student-athlete academic matters.
 - d. As a certification official, this position will participate in assuring that student-athletes meet all NJCAA eligibility requirements as related to enrollment and academic progress towards graduation.
 - e. The RAC will determine eligibility and certify student athletes for NJCAA practice and competition each semester.
 - f. The RAC will determine initial eligibility for incoming student-athletes and transfer students.

Position: Student Accounts Business Manager

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Master's or Doctoral Degree is Preferred
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Familiar with the work of the Baptist Missionary Association of Texas and the Southern Baptists of Texas Convention
 - c. Administrative experience
 - d. Knowledge of the budgetary process
 - e. Ability to supervise people
 - f. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - g. Leadership ability and people skills
 - h. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Student Accounts Business Manager supervises and oversees the front desk.
 - b. The Student Accounts Business Manager manages student accounts (both billing and collection).
 - c. The Student Accounts Business Manager manages all Student Org. accounts.
 - d. The Student Accounts Business Manager manages both Master and Student Calendars.
 - e. The Student Accounts Business Manager is responsible for room or property rentals.
 - f. The Student Accounts Business Manager is responsible for daily deposits.
 - g. The Student Accounts Business Manager works closely with the Financial Aid Director for disbursement and associated reporting for financial aid.
 - h. The Student Accounts Business Manager assists the Vice President for Executive Affairs in negotiating vendor contracts.
 - i. The Student Accounts Business Manager is responsible for other duties as assigned by the Cabinet.

Position: Director of Financial Aid

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Bachelor's Degree in Accounting or General Business is Preferred
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Leadership ability and people skills
 - g. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Director of Financial Aid works closely with the Director of Admissions and the Vice President for Executive Affairs.
 - b. The Director of Financial Aid provides ongoing counseling of students and parents concerning financial aid.
 - c. The Director of Financial Aid gives up-to-date financial aid information to the student.
 - d. The Director of Financial Aid reviews financial aid and scholarship applications.
 - e. The Director of Financial Aid verifies applicable ISIR's and obtains pertinent documents.
 - f. The Director of Financial Aid documents all professional judgment determinations.
 - g. The Director of Financial Aid coordinates the Federal and State Work Study programs.
 - h. The Director of Financial Aid coordinates the Scholarship Maintenance program.
 - i. The Director of Financial Aid awards and orders Tuition Equalization Grants (TEG).
 - j. The Director of Financial Aid generates the originations and disbursements for Pell Grants.
 - k. The Director of Financial Aid calculates registration reports for the Business Office.
 - l. The Director of Financial Aid prepares the Financial Aid database report and reports it to the State. The Financial Aid Database report is done in 3 cycles, (1) at the end of the fall term, (2) at the end of the spring term and (3) at the end of the summer terms.
 - m. The Director of Financial Aid prepares yearly FISAP reports to the Department of Education (DOE).
 - n. The Director of Financial Aid prepares required reports to the President and the Business Office.
 - o. The Director of Financial Aid orders Federal College Work Study (FCWS), Supplemental Equal Opportunity Grant (SEOG), Federal Direct Loans, State College Work Study and Pell Grant Monies from DOE.
 - p. The Director of Financial Aid maintains adequate and confidential records.
 - q. The Director of Financial Aid supervises the student loan program.
 - r. The Director of Financial Aid is responsible for other duties as assigned by the Cabinet.

Position: Director of Admissions

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Academic Affairs
3. Education: Bachelor's Degree is Preferred
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Leadership ability and people skills
 - g. Conservative Christian decorum in conduct and appearance
 - h. Valid Texas driver's license
5. Responsibilities
 - a. The Director of Admissions shall work closely with the Director of Financial Aid and shall report to the Vice President for Academic Affairs.
 - b. The Director of Admissions, working with the President, shall annually review current enrollment and set a realistic recruitment goal for the next year consistent with the overall College plan.
 - c. The Director of Admissions shall be responsible for the establishment and oversight of an annual recruitment plan to meet the stated goals.
 - d. The Director of Admissions shall be responsible for making individual admission decisions consistent with the established admission policies of the College.
 - e. The Director of Admissions shall chair the Admissions Committee which is tasked with setting and/or amending admission policies.
 - f. The Director of Admissions shall supervise all admissions personnel.
 - g. The Director of Admissions shall be responsible for planning and overseeing all mass outreach efforts.
 - h. The Director of Admissions shall be responsible for ensuring quality customer service to all potential students from initial contact to enrollment.
 - i. The Director of Admissions shall be responsible for identifying and scheduling placement testing.
 - j. The Director of Admissions shall assist the Registrar in coordinating New Student Registration.
 - k. The Director of Admissions shall ensure quality representation at college fairs, BMA and SBTC functions, homeschool events, and in like-faith churches.
 - l. The Director of Admissions shall be responsible for planning and executing special events on campus for the purpose of promoting the College and recruiting students.
 - m. The Director of Admissions shall make scholarship information available to prospects and applicants.
 - n. The Director of Admissions shall be responsible for the creation of admissions publicity.
 - o. The Director of Admissions shall maintain the hard-copy files and EMPOWER database entries of prospective students to include all supporting documents consistent with the College's retention policy.

- p. The Director of Admissions shall coordinate with the Primary Designated School Official (PDSO) regarding the issuance of immigration documents and advising international students on immigration matters.
- q. The Director of Admissions is responsible for international student I-20's.
- r. The Director of Admissions is responsible for other duties as assigned by the Cabinet

Position: Chief Information Officer

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Bachelor's Degree in Computer Science; Master's Degree Preferred
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Leadership ability and people skills
 - g. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Chief Information Officer provides leadership for needs assessment, strategic planning, special initiatives, and budgetary information to meet the College's information technology needs.
 - b. The Chief Information Officer participates in the development of grants, contracts, and gifts to support the information technology objectives.
 - c. The Chief Information Officer standardizes and manages the necessary infrastructure to facilitate the exchange of information and assure appropriate security, connectivity, and interoperability for all centralized information technology operations.
 - d. The Chief Information Officer provides in-house technical expertise for the resolution of technical problems.
 - e. The Chief Information Officer creates and implements a comprehensive faculty and staff development plan to ensure that campus faculty and staff are equipped to make optimal use of the College's information technology resources.
 - f. The Chief Information Officer develops, implements, and maintains systems of internal controls, emergency and backup procedures, proper licensing, system upgrades, and disaster recovery plans to ensure integrity of information, security of databases, and internal network access control.
 - g. The Chief Information Officer maintains a campus-wide inventory of information technology assets.
 - h. The Chief Information Officer supervises all Information Technology (IT) Department personnel.
 - i. The Chief Information Officer is responsible for other duties as assigned by the Cabinet.

Position: Dean of Students

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Master's or Doctoral Degree is Preferred
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Familiar with the work of the Baptist Missionary Association of Texas and the Southern Baptists of Texas Convention
 - c. Administrative experience
 - d. Knowledge of the budgetary process
 - e. Ability to supervise people
 - f. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - g. Teaching experience with at least 18 hours in one field
 - h. Leadership ability and people skills
 - i. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Dean of Students answers directly to the President and works closely with the Academic Dean for academic advising.
 - b. The Dean of Students is responsible for establishing and maintaining an advising center for the purpose of providing assistance to students in the areas of personal, school, or career advising.
 - c. The Dean of Students is responsible for the operation of the Student Union Building (SUB) and snack machines.
 - d. The Dean of Students is the contact person for student employment.
 - e. The Dean of Students is responsible for coordinating the spiritual formation of students, including Chapel attendances and services and student activities.
 - f. The Dean of Students is responsible for editing and publishing the Jacksonville College Student Handbook yearly.
 - g. The Dean of Students serves as first point of campus/student discipline and works closely with the Judicial Committee when necessary.
 - h. The Dean of Students approves or disapproves of all student activities such as concerts, Bible studies, etc.
 - i. The Dean of Students supervises the Student Government Association elections and participation of Freshmen and Sophomore Class Officers.
 - j. The Dean of Students guides student leaders in planning and promoting student activities.
 - k. The Dean of Students counsels with students who need discipline.
 - l. The Dean of Students directs community service of students and staff.
 - m. The Dean of Students works with the leaders of the student organizations.
 - n. The Dean of Students is responsible for other duties as assigned by the Cabinet.

Position: Athletic Director

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Master's or Doctoral Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Teaching experience with at least 18 hours in one field
 - g. Leadership ability and people skills
 - h. Conservative Christian decorum in conduct and appearance
 - i. Commercial Driver's License (CDL)
5. Responsibilities
 - a. The Athletic Director directs and manages all aspects of the National Junior College Athletic Association (NJCAA) sports program.
 - b. The Athletic Director oversees the Sports Banquet.
 - c. The Athletic Director manages the equipment and facilities for the athletic program.
 - d. The Athletic Director oversees the recruiting of the student-athletes.
 - e. The Athletic Director supervises the coaches of all athletic programs.
 - f. The Athletic Director supervises the teachers of the P.E. classes.
 - g. The Athletic Director provides leadership to the Jag Club.
 - h. The Athletic Director supervises and assists with all recruiting within the Athletic Department.
 - i. The Athletic Director is responsible for other duties as assigned by the Cabinet.

Position: Human Resources Representative

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Bachelor's Degree is Preferred
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Ability to use proper communication skills and communicate in various ways
 - c. Knowledge of Business Office procedures
 - d. Proficient computer skills
 - e. Proper clerical and organizational skills
 - f. Conservative Christian decorum in conduct and appearance
 - g. Ability to utilize proper note taking skills
 - h. Ability to supervise different groups of people
 - i. Ability to remain calm in stressful situations
5. Responsibilities
 - a. The Human Resources Representative is responsible for maintaining employee files.
 - b. The Human Resources Representative is responsible for keeping records of all pertinent employee information and is responsible for all payroll processing and record keeping.
 - c. The Human Resources Representative is responsible for keeping records of employee vacation, sick, and personal leave time.
 - d. The Human Resources Representative should be knowledgeable of all employee payroll deductions.
 - e. The Human Resources Representative keeps records of all monies paid to students, work study, and game officials with the exception of refund checks given for overpayment on a student's accounts.
 - f. The Human Resources Representative distributes all pay stubs.
 - g. The Human Resources Representative has knowledge of the Family and Medical Leave Act and is to remain up to date on all new employee laws.
 - h. The Human Resources Representative is responsible for keeping track of all employee insurance and distributing COBRA information when necessary.
 - i. The Human Resources Representative assists with the completion of IPEDs during the spring semester.
 - j. The Human Resources Representative serves as the Affirmation Officer.
 - k. The Human Resources Representative distributes adjunct/overload class agreements to be signed and collects the signed agreements. Once all agreements are collected, it is the responsibility of the Human Resources Representative to deliver them to the CPA.
 - l. The Human Resources Representative distributes pay stubs to adjunct/overload employees.
 - m. The Human Resources Representative is responsible for delivering dual credit class agreements to the CPA and distributing pay stubs to the instructors.
 - n. The Human Resources Representative is responsible for distributing birthday cards.

- o. The Human Resources Representative is responsible for issuing and filing employee write-ups.
- p. The Human Resources Representative is responsible for employment verifications.
- q. The Human Resources Representative is responsible for keeping track of terminations and will be witness that all terminations are lawful.
- r. The Human Resources Representative is responsible for other duties as assigned by the Cabinet.

Position: Compliance Office

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Academic Affairs
3. Education: Master's or Doctoral Degree is Preferred
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Familiar with the work of the Baptist Missionary Association of Texas and the Southern Baptists of Texas Convention
 - c. Administrative experience
 - d. Knowledge of the budgetary process
 - e. Ability to supervise people
 - f. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - g. Strong interpersonal, multicultural skills
 - h. Knowledge of problem solving skills
 - i. Teaching experience with at least 18 hours in one field
 - j. Leadership ability
 - k. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Compliance Officer serves as the Director of Disability Services/504.
 - b. The Compliance Officer serves as the Title IX Coordinator.
 - c. The Compliance Officer stays current on federal guidelines for Disability Services/504 and Title IX.
 - d. The Compliance Officer disseminates information to campus community about Disability Services/504 and Title IX protocols.
 - e. The Compliance Officer is responsible for other duties as assigned by the Cabinet.

Position: Counselor

1. Salary Classification: C - Support Staff
2. Immediate Supervisor: Vice President for Academic Affairs
3. Education: Master's or Doctoral Degree is Preferred
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Familiar with the work of the Baptist Missionary Association of Texas and the Southern Baptists of Texas Convention
 - c. Administrative experience
 - d. Knowledge of the budgetary process
 - e. Ability to supervise people
 - f. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - g. Strong interpersonal, multicultural skills
 - h. Knowledge of problem solving skills
 - i. Teaching experience with at least 18 hours in one field
 - j. Leadership ability
 - k. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Counselor provides a supportive environment for students to discuss emotional, mental, or lifestyle issues.
 - b. The Counselor provides information and resources relevant to student needs.
 - c. The Counselor helps students develop strategies to address their needs.
 - d. The Counselor will refer students to other healthcare professionals when appropriate.
 - e. The Counselor assists students to set goals and reach desired outcomes.
 - f. The Counselor may act as a mediator in conflict resolution settings.
 - g. The Counselor may be asked to provide counseling to students as a part of a required disciplinary plan.
 - h. The Counselor is responsible for other duties as assigned by the Cabinet.

Position: Director of Social Media

1. Salary Classification: A - Support staff
2. Immediate Supervisor: Chief Information Officer
3. Education: Bachelor's Degree in related field
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
 - d. Skills in social media
5. Responsibilities
 - a. The Director of Social Media works closely with Admissions, Public Relations, and the Dean of Students to create promotional electronic media material for recruiting and events.
 - b. The Director of Social Media develops, maintains, and updates the website, social media channels, digital signage, and other systems as assigned.
 - c. The Director of Social Media provides graphic design work for all departments on electronic media to ensure a unified look and feel of promotional material.
 - d. The Director of Social Media researches current trends in social media to keep in contact with students, prospects, and alumni.
 - e. The Director of Social Media performs other duties as assigned by the Chief Information Officer.
 - f. The Director of Social Media is responsible for other duties as assigned by the Cabinet.

Position: Director of Public Relations

1. Salary Classification: A - Administrative staff
2. Immediate Supervisor: Vice President for Academic Affairs
3. Education: Bachelor's Degree with some hours in Marketing, Public Relations, or a related field
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Leadership ability and people skills
 - g. Conservative Christian decorum in conduct and appearance
 - h. Valid Texas driver's license
5. Responsibilities
 - a. The Director of Public Relations oversees the College's public and media relations efforts and disseminating news about the College.
 - b. The Director of Public Relations assists the College with external messaging.
 - c. The Director of Public Relations assists with the branding of the College.
 - d. The Director of Public Relations works with the Office of Admissions for marketing in furthering student recruitment initiatives.
 - e. The Director of Public Relations serves as the primary spokesperson for media inquiries involving other experts on campus as needed.
 - f. The Director of Public Relations makes copies of newspaper articles featuring students and personnel and gives them to the respective person(s).
 - g. The Director of Public Relations is responsible for other duties as assigned by the Cabinet.

Position: Director of Library Services

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Academic Affairs
3. Education: Master's Degree in Library Science
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Director of Library Services is responsible for the organization, operation, and development of the Norman Library. This includes policy formulation, responsibility for collection, development, and long range planning.
 - b. The Director of Library Services proposes budget recommendations and administers the adopted library budget.
 - c. The Director of Library Services supervises the library staff.
 - d. The Director of Library Services makes regular reports on the use of the library, including the total number of learning resource materials that are available and the circulation of these materials.
 - e. The Director of Library Services stimulates the use of the library and provides an orientation program for its patrons.
 - f. The Director of Library Services evaluates the library program and plans improvements accordingly.
 - g. The Director of Library Services serves as spokesperson for the library.
 - h. The Director of Library Services is a member of the faculty and participates on faculty committees as appointed or elected.
 - i. The Director of Library Services ensures that all safety rules and regulations are carried out by those under his or her supervision. (See "Safety and Environmental Policy")
 - j. The Director of Library Services maintains archives of all College committee minutes.
 - k. The Director of Library Services maintains a file of documents for public access.
 - l. The Director of Library Services is responsible for the printing and distributing of student ID cards
 - m. The Director of Library Services is responsible for other duties as assigned by the Cabinet.

Position: Director of Food Services

1. Salary Classification: B - Food Service
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: High School Diploma or GED
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Ability to supervise other people and work cooperatively with students and staff
 - c. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - d. Conservative Christian decorum in conduct and appearance
 - e. Valid Texas driver's license
5. Responsibilities
 - a. The Director of Food Services maintains files of correspondence, policies, inventory, and reports.
 - b. The Director of Food Services selects cafeteria employees for vacancies in cooperation with administration in accordance with approved personnel procedures.
 - c. The Director of Food Services supervises and evaluates cafeteria workers.
 - d. The Director of Food Services attends meetings as scheduled by the administration as a part of the administrative team.
 - e. The Director of Food Services develops and assumes responsibility for maintaining a balanced budget.
 - f. The Director of Food Services works cooperatively with the Business Office personnel on contracting and purchasing.
 - g. The Director of Food Services completes daily, weekly, and monthly reports as scheduled and is responsible for getting them to the appropriate personnel in a timely manner.
 - h. The Director of Food Services plans menus that meet federal nutritional guidelines and adjusts menus based on student requests and consumption.
 - i. The Director of Food Services keeps a perpetual inventory of food and supplies and assumes responsibility for keeping inventories, including ordering.
 - j. The Director of Food Services checks deliveries from distributors and signs tickets.
 - k. The Director of Food Services collects and supervises collection of money from students and teachers and counts money for posting to the cafeteria account.
 - l. The Director of Food Services sends invoices and receipts to the Business Office weekly.
 - m. The Director of Food Services opens the kitchen, unlocks the doors, and checks the equipment.
 - n. The Director of Food Services gives instructions for the day's duties (written or verbal).
 - o. The Director of Food Services aides and supervises the preparation of food and the serving line, including its operation, and the cleaning of the kitchen and all equipment.
 - p. The Director of Food Services submits repair needs of the physical building and equipment to the Maintenance Department and Business Office
 - q. The Director of Food Services demonstrates initiative and creativity in the areas of preparation, packaging, and presentation as the budget allows for food and the serving line.
 - r. The Director of Food Services assists in planning the use of facilities where food is needed for College functions.
 - s. The Director of Food Services is responsible for other duties as assigned by the Cabinet.

Position: Director of Housing

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Associate Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Leadership ability and people skills
 - g. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Director of Housing works with the Cabinet, the Director of Admissions, the Academic Dean, the Director of Financial Aid, Student Accounts Business Manager, Security, and the Maintenance Director to evaluate housing needs.
 - b. The Director of Housing assigns housing to students.
 - c. The Director of Housing oversees maintenance of housing property.
 - d. The Director of Housing ensures the inspection of housing on a weekly basis.
 - e. The Director of Housing oversees the Resident Assistant.
 - f. The Director of Housing is responsible for other duties as assigned by the Cabinet.

Position: Director of Security

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Bachelor's Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Leadership ability and people skills
 - g. Conservative Christian decorum in conduct and appearance
 - h. Valid Texas driver's license
 - i. Ability to meet the requirements to be commissioned by the Texas Private Security Bureau
5. Responsibilities
 - a. The Director of Security supervises security personnel, hires security personnel, and manages their work schedules.
 - b. The Director of Security provides daily security reports to the Vice President for Executive Affairs of the College.
 - c. The Director of Security develops an emergency management plan and student alert system.
 - d. The Director of Security supervises the Rave Alert System.
 - e. The Director of Security conducts all background checks.
 - f. The Director of Security is responsible for security personnel and environmental health and safety, and communicates with other administrators regarding these areas.
 - g. The Director of Security serves as the Safety Officer of the College. (See "Safety and Environmental Policy")
 - h. The Director of Security supervises parking lots and issues parking permits.
 - i. The Director of Security is responsible for sending out Rave alerts to students and faculty during inclement weather situations.
 - j. The Director of Security is responsible for contacting any news outlets about any changes to normally scheduled hours due to inclement weather situations.
 - k. The Director of Security is responsible for other duties as assigned by the Cabinet.

Position: Director of Transportation

1. Salary Classification: A - Support Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: High School Diploma
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
 - d. Valid Commercial Driver's License (CDL)
5. Responsibilities
 - a. The Director of Transportation oversees all College-owned vehicles.
 - b. The Director of Transportation works with the Student Accounts Business Manager to maintain titles to all vehicles on file and to ensure that insurance, registration, and inspections are current.
 - c. The Director of Transportation cares for the maintenance of the vehicles.
 - d. The Director of Transportation approves all drivers, ensuring they have valid licenses and insurance approval.
 - e. The Director of Transportation keeps records of vehicle usage.
 - f. The Director of Transportation recommends transportation needs to the President.
 - g. The Director of Transportation ensures that each vehicle has proper documents in the vehicle, a spare tire, a lug, a wrench, and a jack; ensures that each vehicle has a First Aid kit and other safety equipment.
 - h. The Director of Transportation receives vehicle requests.
 - i. The Director of Transportation maintains the College vehicle dispatch schedule.
 - j. The Director of Transportation ensures necessary forms are properly completed before and after vehicle dispatch.
 - k. The Director of Transportation dispatches College vehicles.
 - l. The Director of Transportation maintains all pertinent vehicle logs.
 - m. The Director of Transportation is responsible for other duties as assigned by the Cabinet.

Position: Director of Maintenance

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Associate Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
 - d. Valid Texas driver's license
 - e. Familiarity with HazMat, ADA, and OSHA laws and associated regulations
5. Responsibilities
 - a. The Director of Maintenance assists the President in planning, organizing, and supervising the maintenance (including custodial services), repair, and alteration of owned and leased buildings and structures to preserve and protect the College's investment in public facilities; meets the needs of the internal and external customer for safe, functional, and presentable facilities.
 - b. The Director of Maintenance uses federal, state, and local laws, policies, procedures, and practices to maintain facility code requirements (typically uses College vehicles, telephones, two-way radios, calculators, computers, specialized computer applications, and custodial equipment and supplies).
 - c. The Director of Maintenance coordinates, organizes, and directs building maintenance, managing both in-house staff and outside contractual staff to provide an optimum maintenance service within prescribed budget.
 - d. The Director of Maintenance schedules and assigns projects and inspects work while in progress and upon completion to ensure proper quality and quantity work performed.
 - e. The Director of Maintenance assists in preparing, administering, and monitoring the Building Maintenance and Custodian Department Performance-Based Budget, including submitting written budgetary recommendations, justifications, and anticipated future budgetary needs.
 - f. The Director of Maintenance responds to and resolves building user complaints regarding lighting, temperature, noise, cleanliness, insect and rodent intrusion, and air quality.
 - g. The Director of Maintenance explains, interprets, and enforces College rules, regulations, and procedures.
 - h. The Director of Maintenance provides oversight for the department's Hazardous Materials Management program.
 - i. The Director of Maintenance initiates fact finding pertinent to disciplinary problems, recommends disciplinary action when appropriate, and resolves complaints of subordinate personnel whenever possible.
 - j. The Director of Maintenance supervises and evaluates assigned personnel, discusses work performance with subordinate personnel, and prepares performance evaluations on personnel supervised.
 - k. The Director of Maintenance may perform custodial work on a relief or emergency basis.
 - l. The Director of Maintenance is responsible for other duties as assigned by the Cabinet.

Position: Director of Alumni Relations

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Bachelor's Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Leadership ability and people skills
 - g. Conservative Christian decorum in conduct and appearance
 - h. Valid Texas driver's license
5. Responsibilities
 - a. The Director of Alumni Relations reports to and works cooperatively with the President.
 - b. The Director of Alumni Relations builds and maintains a support system for Jacksonville College in the BMA of Texas and in the Southern Baptists of Texas Convention. This includes prayer support from the churches and expanded monetary support with emphasis on College endowments, planned giving, special projects, and scholarships.
 - c. The Director of Alumni Relations serves as the Chief Executive Officer of the Jacksonville College Alumni and Ex-Student Association.
 - d. The Director of Alumni Relations develops techniques to encourage support of Jacksonville College Alumni Association.
 - e. The Director of Alumni Relations develops techniques to encourage support of the College by the alumni.
 - f. The Director of Alumni Relations seeks other sources of support for the College through donors and through services that people might render to the College.
 - g. The Director of Alumni Relations encourages the Jacksonville College community to catch the spirit of donating to the school.
 - h. The Director of Alumni Relations oversees the office of alumni.
 - i. The Director of Alumni Relations visits alumni to seek involvement and support for Jacksonville College.
 - j. The Director of Alumni Relations represents Jacksonville College at events, associations, and churches.
 - k. The Director of Alumni Relations oversees communication to alumni by maintaining current email addresses and mailing addresses by sending information on the College via email, social media, and newsletters.
 - l. The Director of Alumni Relations plans and promotes the annual Homecoming events with the Alumni Association and College staff.
 - m. The Director of Alumni Relations oversees college personnel and volunteers leading up to and during Homecoming events.
 - n. The Director of Alumni Relations is responsible for the Jag Store.
 - o. The Director of Alumni Relations is responsible for other duties as assigned by the Cabinet.

Position: Director of Development

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: President
3. Education: Bachelor's Degree is Preferred
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Leadership ability and people skills
 - g. Conservative Christian decorum in conduct and appearance
 - h. Valid Texas driver's license
5. Responsibilities
 - a. The Director of Development reports to and works cooperatively with the President.
 - b. The Director of Development builds and maintains a support system for Jacksonville College in the BMA of Texas and in the Southern Baptists of Texas Convention. This includes prayer support from the churches and expanded monetary support with emphasis on College endowments, planned giving, special projects, and scholarships.
 - c. The Director of Development develops fundraising strategies and oversees the fundraising programs for the College, including creating fundraising goals and soliciting funds to meet those goals.
 - d. The Director of Development seeks other sources of support for the College through donors and through services that people might render to the College.
 - e. The Director of Development encourages the Jacksonville College community to catch the spirit of donating to the school.
 - f. The Director of Development oversees grant-writing efforts.
 - g. The Director of Development is responsible for other duties as assigned by the President.

Position: Accounts Payable/Donor Accounts Manager

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Executive Affairs
3. Education: Bachelor's Degree in Business Management Administration
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
 - d. Accounting procedure skills
5. Responsibilities
 - a. This position operates with limited supervision for routine work and is able to identify when direction is required and responds easily to new assignments. This is an evolving position and responsibilities may shift over time.
 - b. The Accounts Payable/Donor Accounts Manager keeps records of financial transactions for Jacksonville College.
 - c. The Accounts Payable/Donor Accounts Manager should be proficient in the use of Quickbooks operating system.
 - d. The Accounts Payable/Donor Accounts Manager verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents, such as sales slips, invoices, receipts, check stubs, and computer printouts.
 - e. The Accounts Payable/Donor Accounts Manager summarizes details in separate ledgers or computer files and transfers data to the general ledger.
 - f. The Accounts Payable/Donor Accounts Manager reconciles and balances accounts.
 - g. The Accounts Manager may compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.
 - h. The Accounts Payable/Donor Accounts Manager maintains all financial hard copy files of the College.
 - i. The Accounts Payable/Donor Accounts Manager orders supplies.
 - j. The Accounts Payable/Donor Accounts Manager provides assistance to auditors.
 - k. The Accounts Payable/Donor Accounts Manager assists the Vice President for Executive Affairs with the annual budget.
 - l. The Accounts Payable/Donor Accounts Manager computes, types, and mails statements to customers.
 - m. The Accounts Payable/Donor Accounts Manager performs other related duties as assigned by the President and the Student Accounts Business Manager.
 - n. The Accounts Payable/Donor Accounts Manager deposits church donation checks and maintains reports of donor accounts.
 - o. The Accounts Payable/Donor Accounts Manager is responsible for other duties as assigned by the Cabinet.

Position: Receptionist/Secretary

1. Salary Classification: C - Part Time Support Staff
2. Immediate Supervisor: Student Accounts Business Manager
3. Education: High School Diploma
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
 - d. Clerical skills
5. Responsibilities
 - a. The Receptionist/Secretary shall carry out general clerical assignments such as typing, filing, etc.
 - b. The Receptionist/Secretary effectively communicates and interacts with management, faculty, staff, members of the general public, and all other groups involved in the activities of the College.
 - c. The Receptionist/Secretary answers the main switchboard telephone for the entire College, provides non-personal information, takes and relays messages and/or directs calls to appropriate personnel, and returns calls as necessary.
 - d. The Receptionist/Secretary greets visitors, ascertains the nature of business, and assists and/or directs visitors to appropriate person.
 - e. The Receptionist/Secretary orders office supplies.
 - f. The Receptionist/Secretary prepares blank note cards for the President.
 - g. The Receptionist/Secretary processes incoming and outgoing mail and prepares notices of package slips and places them in the mailboxes.
 - h. The Receptionist/Secretary willingly fulfills tasks as assigned.
 - i. The Receptionist/Secretary is responsible for other duties as assigned by the Cabinet.

Position: Assistant to the Director of Admissions

1. Salary Classification: Part-Time Staff
2. Immediate Supervisor: Academic Dean
3. Education: High School Diploma or GED
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Assistant to the Admissions serves as a clerical assistant to Admissions.
 - b. The Assistant to the Admissions is available to assist other members of the Administrative Staff in the office suite area.
 - c. The Assistant to the Admissions is responsible for other duties as assigned by the Cabinet.

Position: Student Life

1. Salary Classification: A - Support Staff
2. Immediate Supervisor: Vice President for Executive Affairs/Athletic Director
3. Education: Bachelor's Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
 - d. Clerical skills
5. Responsibilities
 - a. The Student Life Coach provides assistance to the Athletic Director and coaches as assigned.
 - b. The Student Life Coach welcomes student-athletes to Jacksonville College.
 - c. The Student Life Coach provides orientation of campus and community facilities.
 - d. The Student Life Coach explains the mission and purpose of Jacksonville College.
 - e. The Student Life Coach clarifies rules and regulations.
 - f. The Student Life Coach encourages the students to attend Chapel and local church services.
 - g. The Student Life Coach assists faculty in promoting academic success for each student-athlete.
 - h. The Student Life Coach encourages coaches and assists them in clerical and supporting needs.
 - i. The Student Life Coach will take Chapel Attendance.
 - j. The Student Life Coach will work on Intramural sports.
 - k. The Student Life Coach provides transportation to doctor appointments and other approved functions.
 - l. The Student Life Coach arranges and leads student-athletes to volunteer for community service projects.
 - m. The Student Life Coach promotes Jacksonville College to the community and the alumni.
 - n. The Student Life Coach is responsible for other duties as assigned by the Cabinet.

Position: Information Technology (IT) Support

1. Salary Classification: A - Support Staff
2. Immediate Supervisor: Chief Information Officer
3. Education: Bachelor's Degree
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
 - d. Skills in PC troubleshooting and repair
5. Responsibilities
 - a. The Director of Information Technology Support assists College personnel with software and hardware problems.
 - b. The Director of Information Technology Support troubleshoots hardware and software.
 - c. The Director of Information Technology Support installs and relocates computer systems.
 - d. The Director of Information Technology Support follows standard software installation procedures and installs a variety of software packages.
 - e. The Director of Information Technology Support performs OS and software updates as needed.
 - f. The Director of Information Technology Support performs routine maintenance on computers as needed for support issues or scheduled maintenance.
 - g. The Director of Information Technology Support assists in organizing the College's software and hardware inventories.
 - h. The Director of Information Technology Support assists with the equipment replacement cycle.
 - i. The Director of Information Technology Support verifies and assists in assuring that College workstations follow the College's standard workstation configuration and contain the expected updates.
 - j. The Director of Information Technology Support is responsible for the media and sound systems in Chapel and other events.
 - k. The Director of Information Technology Support performs other duties as assigned by the Chief Information Officer.
 - l. The Director of Information Technology is responsible for other duties as assigned by the Cabinet.

Position: Head Athletic Trainer

1. Salary Classification: A - Support Staff
2. Immediate Supervisor: Academic Dean if teaching is part of assigned responsibilities;
Athletic Director for sports program matters
3. Education: Master's Degree with at least 18 graduate hours in the field taught
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and people skills
 - d. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Athletic Trainer adheres to the same responsibilities as full-time faculty if teaching is part of assigned responsibilities
 - b. The Athletic Trainer with the Academic Dean in encouraging academic success for players.
 - c. The Athletic Trainer must have knowledge of a large range of medical problems. Assessment, evaluation skills and working with other healthcare professionals will be required.
 - d. The Athletic Trainer must have the ability to think critically and make independent decisions regarding the assessment, treatment, rehabilitation and return to play decisions per state licensure guidelines.
 - e. The Athletic Trainer should be thorough and detailed with injury tracking and documentation.
 - f. The Athletic Trainer must have the ability to communicate effectively in high stress/pressure situation when talking to patients, medical professionals, staff and families.
 - g. The Athletic Trainer must provide onsite care and management of injuries and illnesses including: prevention, evaluation, management and rehabilitation.
 - h. The Athletic Trainer must be able to assess risk of injury, perform ergonomic evaluation and coaching, self-care implementation and overall wellness promotion.
 - i. The Athletic Trainer must document all patient encounters.
 - j. The Athletic Trainer must coordinate and implement injury prevention programs and customized preventative strategies and programs to each patient.
 - k. The Athletic Trainer must minimize risk of injury through awareness, education and prevention strategies.
 - l. The Athletic Trainer must provide accommodation recommendations, related to sport, for student athletes with restrictions or limitations.
 - m. The Athletic Trainer must communicate with physicians and coaching staff regarding the injury status of athletes.
 - n. The Athletic Trainer must carry out medical care for assigned student-athletes per the sports medicine standard operating procedures.
 - o. The Athletic Trainer works with the Athletic Director in the sports program.
 - p. The Athletic Trainer participates in planned in-service activities.

- q. The Athletic Trainer follows guidelines for purchase orders, requisitions, reimbursement forms, and IT and maintenance requests.
 - r. The Athletic Trainer fulfills other duties as assigned by the Cabinet.
- 6. Physical Requirements:
 - a. Work at medium to fast pace.
 - b. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects.
 - c. Medium strength is required to position patients for examination.
 - d. May assist patients as needed, helping them on and off the exam table.
 - e. Ability to work a flexible schedule, including evenings, weekends, and holidays.

Position: Coach

1. Salary Classification: A - Support Staff
2. Immediate Supervisor: Academic Dean if teaching is part of assigned responsibilities; Athletic Director for sports program matters
3. Education: Master's Degree with at least 18 graduate hours in the field taught
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and people skills
 - d. Conservative Christian decorum in conduct and appearance
 - e. Valid Commercial Driver's License (CDL)
5. Responsibilities
 - a. The coach adheres to the same responsibilities as full-time faculty if teaching is part of assigned responsibilities
 - b. The coach works with the Academic Dean in encouraging academic success for players.
 - c. The coach works with the Athletic Director in the sports program.
 - d. The coach notifies the Academic Dean of team absences from classes for college approved athletic events.
 - e. The coach participates in planned in-service activities
 - f. The coach recruits players that adhere to Jacksonville College principles.
 - g. The coach takes responsibility for recruitment of his/her particular sports team.
 - h. The coach follows guidelines for purchase orders, requisitions, reimbursement forms, and IT and maintenance requests.
 - i. The coach fulfills other duties as assigned by the Cabinet.

Position: Security Officer

1. Salary Classification: A - Support Staff
2. Immediate Supervisor: Director of Security
3. Education: Meets the requirements to be commissioned by the Texas Private Security Bureau
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Security Officer patrols the campus of Jacksonville College.
 - b. The Security Officer ensures that all buildings are secured every evening.
 - c. The Security Officer identifies non-students on campus and determines their need to be on campus.
 - d. The Security Officer enforces the student rules of conduct.
 - e. The Security Officer enforces parking regulations.
 - f. The Security Officer identifies safety concerns and reports those to the Director of Security.
 - g. The Security Officer reports lighting needs and non-working fixtures to the Director of Security.
 - h. The Security Officer investigates and reports facts of all accidents occurring on the campus.
 - i. The Security Officer immediately notifies the Director of Security of any emergency occurring on campus.
 - j. The Security Officer is required to work additional assignments as needed (i.e. basketball games and other special event functions).
 - k. The Security Officer keeps his or her uniform clean and presentable at all times.
 - l. The Security Officer does not wear any pins or other emblems that are not part of the official uniform without prior approval from the Director of Security.
 - m. The male Security Officer keeps his hair above the collar and clean.
 - n. The male Security Officer may wear a mustache that is trimmed even at the mouth.
 - o. The female Security Officer wears her hair in a ponytail or above the shoulder.
 - p. The Security Officer does not wear loose, dangling jewelry.
 - q. The Security Officer does not wear piercing jewelry or tongue rings on duty.
 - r. The Security Officer is responsible for other duties as assigned by the Cabinet.

Position: Resident Assistant

1. Salary Classification: A - Support Staff
2. Immediate Supervisor: Director of Housing
3. Education: High School Diploma
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Resident Assistant implements all policies and procedures which apply to student housing, which includes the outside and inside appearance of residence halls and other student housing facilities.
 - b. The Resident Assistant keeps accurate records.
 - c. The Resident Assistant submits needed paperwork on time.
 - d. The Resident Assistant supervises student employees and elected student leaders.
 - e. The Resident Assistant attends all training sessions and staff meetings.
 - f. The Resident Assistant assists with student discipline.
 - g. The Resident Assistant oversees residence hall security.
 - h. The Resident Assistant is accessible to students and College personnel.
 - i. The Resident Assistant promotes a positive atmosphere within the residence hall.
 - j. The Resident Assistant fulfills other responsibilities related to student services as assigned by the Director of Housing.
 - k. The Resident Assistant maintains good communication with students, residence staff, the Director of Housing, the Dean of Students, and all College personnel.
 - l. The Resident Assistant is responsible for other duties as assigned by the Cabinet.

Position: Cafeteria Worker

1. Salary Classification: B - Food Service
2. Immediate Supervisor: Director of Food Services
3. Education: No education or previous experience required
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and basic computer skills
 - c. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Cafeteria Worker, under the supervision of the Director of Food Services, prepares and helps display meats, vegetables, fruits, and salads and replenishes the service lines as necessary.
 - b. The Cafeteria Worker cleans and sanitizes all food preparation equipment and ensures that it is kept in a safe and operable condition.
 - c. The Cafeteria Worker maintains clean work areas, utensils, and equipment.
 - d. The Cafeteria Worker helps cater special events as required.
 - e. The Cafeteria Worker cleans food preparation areas, cooking surfaces, and utensils.
 - f. The Cafeteria Worker maintains sanitation, health, and safety standards in the work areas.
 - g. The Cafeteria Worker, under supervision, mixes ingredients such as pancake or waffle batters.
 - h. The Cafeteria Worker, under supervision, cleans, chops, slices, minces, mixes, blends, beats, and shreds raw food items for further preparation and cooking.
 - i. The Cafeteria Worker performs other tasks as assigned by the supervisor.

Position: Maintenance Assistant/Groundskeeper

1. Salary Classification: B - Maintenance
2. Immediate Supervisor: Director of Maintenance
3. Education: High School Diploma or GED
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and basic computer skills
 - c. Conservative Christian decorum in conduct and appearance
 - d. Valid Commercial Driver's License (CDL)
5. Responsibilities
 - a. The Maintenance Assistant/Groundskeeper cuts the lawn using a hand, power, or riding mower and trims and edges around walks, flower beds, walls, etc.
 - b. The Maintenance Assistant/Groundskeeper plants grass, flowers, trees, and shrubs and prunes shrubs and trees to shape and improve growth.
 - c. The Maintenance Assistant/Groundskeeper sprays lawns, trees, and shrubs with fertilizers and insecticides.
 - d. The Maintenance Assistant/Groundskeeper rakes leaves, cleans and sweeps up litter, and may remove snow and ice from building walkways and steps if conditions warrant.
 - e. The Maintenance Assistant/Groundskeeper may perform minor repairs and maintenance procedures on equipment utilized in groundskeeping.
 - f. The Maintenance Assistant/Groundskeeper may perform routine labor and maintenance duties when groundskeeping work has been completed.
 - g. The Maintenance Assistant/Groundskeeper may perform other tasks as assigned by the supervisor.

Position: Maintenance Assistant/Painter

1. Salary Classification: B - Maintenance
2. Immediate Supervisor: Director of Maintenance
3. Education: High School Diploma or GED
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and basic computer skills
 - c. Conservative Christian decorum in conduct and appearance
 - d. Valid Commercial Driver's License (CDL)
5. Responsibilities
 - a. The Maintenance Assistant/Painter performs all types of industrial painting work.
 - b. The Maintenance Assistant/Painter prepares various surfaces for painting by washing, scraping, burning, sanding, sandblasting, or by other means as necessary.
 - c. The Maintenance Assistant/Painter mixes, matches, and blends various paints, enamels, lacquers, varnishes, stains, and special protective coatings to achieve desired color, consistency, and drying properties.
 - d. The Maintenance Assistant/Painter caulks, putties, cements, or plasters holes and cracks and cuts and replaces glass in windows and doors.
 - e. The Maintenance Assistant/Painter erects and uses ladders, scaffolding, and swinging stage equipment as required.
 - f. The Maintenance Assistant/Painter paints buildings, structures, equipment, and furniture using a brush, spray gun, or other applicator.
 - g. The Maintenance Assistant/Painter prepares walls and hangs paper or other wall covering material.
 - h. The Maintenance Assistant/Painter determines quantities and requests supplies orally or in writing.
 - i. The Maintenance Assistant/Painter cleans and stores tools and equipment and cleans the work site.
 - j. The Maintenance Assistant/Painter climbs ladders and onto scaffolding and works in inclement weather and emergency situations.
 - k. The Maintenance Assistant/Painter assists in a variety of maintenance and repair work on plant equipment including pumps, fans, gear boxes, shafts, chemical feed equipment, water lines, valves, belts, motors, electrical panels, generators, boilers, bar screens, and the like.
 - l. The Maintenance Assistant/Painter assists in performing preventative maintenance on buildings, equipment, plumbing, and electrical fixtures and systems.
 - m. The Maintenance Assistant/Painter drives vehicles and transports personnel, materials, and equipment as needed.
 - n. The Maintenance Assistant/Painter maintains records and logs as needed and performs related duties as needed or assigned.
 - o. The Maintenance Assistant/Painter picks up trash and maintains the appearance of lawns.
 - p. The Maintenance Assistant/Painter picks up the mail and delivers it to the Receptionist by 9:00 a.m., Monday-Friday.
 - q. The Maintenance Assistant/Painter performs other tasks as assigned by the Director of Maintenance.

Position: Maintenance Assistant/Housekeeping

- A. Salary Classification: B - Custodial
- B. Immediate Supervisor: Director of Maintenance
- C. Education: No education or previous work experience required
- D. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and basic computer skills
 - c. Conservative Christian decorum in conduct and appearance
 - d. Knowledge of safe use of cleaning equipment and supplies
- E. Responsibilities
 - 1. The Maintenance Assistant/Housekeeping dusts and mops floors.
 - 2. The Maintenance Assistant/Housekeeping vacuums carpets.
 - 3. The Maintenance Assistant/Housekeeping cleans restrooms and restocks paper and soap supplies.
 - 4. The Maintenance Assistant/Housekeeping performs routine maintenance to custodial equipment and supplies.
 - 5. The Maintenance Assistant/Housekeeping empties trash receptacles and bags trash for proper disposal.
 - 6. The Maintenance Assistant/Housekeeping may change light bulbs as directed.
 - 7. The Maintenance Assistant/Housekeeping locks doors after cleaning areas.
 - 8. The Maintenance Assistant/Housekeeping ensures the proper care in the use and maintenance of equipment and supplies and promotes continuous improvement of workplace safety and environmental practices.
 - 9. The Maintenance Assistant/Housekeeping may oversee and/or assist with snow and ice removal activities.
 - 10. The Maintenance Assistant/Housekeeping set ups and arranges rooms for meetings.
 - 11. The Maintenance Assistant/Housekeeping tears down and rearranges rooms after meetings.
 - 12. The Maintenance Assistant/Housekeeping sets the temperature control for meetings.
 - 13. The Maintenance Assistant/Housekeeping performs other tasks as assigned by the Director of Maintenance

Position: Library Assistant

1. Salary Classification: A - Support Staff
2. Immediate Supervisor: Director of Library Services
3. Education: High School Diploma or GED
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills: proficient in speaking, reading, writing, and communicating through email and other electronic channels
 - c. Conservative Christian decorum in conduct and appearance
 - d. Preferably has a working knowledge of library methods and procedures; where applicable: unique experience and demonstrated competence in a work related area may substitute for knowledge of library methods.
 - e. Ability to operate library machines properly
 - f. Some keyboarding and filing abilities
 - g. Ability to use appropriate current computer applications and willingness to stay informed about future computer applications
 - h. Ability to handle the calculation of basic arithmetic problems (addition, subtraction, multiplication, and division)
 - i. Ability to handle monies including making change, entering sales or fines in the library system, and maintaining cash reports
 - j. Ability to manage time effectively, setting priorities in order to complete work by assigned deadlines
 - k. Willingness to maintain skills through professional development activities
 - l. Ability to supervise student workers
 - m. Willingness to work flexible work hours, including working some evenings, registration days and other hours as needed
 - n. Ability to work independently or with minimal supervision
 - o. Ability to handle confidential information
1. Responsibilities
 - a. The Library Assistant carries out the general issue desk duties including but not limited to issuing, discharging, renewing, reserving books, maintaining the circulation system, and recording numbers of patrons entering the library.
 - b. The Library Assistant answers the telephone in a professional manner and responds appropriately to patron questions or refers the caller to the reference librarian.
 - c. The Library Assistant ensures that users are properly introduced to the library and guided, if necessary, to appropriate materials.
 - d. The Library Assistant assists in the maintenance of the reference and general collections.
 - e. The Library Assistant handles faculty requests for interlibrary loans under the supervision of the Director of Library Services.
 - f. The Library Assistant, under the direction of the Director of Library Services, is responsible for looking after selected special aspects of the library services, including the audio-visual collection, display areas, and other services.
 - g. The Library Assistant is to assist in maintaining equipment in working order or the reporting of issues to the appropriate departments for resolution.

- h. The Library Assistant participates in other special projects relating to the reference desk with instruction from the Director of Library Services.
- i. The Library Assistant assists in responsibility for continuous development of the collection, working cooperatively with the Director of Library Services, faculty, and administration.
- j. The Library Assistant assists with recordkeeping and statistical information as needed.
- k. The Library Assistant is responsible for other duties as assigned by the Director of Library Services and/or Cabinet.

Position: Admissions Recruitment Officer

1. Salary Classification: C- Part Time support Staff
2. Immediate Supervisor: Director of Admissions
3. Education: High School Diploma or GED
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Admissions Recruitment Officer, working under the supervision of the Director, shall be primarily responsible for direct recruitment of prospective students using multiple methods of contact.
 - b. The Admissions Recruitment Officer shall actively seek opportunities to represent the College and shall prioritize travel and events according to the mission of the College so that the likelihood of making productive contacts with potential students and their families is optimized.
 - c. The Admissions Recruitment Officer shall represent the College at college fairs, high schools, homeschool events, and other opportunities to engage students and their families as assigned by the Director.
 - d. The Admissions Recruitment Officer shall represent the College at Baptist Missionary Association of Texas (BMAT) and Southern Baptists of Texas Convention (SBTC) events as assigned by the Director and/or the President.
 - e. The Admissions Recruitment Officer shall be responsible for scheduling travel, registrations, and accommodations for all events.
 - f. The Admissions Recruitment Officer shall assist in the planning and execution of on-campus recruitment events.
 - g. The Admissions Recruitment Officer shall be knowledgeable about the admissions policies of the College and able to present them to prospective students and/or their families.
 - h. The Admissions Recruitment Officer shall, when in the office, support the work of the office by answering phones, assisting walk-in clients, and giving campus tours.
 - i. The Admissions Recruitment Officer shall perform other duties as assigned by the Cabinet.

Position: Alumni Liaison

1. Salary Classification: C - Part Time Salary
2. Immediate Supervisor: Director of Alumni
3. Education: High School Diploma
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Alumni Liaison maintains an up-to-date list of alumni addresses and emails.
 - b. The Alumni Liaison works with the Alumni Officers in planning Homecoming activities.
 - c. The Alumni Liaison assists in fundraising.
 - d. The Alumni Liaison assists the Director of Alumni and/or the President in communication to the College alumni.
 - e. The Alumni Liaison is responsible for the operation of the JAG Store
 - f. The Alumni Liaison is responsible for other duties as assigned by the Cabinet.

APPENDIX C-5 – Administrator Profile Evaluation

JACKSONVILLE COLLEGE

Administrator Profile

Date: _____ Name _____

Position: _____

Date of employment: _____

Experience in present position _____

Major Duties _____

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | N/A |
|---|---|---|---|---|---|---|---|---|---|----|-----|
| Organization of work | | | | | | | | | | | |
| Efficiency of work | | | | | | | | | | | |
| Delegation of projects and assignments | | | | | | | | | | | |
| Motivation of others | | | | | | | | | | | |
| Planning and evaluation skills | | | | | | | | | | | |
| Interactive skills (speaking, committee leadership) | | | | | | | | | | | |
| Administration of college policy | | | | | | | | | | | |
| Listening skills | | | | | | | | | | | |
| Contribution to team effort | | | | | | | | | | | |
| Execution of tact, discretion, and self-control | | | | | | | | | | | |
| Accepts constructive criticism | | | | | | | | | | | |
| Effects good budget control | | | | | | | | | | | |
| Written communication skills | | | | | | | | | | | |

Comments by evaluator:

President

Areas cited for improvement: (to be determined by President and administrator)

1.

2.

3.

4.

Employee Signature

Jacksonville College Administrator Profile

1. Date

Example: December 15, 2012

2. Name

3. Position

4. Date of employment

Example: December 15, 2012

5. Experience in present position

6. Major duties

7. Organizational skills

Mark only one oval.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

8. Efficiency of work

Mark only one oval.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

9. Delegation of projects and assignments

Mark only one oval.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
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| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

10. Motivation of others

Mark only one oval.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

11. Self motivation

Mark only one oval.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

12. Planning and evaluation skills

Mark only one oval.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

13. Interactive skills

Mark only one oval.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

14. Administration of college policy

Mark only one oval.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

15. Listening skills

Mark only one oval.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

16. Contribution to team effort

Mark only one oval.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

17. Execution of tact, discretion and self-control

Mark only one oval.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

18. Accepts constructive criticism

Mark only one oval.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

19. Effects good budget control if applicable

Mark only one oval.

| | | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | NA |

20. Written communication skills

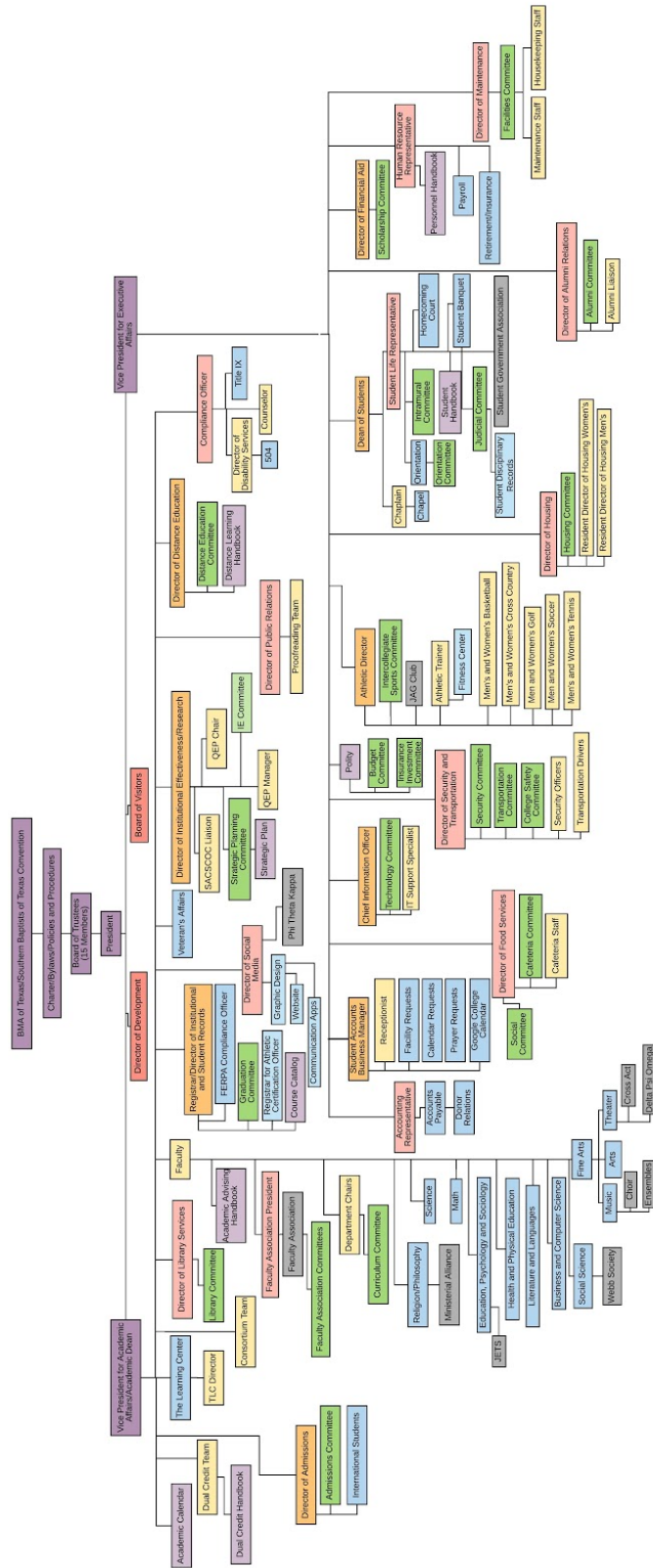
Mark only one oval.

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

21. Comments by evaluator

22. Areas cited for improvement

APPENDIX D-1 – Organizational Chart



APPENDIX D-2 – List of Properties

| Building Name | Address | Notes | Roof Type Roof Age |
|---|------------------------|--|--|
| Weatherby Building | 101 B.J. Albritton Dr. | Built 1952; Renovated 2012 | - Flat & Shingle - New 2000; Repaired 2012 |
| R.C. Buckner Chapel/ Gerald Orr Music Annex | 103 B.J. Albritton Dr. | Built 1975; Storage added in 2012 | - Flat - New 1990 |
| C.R. Meadows Building | 105 B.J. Albritton Dr. | Built 1962; Renovated 2012 | - Pitch & Metal - New 2010 |
| Campus Housing (Fite House) | 312 Kickapoo St. | Built 1900; Purchased and Renovated 2012 | - Pitch & Shingle - New 1990 |
| Empty Lot | 326 Kickapoo St. | | |
| Empty Lot | 328 Kickapoo St. | | |
| Campus Housing (SBTC Dorm) | 330 Kickapoo St. | Built 2014 | - Pitch & Shingle - New 2014 |
| Newburn-Rawlinson House | 406 Kickapoo St. | Built 1905; Purchased 1994; Renovated 2012 | - Pitch & Shingle - New 2000 |
| Campus Housing (McKnight House) | 410 Kickapoo St. | Acquired 2016 | |
| Empty Lot | 411 Kickapoo St. | | |
| Empty Lot | 415 Kickapoo St. | | |
| Empty Lot | 501 Kickapoo St. | | |
| Empty Lot | 505 Kickapoo St. | | |
| Collins Hall | 506 Kickapoo St. | Built 1965 | - Flat - New 1990; Repaired 2012 |
| Little Cafeteria and Student Union Building (SUB) | 507 Kickapoo St. | Built 1968; Renovated 2013; Renovated 2017 | - Flat - New 2005 |
| Empty Lot | 603 Kickapoo St. | | |
| Campus Housing | 607 Kickapoo St. | Purchased and Renovated 2013 | - Pitch & Shingle - New 1998 |
| Campus Housing | 604 Jefferson St. | Acquired 2013 | - Pitch & Shingle - New 1990 |
| Campus Housing | 703 Jefferson St. | Acquired 2012; Renovated 2017 | - Pitch & Shingle - New 2000 |

| | | | |
|---|--------------------------------|--|--|
| Campus Housing (Madison Avenue) | 501 Madison St. | Renovated 2017 | - Pitch & Metal - New 1990 |
| Empty Lot | 627 Madison & Washington Cross | | |
| Empty Lot | 401 N. Bolton St. | Acquired 2012 | |
| Joe Wright Property Classrooms Mary S. Lewis Theatre JC Fitness Center | 215 Kickapoo St. | Donated by Hobby Lobby Realty 2014 | - Flat - New 1990; Repaired 2014 |
| Empty Lot | 601 Washington St. | | |
| Campus Housing (Ragsdale House) | 621 Washington St. | Purchased 2013 | - Pitch & Shingle - New 2000 |
| Empty Lot | 702 Washington St. | | |
| Parking Lot (Pine St. Apt.) | 411 W. Pine St. | Purchased 2012 | |
| Library Parking Lot | 423 W. Pine St. | Acquired 2012 | |
| Pine Street Residence Hall | 501 W. Pine St. | Built 1970; Renovated 2012 | - Pitch & Shingle - New 2005 |
| Campus Housing (Thurston House) | 509 W. Pine St. | Renovated 2012 | - Pitch & Shingle - New 1990 |
| Empty Lot | 517 W. Pine St. | | |
| J.F. "Buddy" & Jeanette Aultman Tennis Courts | 530 W. Pine St. | Resurfaced 2012 | |
| Curtis Carroll Field House/Gymnasium | 531 W. Pine St. | Built 1979; Renovated 2011 | - Pitch & Metal - Repaired 2012 |
| Empty Lot | 601 W. Pine St. | | - |
| Campus Housing (Faculty House) | 607 W. Pine St. | Built 1956; Purchased and Renovated 2012 | - Pitch & Shingle - New 1995 |
| Campus Housing (Faculty House) | 609 W. Pine St. | Purchased and Renovated 2013 | - Pitch & Shingle - New 1995 |
| Bill McRae Soccer Field | 611 W. Pine St. | Renovated 2012 | |
| Mary Nell and Summers A. Norman Library | 402 Travis St. | Built 2002 | - Flat - New 2002; Repaired 2012 |
| Empty Lot | 416 Travis | | |
| Empty Lot | 427 Travis | | |
| Security/Housing Director Offices | 505 Travis St. | Built 1990 | - Pitch & Shingle - New 1996 |
| Memorial Hall | 509 Travis St. | Built 1966 | - Flat - New 2000 |

| | | | |
|---|----------------|----------------|---|
| Shoffner-Thurston Maintenance Building | 600 Travis St. | Renovated 2012 | - Pitch & Shingle - New 2000 - Pitch & Metal - New 2012 |
|---|----------------|----------------|---|

APPENDIX D-3 – List of Board of Trustees

BOARD OF TRUSTEES

| | |
|---------------------------|---------------------|
| JoEd Anderson | Rusk, TX |
| Debbie Berry | Ft. Worth, TX |
| Paul Burkhart | Plano, TX |
| Kenneth Cline | Lindale, TX |
| Charlotte Johnson | Gilmer, TX |
| Raif Turner | Lubbock, TX |
| Carole Lybrand | Tyler, TX |
| Mark Moore | Canton, TX |
| Dennis Morris | Sulphur Springs, TX |
| Dwayne Orr | Jacksonville, TX |
| Donnie Page | Cedar Hill, TX |
| Bob Pearle | Ft. Worth, TX |
| Ken Perkins | Conroe, TX |
| Richard W. Smith | Waxahachie, TX |
| Ray Thompson | Gilmer, TX |
| Gary Ledbetter (SBTC Rep) | Grapevine, TX |

APPENDIX D-4 – List of Employees

CABINET

Mike Smith - President

B.A., Baylor University

M.Div., Southwestern Baptist Theological Seminary

M.R.E., Southwestern Baptist Theological Seminary

D.Min., Luther Rice Seminary

Ph.D., Southern Baptist Theological Seminary

Blanton Feaster - Vice President for Executive Affairs

B.A., Dallas Baptist University

M.A., Southwestern Baptist Theological Seminary

Ph.D., Dallas Baptist University

Marolyn Welch - Vice President for Academic Affairs / Academic Dean

B.S., University of Texas at Tyler

M.A., University of Texas at Tyler

EXECUTIVE TEAM

Jodye Jay - Registrar / Director of Institutional and Student Records

B.S., University of Texas at Tyler

M.Ed., Lamar University

Post Graduate Study, Stephen F. Austin State University

Post Graduate Study, Portland State University

Jennifer Hughes - Student Accounts Business Manager

TBD - Dean of Students

William Cumbee - Director of Admissions

Undergraduate Studies in Business Data Processing at Western Kentucky University

Michael Creech - Chief Information Officer/Director of Distance Education

B.S., University of Texas at Tyler

M.S., University of Texas at Tyler

Paul Galyean - Director of Financial Aid

B.S., Stephen F. Austin State University

Kenneth Hamilton - Athletic Director

B.S., Texas A&M University-Commerce

M.S., in Progress, Texas A&M University-Commerce

ADMINISTRATIVE TEAM

Mirtha Mendoza - Student Life Representative
B.A., East Texas Baptist University

David Heflin - Director of Public Relations
B.S., Stephen F. Austin State University
M.A., Stephen F. Austin State University
Ph.D., Texas Tech University

Michelle Kearney - Director of Social Media and Faculty Association President
B.F.A., University of Texas at Tyler
M.A., University of North Texas

Randy Decker - Director of Alumni Relations
B.S., Dallas Baptist University
M. Ed., Stephen F. Austin University

Amber Sanchez - Compliance Officer/Director of Disability Services (504)/Counselor/Title IX
B.A., Psychology, Centenary College
M.A., Hardin-Simmons University
Post Graduate Study, Pastoral Care and Counseling

Michael Morse - Director of Security and Transportation
B.S., Sam Houston State University

Esmeralda Reyes - Accounting Representative/Human Resources Representative
B.B.A., University of Texas at Tyler
M.B.A., University of Texas at Tyler

David White - Director of Housing
B.S., Southern Arkansas University

Martin McRae - Director of Maintenance

Debbie Grubbs - Director of Food Services

Linda Thomas - Director of Library Services
B.A., Dallas Baptist University
B.S., Dallas Baptist University
PACT Teachers Certification, Letourneau
M.L.S., Texas Woman's University

FACULTY

FULL-TIME FACULTY

Michael Creech - Computer Science

B.S., University of Texas at Tyler
M.S., University of Texas at Tyler

Randy Decker - Choir
B.S., Dallas Baptist University
M. Ed., Stephen F. Austin University

Brett Eckles - History
B.S., University of Texas at Tyler
M. S., in Progress, University of Texas at Tyler

Blanton Feaster - Religion
B.A., Dallas Baptist University
M.A., Southwestern Baptist Theological Seminary
Ph.D., Dallas Baptist University

David Heflin - Spanish
B.A., Stephen F. Austin State University
M.A., Stephen F. Austin State University
Ph.D., Texas Tech University

Jodye Jay - Mathematics
B.S., University of Texas at Tyler
M.Ed., Lamar University
Post Graduate, Stephen F. Austin State University

Michelle Kearney - Art, Education
B.F.A., University of Texas at Tyler
M.A., University of North Texas

Darrell Kirchner - Chemistry
B.A., Southern Illinois University
Ph.D., West Virginia University

Tina Lane - Biology
B.S., Texas A&M University
M.S., Texas A&M University

Jan Modisette - English, Education
B.A., Stephen F. Austin State University
M.A., Stephen F. Austin State University
Ed.D., Texas A&M University – Commerce

Vanita Pettey - English
B.A., University of Texas at Tyler

M.A., University of Texas at Tyler

Patricia Richey - Computer Science, History, Government, Geography
B.S.H.E.S.S., Stephen F. Austin State University
M.S., Stephen F. Austin State University
M.Ed., Texas A&M University-Commerce
Ed.D., Texas A&M University-Commerce
Post Graduate Study, University of Texas at Arlington,
University of Texas at Tyler, Louisiana State University at Shreveport,
University of Central Arkansas, and BMA Theological Seminary

Mike Smith - Religion
B.A., Baylor University
M.Div., Southwestern Baptist Theological Seminary
M.R.E., Southwestern Baptist Theological Seminary
D.Min., Luther Rice Seminary
Ph.D., Southern Baptist Theological Seminary

Roy Stephens - Religion
B.S., Stephen F. Austin
M.ED., Stephen F. Austin
M.Div., Southwestern Seminary

Amanda Wacasey - Physical Education
B.S.A.T., Texas Wesleyan University

Marolyn Welch - English, Speech
B.S., University of Texas at Tyler
M.A., University of Texas at Tyler

ADJUNCT FACULTY

John Anderson - Accounting
B.S., University of Incarnate Word
M.S., Texas A&M University

Pam Anderson - Math
B.A., University of Texas at Tyler

Nicholas Bergan - Economics
B.A., St. Louis University
M.S., Florida State University

Kenneth Cargill - Psychology
B.A., East Texas Baptist University
M.A., Southwestern Baptist Theological Seminary

Ann Cumbee - Business

B.S., Stephen F. Austin State University

M.B.A., LeTourneau University

Dana Curry - Math

B.S., Texas A&M Commerce

M.S., Texas A&M Commerce

David Dixon - Religion

M. Div., Baptist Missionary Association Theological Seminary

Ph. D., Midwestern Baptist Theological Seminary

Andrea Earle - Math

B.B.A., Stephen F. Austin State University

M.Ed., Stephen F. Austin State University

M.S., Stephen F. Austin State University

Tim Eden - Geology

B.S., Stephen F. Austin State University

M.S., Stephen F. Austin State University

Cynthia Edwards - Sociology

B.A., Baylor University

M.S., Our Lady of the Lake University

Megan Fleming - Government

B.A., Stephen F. Austin

M.A., Stephen F. Austin

Janis Gowin - Biology

B.S., Stephen F. Austin State University

M.S., Stephen F. Austin State University

Arthur Green - Criminal Justice

B.S., Cornell University

J.D., University of Cincinnati

Grant Haney - History

B.A., Sam Houston State University

M. Ed., University of Texas at Tyler

M.A., in Progress, Sam Houston State University

Sheryl Hanna - Music

B.Ed., Sam Houston State University

M.A., Stephen F. Austin University

Whitney Hastings - Math

B.S., University of Texas at Tyler

M. Ed., University of Texas at Tyler

Post Graduate Study, Texas A&M Central Texas

Mary Lewis - Theater

B.S., University of Texas at Tyler

M.A., University of Texas at Tyler

Post Graduate Study, University of Texas at Tyler

Post Graduate Study, Stephen F. Austin State University

Ryan Melton - Math

B.S., Stephen F. Austin University

M.S., Stephen F. Austin University

Wendy Mills - Psychology

B.A., Texas A&M University

M.A., Houston Clear Lake

Sheilah O’Heaney - Theater, Speech

B.A., Mississippi University for Women

M.A., Stephen F. Austin State University

Amanda Ratcliff - Speech

B.S., University of Texas at Tyler

M.S., University of North Texas

Ph.D., Regent University

Ryan Richey - Business

B.B.A., Texas A&M Commerce

M.S., Texas A&M Commerce

Heather Richmond - English

B.A., University of Texas at Tyler

M.A., University of Texas at Tyler

Mark Rogers - Religion, Philosophy

B.A., East Texas Baptist University

M. Div., Southwestern Baptist Theological Seminary

Post Graduate Study, Baptist Missionary Association Theological Seminary

Post Graduate Study, University of Texas at Tyler

Amber Sanchez - Psychology

B.A., Psychology, Centenary College
M.A., Hardin-Simmons University
Post Graduate Study, Pastoral Care and Counseling

Tim Stiff - Biology
B.S., Sam Houston State University
Ph.D., Texas Chiropractic College

Montie Sunday - English
B.A., Stephen F. Austin University
M.Ed., Stephen F. Austin University

Teaching Assistant

Kirby Shepherd - Physical Education
B.B.A., Southern Arkansas University
M.S., in Progress, Southern Arkansas University

Support Staff

David Anderson - Assistant to the Chief Information Officer
Sheyla Armas - Receptionist/Resident Director of Housing Women's
Stephen Barr - Maintenance Staff
Jonathan Becker - Head Men's & Women's Tennis Coach
KaeLynn Boyd - Assistant Women's Basketball Coach
Castanya Breen - Director of Theater
Darlene Burnitt - Recruiter/Admissions Assistant
Will Caldwell - Assistant Men's Basketball Coach/Resident Director of Housing Men's
Lorena Camarillo - Cafeteria Staff
Savannah Carter - Head Women's Basketball
Linda Craig - Library Assistant
Denise Crear- Cafeteria Staff
Jorge Cruz - Maintenance Staff
Jean Galyean - Alumni Liaison
Roy Herring - Security Officer
Khanetta Jones - Cafeteria Staff
Constena Lace - Cafeteria Staff
Lidia Loyola - Housekeeping Staff
Martin McRae - Director of Maintenance
Martin Melchor - Associate Athletic Director/Head Men's & Women's Soccer Coach
Maria Mena - Cafeteria Staff
Matthew Monds - Security Staff
Noah Monds - Maintenance Staff
Mala Musick - Library Assistant
Emily Sturm - Assistant Registrar/Academic Dean Assistant
Christopher Thorman - Assistant Soccer Coach
Louis Truscott - Head Men's Basketball Coach

APPENDIX D-5 – Institutional Committees and Organizations

Jacksonville College has several types of institutional standing committees:

- A. Administrative Committees – Appointed by Cabinet as needed and report to appropriate superiors.
- B. Academic Committees – Appointed by Cabinet with input as needed from Departmental Director and report to appropriate superiors.
- C. Business Office Committees – Appointed by Cabinet with input as needed from Departmental Director and report to appropriate superiors.
- D. Student Services Committees – Appointed by Cabinet with input as needed from Departmental Director and report to appropriate superiors.
- E. Athletic Committees – Appointed by Cabinet with input as needed from Departmental Director and report to appropriate superiors.
- F. Faculty Association Committees – Appointed by the Chair and report to the Association

Reports from any committee can also be directed to any appropriate personnel for informational purposes or for action to be taken.

These committees play a vital role in College organization and effectiveness. They promote change, communication, and collegiality. Each committee shall be appointed every year in June with designated committee chairpersons. The President, Vice President for Academic Affairs, and Vice President for Executive Affairs are ex-officio on all committees; they are to be invited to all committee meetings. Committee members may serve two, two-year terms and then rotate off. A member may be re-appointed to the same committee after rotating off for a year. The committee chairperson shall call other meetings as needed. The minutes of each meeting shall be kept on file by the committee secretary, and copies shall be sent to the individual to whom the committee reports and to any other appropriate personnel. All minutes should be recorded on the Committee/Organization Minutes form (See [Appendix A-12](#)). The committee secretary shall send a copy of all committee minutes for the library to archive. The individual or group to whom the committee reports or to whom a report is directed shall take any needed action based on committee findings and recommendations and provide timely status reports back to the committee.

A. Administrative Committees

1. Strategic Planning Committee

a. Members

- (1) Vice President for Academic Affairs – Chair
- (2) Chairman of the Board of Trustees
- (3) Vice President for Executive Affairs
- (4) Faculty Member
- (5) Secretary of Student Government Association

b. Purpose

The Strategic Planning Committee serves as a broad-based group to review the strategic plans and actions plans, consider measurement-data and evaluations, and set out annual goals of the College.

- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Serve as a resource and advisory group to the President regarding strategic plans
 - (2) Annually review and revise as needed the mission statement, institutional goals, action plans, methods of measurement, and must set goals for the next year

2. Facilities Committee

- a. Members
 - (1) Director of Maintenance – Chair
 - (2) Director of Housing
 - (3) Faculty Member
 - (4) Employee
- b. Purpose
The Facilities Committee meets to evaluate, review, and make recommendations of all facilities of Jacksonville College to the President and Board of Trustees.
- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Serve as resource and advisory group to the President regarding the facilities of Jacksonville College
 - (2) Develop a master plan of facilities for Jacksonville College

3. Cafeteria Committee

- a. Members
 - (1) Director of Food Services – Chair
 - (2) Employee
 - (3) Reporter of Student Government Association
- b. Purpose
The Cafeteria Committee is to make recommendations related to food service.
- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Evaluate cafeteria needs in way of equipment, food serving hours, and function
 - (2) Make recommendations to Student Accounts Business Manager concerning cafeteria needs

4. Social Committee

- a. Members
 - (1) Employee – Chair
 - (2) Director of Food Service
 - (3) Employee

- b. Purpose
The Social Committee assists in planning and executing various college-wide social events.
 - c. Meetings
As called by the chairperson
 - d. Functions
 - (1) Work with SGA in the planning of the annual Spring Banquet
 - (2) Work with Alumni on hosting Homecoming activities
- 5. Judicial Committee**
- a. Members
 - (1) Faculty Member – Chair
 - (2) Faculty Member
 - (3) Faculty Member
 - b. Purpose
The Judicial Committee assists the Dean of Students in making decisions regarding student discipline.
 - c. Meetings
As called by the chairperson
 - d. Functions
 - (1) Resolve disciplinary matters
 - (2) Make recommendations for possible suspension and expulsion or loss of scholarship
 - (3) Publicize standard of conduct
- 6. Security/Transportation Committee**
- a. Members
 - (1) Director of Security/Director of Transportation – Chair
 - (2) Faculty Member
 - (3) Employee
 - b. Purpose
The Security/Transportation Committee assists the Director of Security/Director of Transportation in making decisions concerning security, and/or transportation needs.
 - c. Meetings
As called by the chairperson
 - d. Functions
 - (1) Resolve issues related to security and/or transportation
 - (2) Make recommendations to the Director of Security/Director of Transportation concerning security and/or transportation needs
- 7. Housing Committee**
- a. Members
 - (1) Director of Housing
 - (2) Employee
 - (3) Employee

- b. Purpose
The Housing Committee assists Director of Housing in making decisions concerning housing
- c. Meetings
As called by the Chairperson
- d. Functions
 - (1) Resolve issues related to housing
 - (2) Make recommendations to the Director of Housing concerning housing

8. Scholarship Committee

- a. Members
 - (1) Director of Financial Aid – Chair
 - (2) Academic Dean
 - (3) Vice President for Executive Affairs
 - (4) Faculty Member
- b. Purpose
The Scholarship Committee reviews recommendations for scholarships and approves or disapproves the recommendations.
- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Develop policies and procedures for scholarship selection
 - (2) Review policies and procedures annually
 - (3) Work with Admissions on promotion of scholarships

9. College Safety Committee

- a. Members
 - (1) Director of Security/Director of Transportation – Chair
 - (2) Dean of Students
 - (3) Chief Information Officer
 - (4) Director of Maintenance
 - (5) Athletic Trainer
 - (6) Chemistry Faculty
 - (7) Faculty Member
- b. Purpose
The College Safety Committee fosters an awareness of safety procedure in all College activities and all parts of the College.
- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Promote general safety practices, such as functional fire extinguishers, posting of evacuations charts, and fire and disaster drills
 - (2) Identify hazardous materials and notify the President
 - (3) Develop a disposal policy and procedure plan for hazardous materials
 - (4) Activate a student alert system

- (5) Work with the Director of Security in hiring Security Officers for sports contests and for daily surveillance

B. Academic Committees

1. Institutional Effectiveness Committee

a. Members

- (1) Director of Institutional Effectiveness/Research – Chair
- (2) Director of Social Media
- (3) Director of Library Services
- (4) Faculty Member

b. Purpose

The Institutional Effectiveness Committee is charged with the task of overseeing the ongoing assessment process.

c. Meetings

As called by the chairperson

d. Functions

- (1) Review the strategies that support the mission of the College
- (2) Evaluate the assessment documentation
- (3) Utilize the results for improvements
- (4) Train College personnel in Institutional Effectiveness

2. Graduation Committee

a. Members

- (1) Registrar – Chair
- (2) Academic Dean
- (3) Dean of Students
- (4) Director of Admissions
- (5) Director of Maintenance
- (6) Music Program Director

b. Purpose

The Graduation Committee assists the Registrar in making plans and arrangements for the graduation ceremony.

c. Meetings

As called by the chairperson

d. Functions

- (1) Set date, time, and place for graduation
- (2) Work with the President on enlisting speaker for the service
- (3) Develop graduation program
- (4) Secure needed resources for graduation

3. Curriculum Committee

a. Members

- (1) Academic Dean – Chair
- (2) Faculty Member

- (3) Faculty Member
- (4) Registrar
- b. Purpose

The Curriculum Committee shall evaluate all requests for changes in the curriculum for all teaching units of the College, including credit courses, non-credit courses, and continuing education courses.
- c. Meetings

As called by the chairperson
- d. Functions
 - (1) Annually review all curriculum
 - (2) Review all material produced by instructors
 - (3) Forward any conflicts or appeals to the President and the Board of Trustees for final decision
 - (4) Evaluate transfer credits to Jacksonville College
 - (5) Promote the integration of faith and learning through activities that present a Christian worldview.

4. Library Committee

- a. Members
 - (1) Director of Library Services – Chair
 - (2) Faculty Member
 - (3) Faculty Member
 - (4) Faculty Member
 - (5) Student Representative
- b. Purpose

The Library Committee assists the Director of Library Services (Librarian) regarding library issues. The committee reports to the Vice President for Academic Affairs/Academic Dean through the Director of Library Services (Librarian).
- c. Meetings

As called by the chairperson
- d. Functions
 - (1) Assist in recommending staff needs
 - (2) Assist in decision of purchases and weeding of collection
 - (3) Assist in keeping the Director of Library Services informed as to current needs of students, faculty, staff, and other authorized users of the library
 - (4) Assist the Librarian by reviewing suggestions for changes to the collection development policy

5. Admissions Committee

- a. Members
 - (1) Director of Admissions – Chair
 - (2) Vice President for Academic Affairs
 - (3) Compliance Officer
 - (4) Director of Social Media
 - (5) Faculty Member

- (6) Recruiter
- b. Purpose
The Director of Admissions develops and coordinates admission policies and projects.
- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Develop admission policies and procedures
 - (2) Develop and publish admission forms
 - (3) Work with the Proofreading Team and the Director of Social Media in publishing quality materials
 - (4) Set annual enrollment goals
 - (5) Contact area schools, activity coordinators, and churches in order to set a booth and hold informational meetings that include “giveaways”
 - (6) Conduct Jag Day activities each semester

6. Distance Education Committee

- a. Members
 - (1) Director of Distance Education/Chief Information Officer – Chair
 - (2) Director of Library Services
 - (3) Faculty Member
 - (4) Faculty Member
 - (5) Faculty Member
 - (6) Staff Member
- b. Purpose
- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Establish guidelines and requirements for online course development, design, and delivery
 - (2) Develop a process for evaluating and assessing online courses
 - (3) Evaluate and make recommendations regarding technology as it relates to distance education
 - (4) Plan and coordinate ongoing faculty development and training in the areas of pedagogy and technology
 - (5) Evaluate the availability of online student access to both academic and non-academic support services and make recommendations for improvement to the director of distance education as needed
 - (6) Review the quality and effectiveness of online student support and training and make recommendations for improvement to the director of distance education as needed

7. Honors Review Committee

- a. Members
 - (1) Academic Dean - Chair

- (2) Department Chairs
- b. Purpose
The Honors Review Committee is a faculty committee responsible for oversight of the Honors Program. Duties consist of approving courses to be added to the Honors Program; approving proposals for honors projects to be included in the Honors Program; approving applicants to the Honors Program; maintaining and updating Honors Program policies, and creating awareness of the Honors Program for current and prospective students.
- c. Meetings
As called by the chairperson

C. Business Office Committees

1. Insurance & Investment Committee

- a. Members
 - (1) Vice President for Executive Affairs – Chair
 - (2) Accounts Payable
 - (3) Executive Committee of Board of Trustees
 - (4) Employee
- b. Purpose
The Insurance & Investment Committee evaluates and recommends College insurance and investment policies.
- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Review, evaluate, and recommend insurance and investment policies to the President and the Board of Trustees
 - (2) Assess—at least quarterly—the performance of investments and make recommendations for any needed change

2. Budget Committee

- a. Members
 - (1) President – Chair
 - (2) Vice President for Executive Affairs
 - (3) Vice President for Academic Affairs
- b. Purpose
The Budget Committee reviews submitted budgets from all areas of the College.
- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Develop budget review process
 - (2) Review budget recommendations
 - (3) Make recommendations to the Business Office and President and present the final plan to the Board of Trustees

3. Technology Committee

a. Members

- (1) Chief Information Officer – Chair
- (2) Director of Admissions
- (3) Student Accounts Business Manager
- (4) Director of Social Media
- (5) Faculty
- (6) Staff

b. Purpose

The Technology Committee reviews the needs of the College with regard to information technology and makes recommendations.

c. Meetings

As called by the chairperson

d. Functions

- (1) Review needs of technology
- (2) Present plans to Student Accounts Business Manager
- (3) Develop policies and procedures of technology

D. Student Services Committees

1. Spiritual Formation/Chapel Committee

a. Members

- (1) Dean of Students – Chair
- (2) Chief Information Officer
- (3) Religion Department Chair
- (4) Music Program Director
- (5) Faculty Member
- (6) President of Ministerial Alliance
- (7) First Vice President of Student Government Association

b. Purpose

The Spiritual Formation/Chapel Committee encourages spiritual growth among students, faculty, staff, and others of the greater community of Jacksonville College.

c. Meetings

As called by the chairperson

d. Functions

- (1) Evangelize those who have not professed Christ as Savior
- (2) Make disciples of saved
- (3) Enlist in active and meaningful church participation of Christians
- (4) Engage in dialogue that develops a Christian worldview
- (5) Plan worship services such as weekly Chapel, Praise and Worship Services (PAWS), and Vertical; keep records of Chapel attendance
- (6) Facilitate personal and small group prayer and Bible studies
- (7) Plan and coordinate participation in mission service, such as B.J. Albritton Ministerial Alliance, Jeff D. Welch Mission Team, Coats for Kids (H.O.P.E.), and blood drives

- (8) Engage in mission trips
- (9) Serve in local churches as pianist, music director, preacher, Sunday School teacher, etc.
- (10) Work with the minister/church relations personnel of BMA, SBTC, and local associations
- (11) Develop leadership to plan and coordinate spiritual growth events for larger communities of Jacksonville College

2. Student Activities Committee

- a. Members
 - (1) Dean of Students – Chair
 - (2) Employee
 - (3) Employee
 - (4) President of Student Government Association
- b. Purpose

The Student Activities Committee assists the Dean of Students in planning and implementing student activities throughout the academic year.
- c. Meetings

As called by the chairperson
- d. Functions
 - (1) Annually plan activities for students
 - (2) Implement activities for students

3. Academic/Athletic Ceremony Committee

- a. Members
 - (1) Dean of Students – Chair
 - (2) Academic Dean
 - (3) Athletic Director
 - (4) Social Committee Chair
 - (5) Employee
 - (6) Athletic Employee
 - (7) Student Life
 - (8) Faculty Association Representative
 - (9) President of Student Government Association
- b. Purpose

The Academic/Athletic Committees are a faculty/Athletic Department committee that makes all plans for Awards Ceremony
- c. Meetings

As called by the chairperson
- d. Functions
 - (1) Schedule the date of the awards ceremony
 - (2) Canvas the faculty for the awardees
 - (3) Contact the College President for the student to receive the C.R. Meadows Award
 - (4) Secure speaker for event (if needed)

- (5) Secure event location for Awards Ceremony
- (6) Print the Awards Day programs
- (7) Make arrangements for advertising about Awards Ceremony and encourage all staff, students, coaches and student-athletes to attend
- (8) See that the venue is set for the program

4. Intramural Sports Committee

a. Members

- (1) Dean of Students – Chair
- (2) Athletic Director
- (3) Head Coach
- (4) Head Coach
- (5) Assistant Housing Director for Men
- (6) Assistant Housing Director for Women
- (7) Second Vice President of Student Government Association

b. Purpose

The Intramural Sports Committee assists the Athletic Department in the planning and implementing of an intramural sports program to promote a learning experience by engaging the College community in healthy lifestyles through recreational opportunities.

c. Meetings

As called by the chairman

d. Functions

- (1) Plan intramural sports program
- (2) Establish rules and regulations of intramural sports program
- (3) Implement the program
- (4) Promote participation
- (5) Conduct awards and recognition service

5. Orientation Committee

a. Members

- (1) Dean of Students
- (2) Student Life
- (3) Director of Housing
- (4) President of Student Government Association
- (5) President of Ministerial Alliance
- (6) Director of Admissions
- (7) Athletic Trainer
- (8) Assistant Housing Director for Men
- (9) Assistant Housing Director for Women

b. Purpose

Plan and execute student orientation for incoming students.

c. Meetings

As called by chairperson

d. Functions

- (1) Welcome
- (2) Assimilation
- (3) Share JC's culture
- (4) Review policy and procedures (*Jacksonville College Student Handbook*)
- (5) Student housing guidelines
- (6) Safety
- (7) Title IX
- (8) Local community
- (9) Local spiritual life
- (10) Student services

6. **Alumni/Homecoming Committee**

a. Members

- (1) Director of Alumni Relations – Chair
- (2) Alumni Liaison
- (3) Director of Public Relations
- (4) Employee
- (5) Music Program Director
- (6) Treasurer of Student Government Association

b. Purpose

The Alumni Committee develops communication and activities between the campus and the Alumni Association. The Homecoming Committee plans and implements Homecoming activities.

c. Meetings

As called by the chairperson

d. Functions

- (1) Receive and respond to all incoming mail to the Alumni and Ex-students Association
- (2) Collect and organize student information for future use
- (3) Maintain up-to-date alumni records
- (4) Enlist regional Alumni Jacksonville Advocates across the state
- (5) Plan regional alumni receptions across the state
- (6) Publish a paper or electronic newsletter to alumni
- (7) Enlist donors to Jacksonville College
- (8) Advise the President on Jaguar Day Across Texas promotion and other fundraising activities
- (9) Publish—in cooperation with the Facilities Committee—lists of needed projects for Jacksonville
- (10) Publish brochures that explain and encourage endowment and estate giving
- (11) Annually establish alumni giving goals and plans to communicate needs to alumni
- (12) Annually plan the Homecoming activities/alumni activities
- (13) Promote Homecoming activities
- (14) Implement Homecoming activities

E. Athletic Committees

1. Intercollegiate Sports Committee

a. Members

- (1) Athletic Director – Chair
- (2) Employee (Athletics)
- (3) Faculty Member
- (4) Faculty Member
- (5) Second Vice President of Student Government Association

b. Purpose

The Intercollegiate Sports Committee regularly and systematically evaluates the intercollegiate sports program to ensure that it is complying with the policies stated in this document, that it is an integral part of the education of student-athletes, and it is in keeping with the mission and purpose of Jacksonville College.

c. Meetings

As called by the chairperson

d. Functions

- (1) Establish guidelines for academic excellence to assist coaches in maximizing the student-athlete's' academic potential
- (2) Review the proposed schedule of sports events for the upcoming year
- (3) Review the athletic budget to ensure it is in proper perspective to overall College budget and consistent with the College's mission.
- (4) Review the policies of the NJCAA and Region XIV Athletic Conference

F. Faculty Association – Appointed by the Chair of the Faculty Association

1. Officers

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

2. Academic/Athletic Awards Committee

a. Members

- (1) Dean of Students – Chair
- (2) Academic Dean
- (3) Athletic Director
- (4) Social Committee Chair
- (5) Employee
- (6) Athletic Employee
- (7) Faculty Association Representative
- (8) Faculty Association Representative
- (9) Student Life
- (10) President of Student Government Association

b. Purpose

The Academic/Athletic Committees are a faculty/Athletic Department committee that makes all plans for Awards Ceremony

- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Schedule the date of the awards ceremony
 - (2) Canvas the faculty for the awardees
 - (3) Contact the College President for the student to receive the C.R. Meadows Award
 - (4) Secure speaker for event (if needed)
 - (5) Secure event location for Awards Ceremony
 - (6) Print the Awards Day programs
 - (7) Make arrangements for advertising about Awards Ceremony and encourage all staff, students, coaches and student-athletes to attend
 - (8) See that the venue is set for the program

3. Professional Growth and Development Committee

- a. Members
 - (1) Faculty Association Member
 - (2) Faculty Association Member
 - (3) Faculty Association Member
- b. Purpose
- c. Meetings
As called by the chairperson
- d. Functions
 - (1) Make faculty members aware of the professional growth requirements as described in the faculty job description.
 - (2) Encourage faculty members to write up all professional growth reports and submit them to the Academic Dean in a timely manner.
 - (3) Make faculty members aware of the professional growth opportunities that are offered on the College Campus.

4. Curtis Carroll Award Committee

- a. Members
 - (1) Faculty Association Member
 - (2) Faculty Association Member
 - (3) Faculty Association Member
- b. Purpose
The Curtis Carroll Award Committee is a faculty committee that serves as a screening and nominating committee to provide nominees to the Faculty Association members for selection of the student to receive the Curtis M. Carroll Award of Merit. An engraved plaque and a reference book, if funds are available, are to be presented yearly at the general awards ceremony. The Faculty Association is responsible for the cost of the award.
- c. Meetings

As called by the chairperson

- d. Criteria for selection of the award recipient
 - (1) Exemplifies Christian behavior and the highest of Christian ideals
 - (2) Has a minimum GPA of 3.0
 - (3) Must be a sophomore student with pending graduation from Jacksonville College
 - (4) Must be involved in community activities (College, city, local church, home church)
 - (5) Shows loyalty to the College
 - (6) Exemplifies the highest standards of attitude and conduct
 - (7) Possesses a bearing of cultural refinement characterized by tasteful speech and dress, poise, and tact

5. Manley Lecture Committee

a. Members

- (1) Faculty Association Member - Chair
- (2) President of Jacksonville College
- (3) Faculty Association Member

b. Purpose

The Manley Lecture Committee is a faculty committee that is responsible for making all arrangements for a Manley Lecture to be held at the College once a year. The Lecture is normally presented at a regularly scheduled Chapel time. The honorarium/expense for the speaker is provided by the College from a special Manley Lecture fund.

c. Meetings

As called by the chairperson

d. Function

For twenty-six years, Nora Belle Manley served on the teaching staff of Jacksonville College. Her tenure was characterized by an unwavering dedication to the academic and cultural development of the College community. Upon retirement of Mrs. Manley in 1975, the faculty, with the wholehearted support of the administration, initiated the “Nora Belle Manley Lecture Series” as a tribute to her.

6. Membership/TCCTA Representative

G. Organizations

1. Webb Society

Co-Sponsor – Chair
Co-Sponsor

2. Choir/Ensembles

Sponsor
President
Vice President

- Secretary
- Manager
- Media Coordinator/Historian

- 3. **Cross Act**
 - Sponsor – Chair
 - President
 - Vice President
 - Secretary
 - Historian

- 4. **Delta Psi Omega**
 - Sponsor – Chair
 - President
 - Vice President
 - Student Accounts Business Manager

- 1. **JAG Club**
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Liaison

- 2. **Student Government Association**
 - Sponsor
 - President of Student Government Association
 - First Vice President of Student Government Association
 - Second Vice President of Student Government Association
 - Secretary of Student Government Association
 - Treasurer of Student Government Association
 - Reporter of Student Government Association

- 3. **Jaguar Effective Teachers (JETS)**
 - Sponsor – Chair
 - Sponsor
 - Sponsor

- 4. **Phi Theta Kappa**
 - Sponsor – Co-Chair
 - Sponsor – Co-Chair
 - Director of Library Services
 - Faculty Member

APPENDIX D-6 – List of Institutional Committee Members
July 2019-June 2020

A. Administrative Committees

1. Strategic Planning Committee

Marolyn Welch – Vice President for Academic Affairs (Chair)
Dr. Ken Perkins – Chairman of the Board of Trustees
Blanton Feaster – Vice President for Executive Affairs
Jodye Jay – Faculty (2017-2019; 2019-2021)
TBD - Secretary of Student Government Association

2. Facilities Committee

Martin McRae – Director of Maintenance (Chair)
David White – Director of Housing
Darrell Kirchner – Faculty (2017-2019; 2019-2021)
Jorge Cruz – Employee (2018-2020)

3. Cafeteria Committee

Debra Grubbs – Director of Food Services (Chair)
Jennifer Hughes – Employee (2017-2019; 2019-2021)
TBD - Reporter of Student Government Association

4. Social Committee

Will Cumbee – Employee (Chair) (2017-2019; 2019-2021)
Debra Grubbs – Director of Food Services
Mala Musick - Employee (2018-2020)

5. Judicial Committee

Patricia Richey – Faculty (Chair) (2017-2019; 2019-2021)
Brett Eckles – Faculty (2017-2019; 2019-2021)
Michelle Kearney – Faculty (2018-2020)

6. Security/Transportation Committee

Mike Morse – Director of Security/Director of Transportation (Chair)
Jennifer Hughes – Faculty (2018-2020)
TBD – Employee

7. Housing Committee

David White – Director of Housing (Chair)
Sheyla Armas – Employee (2018-2020)
Roy Herring – Employee (2017-2019; 2019-2021)
Louis Truscott – Employee (2019-2021)

8. Scholarship Committee

Paul Galyean – Director of Financial Aid (Chair)
Marolyn Welch – Academic Dean
Blanton Feaster - Vice President for Executive Affairs
Randy Decker – Faculty (2017-2019; 2019-2021)

9. College Safety Committee

Mike Morse – Director of Security/Director of Transportation (Chair)
TBD – Dean of Students
Mike Creech – Chief Information Officer
Martin McRae – Director of Maintenance
Amanda Wacasey - Athletic Trainer
Darrell Kirchner – Chemistry Faculty
Vanita Pettey - Faculty (2017-2019; 2019-2021)

B. Academic Committees

1. Institutional Effectiveness Committee

Marolyn Welch – Director of Institutional Effectiveness/Research (Chair)
Michelle Kearney – Director of Social Media
Linda Thomas – Director of Library Services
Patricia Richey – Faculty (2017-2019; 2019-2021)

2. Graduation Committee

Jodye Jay – Registrar (Chair)
Marolyn Welch – Academic Dean
TBD – Dean of Students
Will Cumbee – Director of Admissions
Martin McRae – Director of Maintenance
Randy Decker – Music Program Director

3. Curriculum Committee

Marolyn Welch – Academic Dean (Chair)
Jan Modisette – Faculty (2017-2019; 2019-2021)
Patricia Richey – Faculty (2018-2020)
Jodye Jay - Registrar

4. Library Committee

Linda Thomas – Director of Library Services (Chair)
Vanita Pettey – Faculty (2018-2020)
Jan Modisette – Faculty (2017-2019; 2019-2021)
David Heflin - Faculty (2018-2020)
TBD - Student Representative

5. **Admissions Committee**
Will Cumbee – Director of Admissions (Chair)
Marolyn Welch – Vice President for Academic Affairs
Amber Sanchez – Compliance Officer
Michelle Kearney – Director of Social Media
Jan Modisette - Faculty (2018-2020)
Darlene Burnitt - Recruiter
6. **Distance Education Committee**
Mike Creech – Director of Distance Education/Chief Information Officer (Chair)
Linda Thomas – Director of Library Services
Tina Lane – Faculty (2017-2019; 2019-2021)
Jan Modisette – Faculty (2018-2020)
Patricia Richey - Faculty (2018-2020)
Emily Sturm – Staff (2018-2020)
7. **Honors Review Committee**
Marolyn Welch – Academic Dean (Chair)
Department Chairs – Various

C. Business Office Committees

1. **Insurance & Investment Committee**
Blanton Feaster – Vice President for Executive Affairs (Chair)
Esmeralda Reyes – Accounts Payable
TBD – Executive Committee of the Board of Trustees
Ken Hamilton – Employee (2018-2020)
2. **Budget Committee**
Mike Smith – President (Chair)
Blanton Feaster – Vice President for Executive Affairs
Marolyn Welch – Vice President for Academic Affairs
3. **Technology Committee**
Mike Creech – Chief Information Officer (Chair)
Will Cumbee – Director of Admissions
Jennifer Hughes – Student Accounts Business Manager
Michelle Kearney – Director of Social Media
Brett Eckles – Faculty (2018-2020)
David Anderson – Staff (2019-2021)

D. Student Services Committees

1. **Spiritual Formation/Chapel Committee**
TBD – Dean of Students (Chair)

- Mike Creech – Chief Information Officer
Mike Smith – Religion Department Chair
Randy Decker – Music Program Director
Jodye Jay – Faculty (2017-2019; 2019-2021)
TBD – President of Ministerial Alliance
TBD – First Vice President of Student Government Association
2. **Student Activities Committee**
TBD – Dean of Students (Chair)
Kirby Shepherd – Employee (2018-2020)
Mirtha Mendoza – Employee (2019-2021)
TBD - President of Student Government Association
3. **Academic/Athletic Banquet Committee**
TBD – Dean of Students (Chair)
Marolyn Welch – Academic Dean
Ken Hamilton – Athletic Director
Will Cumbee – Social Committee Chair
Mala Musick – Employee (2017-2019; 2019-2021)
Roy Stephens – Athletic Employee
Brett Eckles – Faculty Association Representative (2018-2020)
Mirtha Mendoza – Student Life
TBD – President of Student Government Association
4. **Intramural Sports Committee**
TBD – Dean of Students (Chair)
Ken Hamilton – Athletic Director
Kirby Shepherd – Head Coach (2018-2020)
Savannah Carter – Head Coach (2019-2021)
Will Caldwell – Assistant Housing Director for Men
Sheyla Armas – Assistant Housing Director for Women
TBD – Second Vice President of Student Government Association
5. **Orientation Committee**
TBD - Dean of Students
Mirtha Mendoza - Student Life
David White – Director of Housing
TBD – President of Student Government Association
TBD – President of Ministerial Alliance
Will Cumbee – Director of Admissions
Amanda Wacase – Athletic Trainer
Will Caldwell – Assistant Housing Director for Men
Sheyla Armas – Assistant Housing Director for Women
6. **Alumni/Homecoming Committee**

Randy Decker – Director of Alumni Relations (Chair)
Jean Galyean – Alumni Liaison
David Heflin – Director of Public Relations
Darrell Kirchner – Employee (2018-2020)
Randy Decker – Music Program Director
TBD – Treasurer of Student Government Association

E. Athletic Committees

1. Intercollegiate Sports Committee

Ken Hamilton – Athletic Director (Chair)
Martin Melchor – Employee (Athletics) (2018-2020)
Mike Creech – Faculty (2017-2019; 2019-2021)
Brett Eckles – Faculty (2018-2020)
TBD – Second Vice President of Student Government Association

F. Organizations

1. Faculty Association

a. Officers

Michelle Kearney – President
Brett Eckles – Vice President
Ken Hamilton – Secretary
Patricia Richey – Treasurer

b. Committees

(1) Academic/Athletic Banquet Committee

TBD – Dean of Students (Chair)
Marolyn Welch – Academic Dean
Ken Hamilton – Athletic Director
Will Cumbee – Social Committee Chair
Mala Musick – Employee (2017-2019; 2019-2021)
Roy Stephens – Athletic Employee
Brett Eckles – Faculty Association Representative (2018-2020)
Mirtha Mendoza – Student Life
TBD - President of Student Government Association

(2) Professional Growth and Development Committee

Vanita Pettey (Chair)
Mike Creech
Patricia Richey

(3) Curtis Carroll Award Committee

Darrell Kirchner (Chair)
Ken Hamilton

David Heflin

(4) **Manley Lecture Committee**

Patricia Richey (Chair)

Mike Smith

Randy Decker

(5) **Membership/TCCTA Representative**

Amber Sanchez

2. **Webb Society**

Patricia Richey – Co-Sponsor (Chair)

Brett Eckles – Co-Sponsor

3. **Choir/Ensembles**

Randy Decker – Sponsor

TBD – President

TBD – Vice President

TBD – Secretary

TBD – Manager

TBD – Media Coordinator/Historian

4. **Cross Act**

TBD – (Chair)

TBD – President

TBD – Vice President

TBD – Secretary

TBD – Historian

5. **Delta Psi Omega**

TBD – (Chair)

TBD – President

TBD – Vice President

TBD – Student Accounts Business Manager

6. **JAG Club**

Teri Hamilton – President

Craig Salisbury – Vice President

Lu Wegmet – Secretary/Treasurer

Ken Hamilton – Liaison

7. **Jaguar Effective Teachers (JETS)**

Jan Modisette – Sponsor (Chair)

Michelle Kearney – Sponsor

TBD - Sponsor

8. Student Government Association

Mirtha Mendoza – Sponsor

TBD – President of Student Government Association

TBD – First Vice President of Student Government Association

TBD – Second Vice President of Student Government Association

TBD – Secretary of Student Government Association

TBD – Treasurer of Student Government Association

TBD – Reporter of Student Government Association

9. Phi Theta Kappa

Michelle Kearney – Sponsor (Co-Chair)

Jodye Jay – Sponsor (Co-Chair)

Linda Thomas – Director of Library Services

David Heflin – Faculty (2017-2019; 2019-2021)

APPENDIX D-7 – List of Student Organizations

Descriptions of each student organization can be found in the [*Jacksonville College Course Catalog*](#) and the [*Jacksonville College Student Handbook*](#)

- B.J. Albritton Ministerial Alliance
- Choir
- Cross Act Company Drama Club
- Delta Psi Omega
- Intercollegiate Sports
- Phi Theta Kappa
- Student Government Association
 - Class Officers (Freshmen and Sophomore)
- Walter Prescott Webb Historical Society
- Jaguar Effective Teachers

STATEMENT OF UNDERSTANDING AND AGREEMENT

I understand the policies and procedures contained in *Personnel*, and I agree to abide by them in spirit and action.

Signed, Member of the Board of Trustees

Date

Signed, Employee of Jacksonville College

Date