

## Chapter 1: Administrative Policies Final

### **The Higher Learning Commission Accreditation**

State Technical College of Missouri is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education.

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

#### EFFECTIVE DATE

January 2022

Presidential approval: January 2022

### **Campus Ban Notice**

State Tech is a public institution of higher education that is generally open to the public. However, the College retains the right to restrict access to College property due to safety considerations relating to its students, faculty, staff, and visitors, or when an individual has engaged in a pattern of behavior that disrupts or interferes with College operations. This policy describes the circumstances under which access to College property may be restricted and the procedures for issuing a Campus Ban Notice ("Notice") to individuals not affiliated with the College when appropriate. Also see Student Conduct Code Procedures Section B – Letter K Expulsion – See [https://www.statetechmo.edu/wp-content/uploads/2020/10/State-Tech-Student-Code-of-Conduct-9-8-20\\_1.pdf](https://www.statetechmo.edu/wp-content/uploads/2020/10/State-Tech-Student-Code-of-Conduct-9-8-20_1.pdf)

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

#### EFFECTIVE DATE

January 2022

Presidential approval: January 2022

### **Board of Regents Policies**

Since the State Technical College of Missouri Board of Regents is a body politic of the State, and its powers have been delegated to it by the legislature of the State, every act of the Board of Regents must be in strict conformity to the statutes, court decisions, and the constitutions of the State and Federal government.

The Board of Regents is charged by the State with the prime responsibility for administering State Technical College of Missouri. Individual members have power and authority only when

acting formally as members of the Board of Regents in session or when entrusted by the Board of Regents with definite responsibilities.

**Board Policies.** From time to time, the Board of Regents will adopt policies governing the administration and operation of the College. Said policies shall become effective when duly passed by the Board, unless the effective date is designated therein. The Board Secretary will publish all the policies adopted by the Board, which shall be made available to the public, employees, and students.

Final authority for establishing policies contained herein lies with the Board of Regents. Policies contained herein are applicable to the Board of Regents and to all employees and students of the College. No changes shall be made except those adopted by the Board of Regents. These policies may be amended by the Board of Regents at any time.

## **Bylaws**

**Definitions.** For purposes of this instrument:

The term "State Technical College of Missouri" or "College" shall refer to the institution and all its parts, wherever situated, that are controlled, managed, and regulated under the supervision of the Board of Regents of State Technical College of Missouri.

The term "Board of Regents" or "Board" of State Technical College of Missouri shall refer to the corporate entity and the Board, which is the governing body of the College.

The term "Board President" shall refer to the individual who has been duly elected as the President by the Board of Regents.

The term "College President" shall refer to the duly appointed individual, appointed by the Regents, who is designated as the Chief Executive Officer of the College.

**Amendment to the By-Laws.** New By-Laws may be adopted and By-Laws may be amended or repealed at any meeting of the Board of Regents; provided, however, that any proposed adoption, amendment, or repeal of the By-Laws shall be transmitted to each member of the Board at least fifteen (15) days in advance of the proposed date for which such amendment will be voted upon. Provided, however, by unanimous consent of all of the Board, the requirements for notice may be waived at any time.

## **Organization**

**Oversight.** The State Technical College of Missouri shall be under the oversight of the coordinating board for higher education. The institution shall also be subject to oversight by the state board of education to the extent it serves as an area vocational technical school. (178.638 RSMo)

**Appointment of the Board of Regents.** The governing board of State Technical College of Missouri shall be a board of regents composed of seven voting members and one nonvoting student member. Such members shall be appointed by the governor with the advice and consent of the senate. (178.632 RSMo) All members of the Board shall serve for the term appointed or until their successor is appointed.

**Committees.** There shall be no standing committees of the Board. The Board President may appoint special committees with the authority of the Board. Such committees shall be dissolved when the purpose for which they were appointed has been fulfilled.

## **Duties**

**Board Powers and Duties.** The power and duties of the Board of Regents is established by Missouri statute. The Board of Regents of State Technical College of Missouri shall organize in the manner provided by law for the board of curators of the University of Missouri. The powers, duties, authority, responsibilities, privileges, immunities, liabilities, and compensation of the board of State Technical College of Missouri in regard to State Technical College of Missouri shall be the same as those prescribed by statute for the board of curators of the University of Missouri in regard to the University of Missouri. (178.635 RSMo)

In addition to the above, the duties of the Board are as follows:

- Adopt general policies relating to the College.
- Appoint a competent and qualified College President and invest in that office such powers as may legally be delegated.
- Consider the budget presented by the College President, make changes found advisable, and adopt the budget when approved.
- Approve the educational programs of the College and the institutional admissions and graduation requirements upon recommendation of the College President.
- Require of the College President complete and accurate information concerning the College.
- Engage a competent and reputable auditing firm to conduct an annual audit of the financial records of the College; a copy of said report shall be furnished to each member of the Board, and other agencies as required.
- Designate a competent and reputable attorney to act as legal counsel for the College.
- Establish standard tuition, fees, and other academic costs.
- Adopt an annual academic calendar.
- Ensure a copy of the Board policies and of amendments thereto is provided to each employee.
- Expect all employees to know and to be responsible for observing all provisions of the policies set forth.
- Perform duties authorized and ordered by applicable state statutes.

## **Officers**

At each annual meeting, the Board shall elect from its own members a President and Vice-President who shall hold office for one year, commencing July first of each year. Said officers shall serve until the next annual meeting or until their replacement is duly elected by the Board. The Board shall designate a Secretary and Treasurer who need not be a member of the Board and shall serve at the will of the Board.

**Board President.** The Board President shall carry out the following duties:

- Preside, when present, at all Board meetings.
- Appoint special committees upon authorization.
- Call special meetings of the Board.
- Sign contracts, minutes, and reports approved or ordered by the Board.
- Perform other duties authorized by order of the Board or by legislative enactment.

**Board Vice-President.** The Board Vice-President shall carry out the duties of the Board President in the Board Presidents' absence or inability to serve.

**Board Secretary.** The Board Secretary shall keep the minutes of the meetings of the Board and any of the standing committees appointed by the Board and shall be the official custodian of all of the records of the College. The Board Secretary will keep a journal of the proceedings and record the yeas and nays on all questions. The Board may appoint such Assistant Secretaries as it feels are desirable. The Board Secretary shall carry out the following duties:

- Keep, or cause to be kept, an accurate record of the proceedings of all meetings of the Board.
- Be present at all regular and special meetings of the Board.
- Post, or cause to be posted, all notices required by law or when duly ordered by the Board.
- Keep records of the Board in a secure location.
- Issue and/or sign all reports and documents when such are required by law or duly ordered by the Board.
- File, or cause to be filed, all reports and documents when such are required by law or duly ordered by the Board.

**Board Treasurer.** The Board Treasurer shall receive, keep and disburse all monies belonging to the College and shall perform all customary acts pertaining to that office under direction of the Board. The Board Treasurer shall make a report of the same at the annual meeting of the Board. The Board Treasurer shall carry out the following duties:

- Act as custodian of all College funds until paid out.
- Be adequately bonded in accordance with Section 172.200 RSMo.
- Keep complete, accurate, and legal records of all money collected and expended.
- Require securities from all depositories of funds which will adequately protect the College.
- Record redemption and cancellation of bonds as described in 108.160 RSMo.
- Keep records available for inspection by the Board at all times.
- Prepare and submit the annual financial statement as required by law.
- Prepare and submit for annual audit all financial records of the College.

**Vacancy.** Any vacancy occurring in the officers of the Board may be filled by an election by the Board at any time.

## **Meetings**

**Regular Meetings.** There shall be two regular meetings of the Board to be held each year in Linn, Missouri. The annual meeting shall be held in the month of June, and the semi-annual meeting shall be held in the month of January.

**Special Meetings.** Special meetings may be called by the Board President, or in the absence or disability of the Board President, by the Board Vice-President, or by any three Board members. A reasonable notice shall be given to each Board member stating the time and place of the meeting and the matters to be discussed. Attendance at any special meeting by any Regent shall waive notice of the meeting. Business other than that set forth in the notice shall only be discussed with unanimous consent of the Board members present.

**Public Notice.** Public notice of meetings shall be given as per Section 610.020 RSMo.

## **Procedure**

**Parliamentary Rules.** The meetings of the Board shall be conducted in accordance with commonly accepted practice of parliamentary procedure.

**Quorum and Majority.** A quorum shall be a majority of the voting members serving on the Board; voting may either be in person or by electronic means. Any action of the Board may be taken by the majority vote of the members present at any meeting of the Board when a quorum is present.

**Order of Business.** The order of business shall be the following:

1. Preliminaries of the meeting:
  - a. Call to order
  - b. Roll call
  - c. Establishment of a quorum
2. Approval of minutes of preceding meetings:
  - a. Reading of the minutes
  - b. Correcting the minutes
  - c. Approving of the minutes
3. Reports of the College President:
  - a. Unfinished business
  - b. New business
4. Miscellaneous
5. Adjournment

**Minutes of the Board of Regents.** Whereas it is recognized that a board speaks through its minutes, the minutes shall be accurate, complete, and meet all legal requirements. The minutes shall be taken by the Board Secretary or someone appointed by the Board President. Prior to the next regular Board meeting, the Board Secretary shall distribute to each Board member a copy of the minutes of the preceding meeting(s).

## **Delegation of Authority**

The Board shall have the right to appoint such committees and to delegate such authority, as it deems necessary to those committees or to officers of the College. Said designation shall be provided for by a recorded Board action.

The College President is authorized to establish procedures and directives necessary to implement the Board policies. Notwithstanding delegation of authority to the College President, issues deemed by the College President to be unique, sensitive, and/or potentially controversial will be submitted to the Board.

## **Records Open to the Public and Exceptions**

**Governmental Bodies and Records.** Any citizen of the state shall, at all times, have access to and be permitted to take copies of any or all the records, books, and papers of the Board except as described below or as otherwise prescribed by law or by action of the Board of Regents. Access to records, fees for obtaining records, and designation of closed records are governed by Missouri Revised Statutes Chapter 610.

- **Laws amended.** Laws governing governmental bodies and records are subject to change by the Missouri General Assembly.

- **Student Records.** Records of students including their activities are indispensable in achieving the objective of education and constitute documents of enduring value. The College shall keep these records to conform to best practices and state and federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA); Gramm-Leach-Bliley Act; and The Health Insurance Portability and Accountability Act (HIPAA).
- **Purpose.** To close all records that may legally be closed until such time as they are made open by majority vote of the Board or by written decision of the President of the College. Closed records shall not become open as a result of the negligent or unauthorized use or disclosure of those records.
- **Closed Records.** Closed records may be made available to individuals with a legitimate need to know as necessary for the accomplishment of College business and such availability and use shall not open the records generally. The College's attorney may authorize disclosure of closed records when such disclosure may avoid litigation or settle disputes or as required by a court or in the process of litigation. Such disclosure shall not open the records generally. Individuals receiving or using closed records owe a duty to the Board to maintain the confidentiality of those records.
- **Rule Construed with Applicable Law.** This shall be construed to be consistent with applicable law and guided by the concept that all records allowed to be closed are and shall be closed until opened by majority vote of the Board of Regents or by written decision of the President of the College.

### **Code of Ethics**

The College Board, the College President, Board Treasurer, and institutional representatives that work with law makers are subject to public disclosure. A financial interest statement is to be filed with the Missouri Ethics Commission in a manner provided by section 105.485 RSMo. The Board Secretary is designated to be the filing officer for the College.

### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

### EFFECTIVE DATE

January 2022

Presidential approval: January 2022

## **Non-Discrimination Policy**

As per Federal mandate, applicants for admission or employment, students, parents of secondary school students, employees, sources of referral of applicant for admission or employment, and all unions or professional organizations holding collective bargaining or professional agreements with the College are hereby notified that the College is committed to nondiscrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, gender identity, gender expression, sex, sexual orientation, religion, color, national origin, age, disability, or status as a protected veteran to ensure nondiscrimination as required by Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX of the Education Amendments of 1972 (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and Title II of the Americans Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.)

A student may not be discriminated against on the basis of race, gender identity, gender expression, sex, sexual orientation, religion, color, national origin, age, disability, or status as a protected veteran in:

- Admission
- Access to enrollment in courses
- Access to and use of College facilities
- Counseling and guidance materials, tests, and practices
- Vocational education
- Physical education
- Competitive athletics
- Graduation requirements
- Student rules, regulations, and benefits
- Treatment as a married and/or pregnant student
- Housing
- Financial assistance
- Placement services
- Health services
- College-sponsored extracurricular activities
- Most other aid, benefits or services

If you have questions or complaints related to compliance with this policy, please contact Title IX Coordinator or Chief of Staff, One Technology Drive, Linn, MO 65051, (573) 897-5201, [title9coordinator@statetechmo.edu](mailto:title9coordinator@statetechmo.edu); The Kansas City Office for Civil Rights may be reached at U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. The telephone number is (816) 268-0550 and fax number is (816) 823-1404. The College's full Nondiscrimination Policy can be found on the College website at [statetechmo.edu](http://statetechmo.edu).

### **LINE OF AUTHORITY**

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

### **EFFECTIVE DATE**

January 2022

Presidential approval: January 2022

### **Student Loan Practices Code of Conduct**

**Prohibition of Certain Remuneration to College Employees.** No employee or agent of the College shall accept anything of more than nominal value on his or her own behalf or on behalf of another from or on behalf of a Lending Institution, except that this provision shall not be construed to prohibit any employee or agent of the College from conducting (a) non-College business with any Lending Institution; or (b) College business unrelated to education loans. As used in the preceding sentence and throughout the Student Loan Practices Code of Conduct, a Lending Institution is defined as:

- Any entity that itself or through an affiliate engages in the business of making loans to students, parents or others for purposes of financing higher education expenses or that securitizes such loans; or
- Any entity, or association of entities, that guarantees education loans; or
- Any industry, trade or professional association that, to the best of the College's knowledge after reasonable inquiry, receives money from any entity described above in subsections (a) and (b). Nothing in this provision or throughout the Student Loan Practices Code of Conduct shall prevent the College from holding membership in any nonprofit professional association.

The prohibition set forth in the previous paragraph shall include, but not be limited to, a ban on any payment or reimbursement by a Lending Institution to a College employee for lodging, meals, or travel to conferences or training seminars unless such payment or reimbursement is related solely to non-College business or College business unrelated to education loans.

**Limitations on College Employees Participating on Lender Advisory Boards.** No employee or agent of the College shall receive any remuneration for serving as a member or participant of an advisory board of a Lending Institution, or receive any reimbursement of expenses for so serving, provided, however, that participation on advisory boards that are unrelated in any way to higher education loans shall not be prohibited by the Student Loan Practices Code of Conduct. This code shall not prohibit College employees from serving on the MOHELA Board.

**Prohibition of Certain Remuneration to the College.** The College will not accept on its own behalf anything of value from any Lending Institution in exchange for any advantage or consideration provided to the Lending Institution related to its education loan activity. This prohibition shall include, but not be limited to, (i) "revenue sharing" by a Lending Institution with the College, (ii) the College's receipt from any Lending Institution of any computer hardware for which the College pays below-market prices, and (iii) printing costs or services. Notwithstanding anything else in this paragraph, the College may accept assistance as contemplated in 34 CFR 682.200(b)(definition of "Lender")(5)(I).

**Preferred Lender Lists.** In the event that the College promulgates a list of preferred or recommended lenders or similar ranking or designation ("Preferred Lender List"), then:

- Every brochure, web page or other document that sets forth a Preferred Lender List must clearly disclose the process by which the College selected lenders for said Preferred Lender List, including but not limited to the criteria used in compiling said list and the relative importance of those criteria; and
- Every brochure, web page, or other document that sets forth a Preferred Lender List or identifies any lender as being on said Preferred Lender List shall state in the same font



and same manner as the predominant text on the document that students and their parents have the right and ability to select the education loan provider of their choice, are not required to use any of the lenders on said Preferred Lender List, and will suffer no penalty for choosing a lender that is not on said Preferred Lender List.

- The College's decision to include a Lending Institution on any such list and the College's decision as to where on the list the Lending Institution's name appears shall be determined solely by consideration of the best interests of the students or parents who may use said list without regard to the pecuniary interests of the College;
- The constitution of any Preferred Lender List shall be reviewed no less than annually;
- No Lending Institution shall be placed on any Preferred Lender List unless the said lender provides assurance to the College and to student and parent borrowers who take out loans from said Lending Institution that the advertised benefits upon repayment will continue to inure to the benefit of student and parent borrowers regardless of whether the Lending Institution's loans are sold;
- No Lending Institution that, to the best of College's knowledge after reasonable inquiry, has an agreement to sell its loans to another unaffiliated Lending Institution shall be included on any Preferred Lender List unless such agreement is disclosed therein in the same font and same manner as the predominant text on the document in which the Preferred Lender List appears;
- No Lending Institution shall be placed on any one of the College's Preferred Lender Lists or in favored placement on any one of the College's Preferred Lender Lists for a particular type of loan, in exchange for benefits provided to the College or to the College's students in connection with a different type of loan;
- No Lending Institution shall be placed on any one of the College's Preferred Lender Lists unless said Lending Institution has agreed with the Missouri Attorney General to abide by a Lending Code of Conduct, unless the Missouri Attorney General informs the College that it no longer offers such agreements.

**Prohibition of Lending Institutions' Staffing of College Financial Aid Offices.** No employee or other agent of a Lending Institution may ever be identified to students or prospective students of the College or their parents as an employee or agent of the College. No employee or other agent of a Lending Institution may staff the College financial aid offices at any time.

**Proper Execution of Master Promissory Notes.** The College shall not link or otherwise direct potential borrowers to any electronic Master Promissory Notes or other loan agreements that do not allow students to enter the lender code or name for any lender offering the relevant loan.

**School as Lender.** If the College participates in the "School as Lender" program under 20 U.S.C. § 1085(d)(1)(E), the College may not treat School As Lender loans any differently than if the loans originated directly from another lender; all sections of the Student Loan Practices Code of Conduct apply equally to such School as Lender loans as if the loans were provided by another lender.

**Prohibition of Opportunity Loans.** As used herein, "override pools," "opportunity funds," and "opportunity loans" refer to any agreement, understanding, or practice in which a lender applies more lenient loan underwriting criteria than it otherwise would to a certain class of loan applicants if the College meets certain milestones or metrics with respect to other loans with that lender, such as the number of loans initiated or in force, or the dollar amount of such loans, or where the lender agrees with the College to lend money to students outside the Federal Family Education Loan Program (FFELP), at the direction of the College, in exchange for the College

dropping out of the federal direct loan program and/or marketing the lender's separate FFELP loans to students.

The College shall not arrange with a Lending Institution to participate in any override pools, opportunity funds, or opportunity loans, as defined above, if the participation in such program(s) prejudices any other borrower.

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

#### EFFECTIVE DATE

January 2022

Presidential approval: January 2022

### **Mission Package**

#### **Mission**

The State Technical College of Missouri prepares students for profitable employment and a life of learning.

#### **Mission Statement**

The State Technical College of Missouri is an associate degree and certificate granting institution with open/selective enrollment and a mission focusing on access to highly specialized technical education in both emerging and traditional technologies. The State Technical College of Missouri prepares students for profitable employment and a life of learning. Profitable employment is self-employment and entrepreneurship as well as working for an employer. The mission is accomplished within the charges of the legislative mission.

#### **Legislative Mission**

1. State Technical College of Missouri shall be a special purpose institution that shall make available to students from all areas of the state exceptional educational opportunities through highly specialized and advanced technical education and training at the certificate and associate degree level in both emerging and traditional technologies with particular emphasis on technical and vocational programs not commonly offered by community colleges or area vocational technical schools. Primary consideration shall be placed on the industrial and technological manpower needs of the state. In addition, State Technical College of Missouri is authorized to assist the state in economic development initiatives and to facilitate the transfer of technology to Missouri business and industry directly through the graduation of technicians in advanced and emerging disciplines and through technical assistance provided to business and industry. State Technical College of Missouri is authorized to provide technical assistance to area vocational technical schools and community colleges through supplemental on-site instruction and distance learning as such area vocational technical schools and community colleges deem appropriate.
2. Consistent with the mission statement provided in subsection 1 of this section, State Technical College of Missouri shall offer vocational and technical programs leading to the granting of certificates, diplomas, and applied science associate degrees, or a combination thereof. State Technical College of Missouri may offer associate of arts or baccalaureate degrees only when

authorized by the Coordinating Board for Higher Education in circumstances where the level of education required in a field for accreditation or licensure increases to the baccalaureate degree level or, in the case of applied bachelor's degrees, the level of education required for employment in a field increases to that level, and when doing so would not unnecessarily duplicate an existing program, collaboration with a university is not feasible or the approach is not a viable means of meeting the needs of students and employers, and the institution has the academic and financial capacity to offer the program in a high-quality manner. Quality for such baccalaureate degree programs shall be evaluated at least in part by delivery of upper-level coursework or competencies, and defined by accreditation or compliance with the Higher Learning Commission standards for bachelor's degrees. State Technical College of Missouri shall also continue its role as a recognized area vocational technical school as provided by policies and procedures of the state board of education.

Mo. Rev. Stat. § 178.636

### **Vision**

State Technical College of Missouri, as the premier public institution of technical education supporting economic development in the state of Missouri, is dedicated to serving the state's diverse population. As a student-centered education community, the institution maximizes students' learning potential by providing them with specialized knowledge in traditional and emerging technical areas as well as general knowledge that fosters a life of learning.

**Legislative History.** Linn Technical Junior College and later Linn Technical College (1968), supported by a grant to the Osage County R-II School District from the National Defense Education Act of 1958, offered its first program in electronics in the fall of 1961. By 1965 the College was awarded the status of an Area Vocational Technical School by the Missouri State Board of Education through the federal Vocational Education Act of 1963. In 1991, statutory authority was established for the granting of associate degrees and certificates. In 1995, Senate Bill 101 created "Linn State Technical College." The College continued to be governed by the Osage County R-II School Board until July 1, 1996 when the Board of Regents accepted full responsibility for the institution as Linn State Technical College. It became Missouri's first and only public institution devoted solely to technical education at the Associate of Applied Science level. In 2013, House Bill 673 changed the name of the institution to "State Technical College of Missouri" effective July 1, 2014. This change better reflects the institution's statewide role in technical education.

### **Values**

To fulfill our mission and to achieve our vision, State Technical College of Missouri values the following:

- Responsiveness to the economic development needs of the state of Missouri.
- A comprehensive academic experience that prepares students for employment in technical careers of today and tomorrow.
- A collaborative academic environment that fosters continued growth, academic freedom, and professional development of faculty and staff.
- An inclusive campus community that reflects the demographics of the region and embraces the diversity of Missouri.

## Strategic Goals

The three strategic goals below are meant to provide high level guidance for all strategic plans. The objectives below indicate what will be accomplished institutionally by 2025. The strategies are supported at the division, department, and program levels through individual plans.

### 1. Workforce Development

Meet our Statewide Mission by growing the workforce and preparing students for profitable employment and a life of learning.

*By 2025 State Tech Will Accomplish the Following Objectives:*

- Continue to grow enrollment as capacity allows.
- Maintain a placement rate of at least 98%
- Maintain a three-year average graduation rate of 73% and retention rate of 83%.

*The Following Strategies Will Support Our Strategic Goals:*

- Identify and grow participation in degree programs that meet the critical workforce needs of the region.
- Grow opportunities for graduates through industry relationships.
- Identify and implement approaches that increase student access, success, and competition.

### 2. Employee Support and Development

Empowering excellence inside and out of the classroom is key to growing reputation and enrollment.

*By 2025 State Tech Will Accomplish the Following Objectives:*

- Align compensation to market salaries.
- Develop individual annual Professional Development Plan (PDP) priorities.
- Engage all employees in goal setting through the 4DX Process.

*The Following Strategies Will support Our Strategic Goals:*

- Increase faculty and staff compensation and decrease equity gaps.
- Establish comprehensive professional development opportunities for all employees.
- Engage employees in a shared sense of purpose and community.

### 3. Financial Responsibility and Accountability

Maintaining outcomes during growth while minimizing additional costs through improved efficiency and additional revenues.

*By 2025 State Tech Will Accomplish the Following Objectives:*

- Improve the cost to educate a career-ready student by 10%.
- Grow unrestricted gifts to \$1M annually.
- Maintain cost center accountability for 100% of financial performance.

*The Following Strategies Will Support Our Strategic Goals:*

- Identify and implement efficiency measures.
- Move towards a model of financial sustainability through external funding and program growth.
- Promote fiscal transparency, autonomy, and accountability.

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

EFFECTIVE DATE

January 2022

Presidential approval: January 2022

#### **Accreditation**

The College shall maintain regional accreditation through The Higher Learning Commission.

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

EFFECTIVE DATE

January 2022

Presidential approval: January 2022

#### **Advisory Council**

Each major program shall have an Advisory Committee composed of individuals representing a cross section of business and industry; these advisors make recommendations to the College regarding industry standards and expectations, curriculum, technical requirements, and assessment benchmarks. The Advisory Council comprises each program's Advisory Committee.

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

EFFECTIVE DATE

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Presidential approval: January 2022

#### **Personnel Policies**

The College President, or his/her designee, is authorized to establish procedures and directives pertaining to:

- Employment and separations.
- Employee conduct and performance.
- Grievances and complaints.
- Due process.
- Discipline.
- Salary administration.
- Working hours.
- Training and development.

- Leaves of absence.
- Safety and health.
- Travel.
- Employee recognition and awards.
- Like subjects pertaining to personnel.

In those areas where the Board has adopted specific Administrative policy statements related to personnel issues, the College President's procedures and directives shall adhere thereto. Notwithstanding the provisions of this policy statement, all unique, sensitive, and/or potentially controversial personnel procedures and directives will be submitted to the Board.

### **Employment Policies**

The Board is the sole authority for the appointment of all employees who report directly to the College President. Employment may be terminated by the Board at any time pursuant to the notice of employment or at the pleasure of the Board of Regents. The Board may delegate to the College President the appointment, terms of contract, and remuneration of all other employees.

### **Faculty Hiring Policy**

General Education faculty requirements include a minimum of a master level degree with 18 graduate credits in the content area.

Technical faculty requirements include a minimum of a bachelor's degree in an appropriate area and three years of appropriate business/industrial experience.

If faculty candidates do not meet the educational requirements, the candidate who is offered the position must agree to obtain their educational requirements within a reasonable period of time.

### **Dismissal of Contract Employees**

Dismissal of contract employees shall be as specified in Missouri Statutes and shall be according to the following causes:

1. Physical or mental condition making him/her unfit to instruct or associate with students.
2. Immoral conduct.
3. Incompetency in line of duty.
4. Failure to obey the laws of the state or the policies of the Board.
5. Failure to perform duties as assigned by any superior in the chain of command as per the College administrative structure.
6. Inability to get along with administrators, supervisors, and/or fellow employees.
7. Excessive or unreasonable absence from performance of duties.
8. Conviction of a felony or conviction of any crime involving moral turpitude.

### **Separation of Employment**

**Resignation or Dismissal:** The College has generally two categories of employees. The first category of employees are generally referred to as staff and are at-will employees who are legally entitled to resign after giving the required period of notice to the College. Resigning employees are encouraged to provide no less than two weeks' notice, in writing, to facilitate a smooth transition out of the organization. Some positions

may require several months of transition while others may only require the obligatory two week notice. The College retains the right to terminate an employee at any time. The second category of employees are contracted employees who sign an agreement for employment for a fixed term, typically faculty working 9, 10, 11, or 12 months. During the period of this agreement, the College may not terminate a contracted employee without cause nor may the employee who has agreed to work for a fixed term resign without cause (see Dismissal of Contracted Employees). Contracted employees wishing to resign their employment prior to the end of the contract may only do so with the permission of the President of the College and mutually agreed upon satisfaction of the legal obligations the contract requires. These obligations include compensation of an appropriate amount to the College for the cost of obtaining a replacement and other expenses related to the process.

**Retirement:** The decision to retire from the MOSERS system is an important step in an employee's career and requires working closely with MOSERS to understand all options available and meet all required deadlines. An employee's decision to retire is not communicated to the College by MOSERS. Employees who have decided to retire are required to notify their supervisor and Human Resources in writing at least one month before the planned retirement date.

**Job abandonment:** Employees who fail to report to work or contact their supervisor for three consecutive workdays may be considered to have abandoned the job without notice, effective at the end of the third day. The supervisor shall notify Human Resources at the expiration of the third workday and may initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire. Contract employees who abandon their position before the end of the contract term will be responsible for damages associated with the breach of contract.

**Rehire:** Former employees who left the College in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to Human Resources, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required. An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

**Return of College Property:** The separating employee must return all College property at the time of separation, including but not limited to uniforms, cell phones, keys, electronic devices, and identification cards.

**Exit Interview:** The separating employee shall contact Human Resources as soon as notice is given. An exit interview will be scheduled on the employee's last day of work or another day, as mutually agreed on.

**Accrued Vacation:** Accrued vacation leave will be paid in the last paycheck.

**Accrued Sick Leave:** Accrued sick leave can be transferred according the appropriate MOSERS rules and guidelines in place at the time of termination but will not be paid to an existing employee.

**Health and Welfare Benefits:** Health and welfare benefits terminate on the last day of the last month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided upon termination of employment. Employees will be required to pay their share of any elected dependent and voluntary benefit premiums through the end of the month of termination.

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

EFFECTIVE DATE

January 2022

Presidential approval: January 2022

#### **Community Use of Facilities**

It is the intention of the Board to cooperate fully with worthwhile community projects and organizations. However, good business practices and the high cost of operation demand that some controlling procedure be established. The College President shall have the authority to establish such procedures for the use of College buildings such that they shall not interfere with College-sponsored activities.

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

EFFECTIVE DATE

January 2022

Presidential approval: January 2022

#### **Policies Relating to Students**

The College President, or his/her designee, is authorized to establish policies and procedures pertaining to:

- Admissions.
- Student conduct and performance.
- Grievances and complaints.
- Due process.
- Discipline.
- Safety and health.
- Financial aid.
- Housing.
- Like subjects pertaining to students.

In those areas where the Board has adopted specific policy statements related to student issues, the College President's policies shall adhere thereto. Notwithstanding the provisions of this policy statement, all unique, sensitive, and/or potentially controversial policies relating to students will be submitted to the Board.

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

EFFECTIVE DATE

January 2022

Presidential approval: January 2022



### **Admissions Policy**

The College is an open/selective enrollment institution with programmatic selectivity. Students who meet the College's minimum threshold scores on college-level placement tests and have a diploma from an accredited high school or high school equivalency (HSE) credential will be accepted into the College. Admission of a student to a program will be based on minimum scores on appropriate college-level placement tests, meeting program specific requirements, and program availability. Students may be placed in developmental courses based on college-level placement test results.

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

#### EFFECTIVE DATE

January 2022

Presidential approval: January 2022

### **Tuition, Fees, and Other Costs**

The Board is responsible for the establishment of standard tuition, fees, and other academic costs. College fees, miscellaneous fees, and costs are subject to change without notice by action of the Board.

#### LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

#### EFFECTIVE DATE

January 2022

Presidential approval: January 2022

### **Degree and Certificate Requirements**

The College offers the following degrees and certificates:

- Associate of Applied Science Degree
- Associate of Science Degree
- Certificate – Two-Year
- Certificate – One-Year
- Certificate – Less than One-Year
- Certificate – One Semester

**Associate of Applied Science Degree.** The Associate of Applied Science Degree is awarded to a student who completes a general education core and a comprehensive series of technical courses designed to prepare the student for employment in a specific career. The Associate of Applied Science Degree may also be recognized for transfer by four year colleges and universities.

**Associate of Science Degree.** The Associate of Science Degree is awarded to a student who completes a technical core and a comprehensive series of general education courses designed to prepare the student for transfer to four-year colleges and universities. The Associate of Science Degree may also prepare the student for employment.

**Certificates.** A certificate is awarded to students who complete a series of courses designed to develop a job skill or competency.

**LINE OF AUTHORITY**

Responsible Office: President’s Office

Contact person in that office: Executive Assistant to the President

**EFFECTIVE DATE**

January 2022

Presidential approval: January 2022

**General Education Requirements**

**Philosophy of General Education.** The College aims to prepare students to perform effectively in highly specialized and advanced technical occupations and respond effectively to the inevitable technical and societal changes that will occur throughout their careers. To respond to change, students will need to engage in a lifelong process of inquiry, decision-making, and acquisition of new knowledge. General education, which has as its fundamental purpose the development and integration of every student’s knowledge, skills, attitudes, and experiences, is one of the best means for achieving the ability to engage effectively in critical thinking and problem solving needed in the work place and beyond.

**The Associate of Applied Science General Education Core.** Students seeking an Associate Degree are required to take a general education core including a minimum of 19 semester credit hours selected from the courses listed below. See each program’s General Education Requirements for specific courses.

**ASSOCIATE DEGREE GENERAL EDUCATION CORE REQUIREMENTS**

Course #	Course Title	Credits
Area 1. Oral & Written Communication - 6 Credit hours		
COM 101	English Composition Or Honors Composition*	3
COM 110	And	3
COM 111	Oral Communications Or	3
COM 121	Public Speaking	3
Area 2. Mathematics - 3 Credit Hours		
MAT 115	College Algebra	3
	Or	3
MAT 118	Survey of College Mathematics Or	3
MAT 119	Elementary Statistics Or	5
MAT 120	Pre-Calculus Or	3
MAT 122	Elements of Calculus	

MAT 123	Or Calculus I	5
Area 3. Science - 4 Credit Hours		
PHY 100	Physical Science with a laboratory	4
PHY 101/102	Or College Physics with a laboratory	4
PHY 103/104	Or Environmental Science with a laboratory	4
PHY 201	Or General Physics with a laboratory	5
ASC 104	Or Human Anatomy and Physiology with Lab I	4
ASC 106	Or Human Anatomy and Physiology with Lab II	4
	Or A science course with a laboratory*	4
Area 4. Social Science - 3 Credit Hours		
PSC 101	American Government <sup>1,2</sup>	3
HST 105	Or American History to 1877 <sup>1,2</sup>	3
HST 110	Or American History from 1877 to the Present <sup>1,2</sup>	3
Area 5. Technical Literacy - 3 Credit Hours		
CPP 101	Introduction to Microcomputer Usage	3
CPP 102	Or Advanced Microcomputer Usage	3
NST 101	Or Network Fundamentals	3

\* Requires Department Approval

<sup>1</sup> PSC 101 American Government, HST 105 American History to 1877, and HST 110 American History from 1877 to the Present fulfill both the general education requirement and Missouri's constitution requirement.

<sup>2</sup> Transfer students must also meet Missouri's constitution requirement through an approved method.

**The Certificate General Education Core.** Students seeking a certificate will follow the specific general education core requirements below for the certificate being sought.

#### CERTIFICATE GENERAL EDUCATION CORE REQUIREMENTS

##### **Certificate – Two-Year.**

Students are required to take a general education core including at least eight semester credit hours.

**Certificate – One-Year.**

Students are required to complete a basic general education core of at least six semester credit hours.

**Certificate – Less than One-Year.**

Certificates of Less than One-Year may or may not include a requirement for students to complete a basic general education core of at least six semester credit hours.

**Certificate – One Semester.**

Certificates of One Semester may or may not include a requirement for students to complete a basic general education core of at least six semester credit hours.

See each program's General Education Requirements for specific courses.

**LINE OF AUTHORITY**

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

**EFFECTIVE DATE**

January 2022

Presidential approval: January 2022

**AJA@™ State Tech Grading System**

In addition to the academic grades listed on transcripts, a job readiness work ethic score and an attendance percentage are issued for each class completed as appropriate. This value-added service to students is a result of industry advisory council member input.

AJA@™ State Tech information is recorded on the student transcript as follows:

**A:** Academic Grades (GRD) = A, B, C, D, F

**J:** Job Readiness Work Ethic (JR) = score of 0.0 – 4.0

**A:** Attendance (ATT) = percentage of 1 – 100

**LINE OF AUTHORITY**

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

**EFFECTIVE DATE**

January 2022

Presidential approval: January 2022

**Graduation Requirements**

In addition to meeting the Associate of Applied Science degree, Associate of Science degree, or certificate requirements, all candidates for graduation are required to:

- Earn a cumulative grade point average (GPA) of at least 2.000 overall. Program standards that exceed this requirement will take precedence.
- Earn a cumulative GPA of at least 2.000 in the core curriculum and program requirements. Program standards that exceed this requirement will take precedence.
- Complete all required assessments and surveys.
- Clear all financial obligations to the College.

LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

EFFECTIVE DATE

January 2022

Presidential approval: January 2022

**Drug Screening Policy**

The College drug screens students in Industrial Electricity, Aviation Maintenance, any program requiring a commercial driver's license, and programs that require clinical work. The specifics of the testing procedures and implementation of this policy will be determined by the President of the College. Such policies shall provide for due process required by law and may provide greater procedural protections.

LINE OF AUTHORITY

Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

EFFECTIVE DATE

January 2022

Presidential approval: January 2022

**Grievance Policy**

Suggestions concerning the College or constructive criticism of the College's policies by employees is encouraged. However, the individuals wishing to express concern or criticism shall be required to follow the proper chain of command in bringing their comments to the Board. It shall be the policy of the Board that concerns shall be initially communicated to persons at the lowest level of authority at which effective action can take place. If there is dissatisfaction on action taken at any level, the concern may automatically be communicated to the next higher level of authority until it is ultimately brought before the Board.

LINE OF AUTHORITY

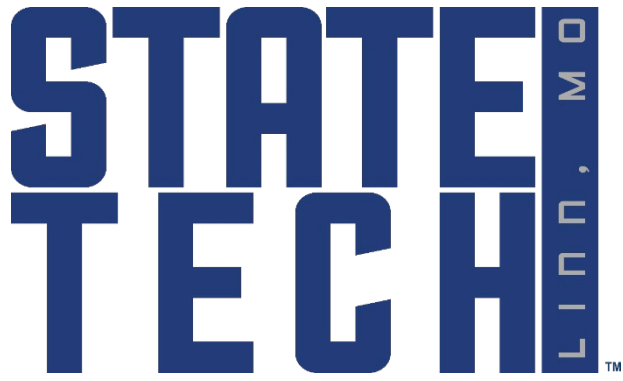
Responsible Office: President's Office

Contact person in that office: Executive Assistant to the President

EFFECTIVE DATE

January 2022

Presidential approval: January 2022



## Chapter 2: Emergency Response and Safety Policies Final

### Accidents

All accidents occurring on College property should be reported within 24 hours to the College Administration by filling out the online form ([https://cm.maxient.com/reportingform.php?StateTechMO&layout\\_id=40](https://cm.maxient.com/reportingform.php?StateTechMO&layout_id=40)). If an accident needs immediate medical attention, push the appropriate Rave Panic Button or call 911.

#### LINE OF AUTHORITY

Responsible administrator or office: Office of the President

Contact person in that office: Chief of Staff

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### Accidents Involving College Vehicles

Accidents involving on or off campus injuries should immediately contact 911.

Accidents on College - If anyone driving a college vehicle is involved in an accident on State Tech property, a report must be made immediately to State Tech. The driver/supervisor is responsible to complete an [accident report](#) (link on website). Chief of Staff will obtain all the required information at the scene of the accident and the Osage County Sheriff's Office will be called.

Accidents off College property - If a college vehicle is involved in an accident off State Tech property, the report of the accident must be made to the local police, highway patrol, county sheriff, or other appropriate jurisdictional division in accordance with the law. If possible, the driver should get a copy of the report written by the investigating officer. The driver/supervisor is responsible to complete an [accident report](#) (link on website).

#### LINE OF AUTHORITY

Responsible administrator or office: Office of the President

Contact person in that office: Chief of Staff

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Emergency Operations Plan**

It is the policy of State Tech to have in effect an emergency operation plan which is designed to maximize human survival, preserve property, minimize danger, and restore normal operations of the College in the event of a campus crisis.

#### LINE OF AUTHORITY

Responsible administrator or office: Office of the President

Contact person in that office: Chief of Staff

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Environmental Management**

State Tech is committed to compliance with all local, state, and federal environmental laws and regulations, pollution prevention, and the safe and responsible acquisition, storage, use, and disposal of all hazardous materials and waste to protect the health of students, faculty, staff, and area citizens.

All employees will be proactive in waste reduction and in the proper handling, control, and disposal of hazardous waste, hazardous materials, and other pollutants by following all College established environmental plans and procedures.

The Director of Facilities is assigned the responsibility to implement this policy through the establishment of plans and procedures in accordance with local, state and federal environmental laws and regulations. The established plans and procedures will be available to all members of the campus community on the College website.

#### LINE OF AUTHORITY

Responsible administrator or office: Facilities

Contact person in that office: Director of Facilities

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Notification of Campus Crime**

In the event of a confirmed emergency situation, including, but not limited to: terrorist attack, active shooter, natural or environmental disaster, inclement weather, etc., an emergency notification will be issued without delay to the entire campus community or only a small portion of campus depending on the specific situation, via text message alerts, telephone to key locations, campus e-mail, website posting, posters at key locations, and other communication systems as deemed appropriate to notify all students, faculty, and staff. State Tech has deployed a smart phone app for employees called Rave Panic Button to continue an effort to improve the safety and security of the campus. The Rave Panic Button app allows individuals to call 911 and identify the nature of the emergency with the touch of a button, and to receive critical emergency notifications about incidents happening on campus that employees need to be aware of when an employee activates the app.

#### LINE OF AUTHORITY

Responsible administrator or office: Office of the President

Contact person in that office: Chief of Staff

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Law Enforcement and Jurisdiction of Policy Statements**

State Tech does not employ campus police. The Maintenance Staff has been charged with monitoring campus for parking violations and securing buildings after hours. State Tech employees do not have the authority to arrest and are expected to notify the Osage County Sheriff's Office of any incident that may lead to an arrest. A Memorandum of Understanding exists between the College and the Osage County Sheriff's Office for the investigation of any alleged criminal offenses. (See Appendix A –link <https://www.statetechmo.edu/the-clery-act-campus-save-act-and-vawa-amendments/> ) State Tech has a very good working relationship with the Osage County Sheriff's Office, Linn Police Department, Missouri State Highway Patrol Troopers assigned to the area, and Missouri Department of Conservation Agent for Osage County. State Tech works with these local law enforcement agencies to ensure the safety of employees and students both on and off campus. Any student, staff, or faculty member of State Tech must report any criminal activity at the earliest possible opportunity (but never to exceed 24 hours) to the Vice President of Student Affairs or the Chief of Staff. In addition, persons who are aware of any criminal activity on campus must report that activity to the appropriate law enforcement agency. This agency is the Osage County Sheriff's Department (Linn Campus). This policy extends to alleged criminal activity and information concerning criminal activity. Criminal activity is defined as any activity in conflict with local, state or federal law. Pastoral and Professional Counselors working with students who disclose information regarding crimes, but wish to be kept confidential, may follow the procedures for voluntary confidential reporting outlined above.

### **LINE OF AUTHORITY**

Responsible administrator or office: Appropriate Vice President/Chief of Staff level administrator

Contact person in that office: Appropriate Vice President/Chief of Staff level administrator

EFFECTIVE DATE

January 2022

Presidential approval: January 2022

### **Policies for Timely Warnings:**

In the event that a crime is reported to any Campus Security Authority that constitutes an ongoing or continuing threat, a campus wide timely warning will be issued by the Facilities Manager, the Chief of Staff, the Osage County Sheriff's Office for the Main Campus, or the appropriate college official designated in the chart above for other locations. The particular circumstances of the incident will dictate the measures taken to notify the campus community. In situations that pose an immediate threat to the community and individuals, the warning will be issued via text message alerts, telephone to key locations, campus e-mail, website posting, posters at key locations, and other communication systems as deemed appropriate to notify all students, faculty, and staff.



Anyone with information warranting a timely warning should report the circumstances to: Facilities Manager, 573-897-532, or [brad.crede@statetechmo.edu](mailto:brad.crede@statetechmo.edu). Chief of Staff, 573-897-5224, or [amy.ames@statetechmo.edu](mailto:amy.ames@statetechmo.edu)

#### LINE OF AUTHORITY

Responsible administrator or office: Facilities

Contact person in that office: Director of Facilities

#### EFFECTIVE DATE

January 2022

Presidential approval: January 2022

### **Security of and Access to Campus Facilities**

State Tech is an open campus, but due to the small nature of the campus, visitors are typically noticed by faculty, staff and students. There is one entrance to campus and all traffic enters and exits at this location. Two buildings, the Information Technology Center and the Activity Center, have front desk staff that monitor those that enter and leave the buildings via the doors by the front desk. An electronic lock system has been installed in all buildings on campus. Each building has doors that are open to the public during regular business hours each day. The Director of Facilities has programmed the doors to open and lock on a schedule each day. All other doors are locked 24 hours a day. The Director of Facilities and Maintenance Staff are in charge with maintaining a program of crime deterrent activities, including a review of all campus entry/exit points, locks, and individual window and door security devices, including alarm systems. The Maintenance Staff reviews campus lighting at regular intervals. Campus security cameras are in place, actively recording activities, both indoors and outdoors, and are on at all times. Residence Halls are locked at all times and only students living in the hall have access to that hallway. The Resident Manager and Resident Assistants monitor each of the nine residence halls as well as the commons area. Security cameras are also in place in and around housing. The President's House entrance is prohibited to the public and can only be used during special events or incases of emergencies.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Presidential approval: January 2022

### **Video Surveillance**

Surveillance cameras are positioned at several locations throughout the campus to enhance campus safety. Cameras are located inside and outside College academic and administrative buildings as well as in parking areas. These cameras are not monitored throughout the day, but if specific request is submitted, the College can review recorded footage to see if proper surveillance footage can be recovered.

#### LINE OF AUTHORITY

Responsible administrator or office: Information Technology

Contact person in that office: Director of Information Technology

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Possession of Firearms**

Possession of firearms and other weapons on College property may, in specific circumstances, be necessary to fulfill academic and extracurricular activities and in conjunction with law enforcement activities; therefore, the College shall prohibit the unauthorized possession of ammunition, firearms, explosive weapons, and other weapons as defined in Missouri Revised Statutes, on College premises (including, without limitation, academic buildings, administration buildings, residence halls, parking lots and vehicles owned or leased by the College) by members of the College community and guests, except persons outlined below, and that authority to permit possession of such items on College property or College vehicles shall be vested in the President of the College and delegated to such persons as s/he deems appropriate.

Notwithstanding the foregoing, persons described in Mo. Rev. Stat. § 571.030.2 (including, without limitation, peace officers, qualified retired peace officers, and civil process servers) are authorized to carry a firearm on property and facilities owned or leased by the College.

Additionally, consistent with Mo. Rev. Stat. § 571.030.6, an employee of the State of Missouri is authorized to have a firearm in the employee's vehicle on property owned or leased by the College provided that (a) the employee is conducting activities within the scope of his or her employment; and (b) the employee's vehicle is locked and the firearm is not visible therein.

### **LINE OF AUTHORITY**

Responsible administrator or office: Office of the President

Contact person in that office: Chief of Staff

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Expressive Activity Policy**

State Tech is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the mission of the college. This policy is in place to provide a community environment in which open discussion can occur without disrupting the academic mission or daily college functions, subject to constitutional time, place, and manner limitations and without unconstitutionally interfering with the rights of others.

All individuals may exercise the right of assembly, free speech, and expression throughout the outdoor areas of campus, when doing so does not disrupt the academic mission or daily college functions, and is consistent with college policy regarding time, place, and manner limitations.

Expressive activities will not be limited to any specific outdoor areas on the college campus.

However, the right of assembly and expression does not include unlawful activity that endangers the safety of the campus community or that destroys college property. Expressive activities are not to unduly disrupt traffic, either vehicular or pedestrian, or violate other time, place, and manner parameters specified in this policy.

The Information Technology Center on campus is the most appropriate for outdoor forums, rallies, demonstrations, and other similar activities.

Individuals are not restricted to this outdoor location for expressive activities. Priority to use the location will be as follows:

- Members of the college community with a reservation
- Other individuals or groups with a reservation
- Members of the college community without a reservation on a first come, first serve basis
- Other individuals or groups without a reservation on a first come, first serve basis

Any member of the college community or outside the college community may reserve this location through the President's Office at 573-897-5120. The college encourages everyone to coordinate with the President's Office before conducting expressive activity on campus so appropriate arrangements can be made.

This policy will be construed and applied on a content neutral basis. The following is a list of parameters for the time, place, and manner of activities that apply to all expressive activities on campus:

- The activity may not violate local ordinances or state or federal laws.
- The activity may not unduly disrupt traffic, either vehicular or pedestrian, or interfere with the ingress or egress to or from any building.
- The activity may not create unreasonable safety risks.

Participants in the activity must not carry or bring to the activity the following items: weapons of any kind (including but not limited to those defined in Missouri Revised Statute § 571.010), ammunition, explosives, body armor, helmets, mace/pepper spray, full masks, vehicles (including but not limited to motorcycles, automobiles, all-terrain vehicles, golf carts and bicycles), torches, and any other item identified by the College as increasing the risk of injury to event attendees and the campus community, including without limitation, any item identified in the activity may not deface or destroy, or create an unreasonable risk of defacing or destroying college or other property.

Noise levels are not to interfere with classes, meetings, campus events or operations and activities on campus.

No event may exceed 8 hours in length in a 24 hour day.

The location will be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement.

Expression that is obscene, defamatory, or consists of fighting words, threats of physical harm, incites imminent lawless action is not permitted.

Generally, indoor college spaces are not appropriate for forums, rallies, demonstrations, or similar activities; however, such activities may be permitted inside college facilities under the following conditions.

- Are silent demonstrations (e.g., "sit-ins")
- Do not interfere with the reasonable operations of the specific indoor space
- Comply with campus instruction
- Do not extend beyond the business hours of the college's indoor space, or
- Do not otherwise violate any policy of the college.
- The College recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, use of violence or violation of law or college policy is counter to creating an environment where issues can be openly discussed. An individual or group wishing to protest an event is subject to the same standards as the presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech.

Violations of this policy may result in removal from campus, police arrest, and/or criminal charges. Members of the college community are subject to disciplinary actions. Any police arrest and criminal charges of students, faculty, or staff are separate from college disciplinary actions.

**LINE OF AUTHORITY**

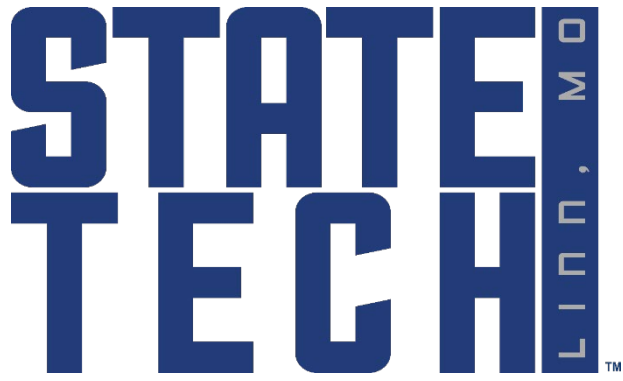
Responsible administrator or office: Office of the President

Contact person in that office: Executive Assistant of the President

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022



## **Chapter 3: Academic Policies Final**

### **Class Cancellation**

If a class must be cancelled, the instructor or another department member will notify the students as soon as possible once it is deemed that the class will not meet as scheduled, preferably two hours in advance of the class scheduled meeting time. Within the first week of class, each instructor will determine class notification procedures in the event of a class cancellation and share them with the class.

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Curriculum Development and Documentation**

The primary responsibility for ensuring that curriculum development and documentation meets the standards of the College lies with the Chair of the area. Significant program and course changes should be discussed with the appropriate Advisory Committee, the designated Academic Dean, and the Dean of Curriculum and Instruction. A curriculum management system is used to propose course changes, new courses, program changes, and new programs. Curriculum Committee approval is necessary for significant program and course changes.

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Syllabus**

Each student taking a class at State Technical College of Missouri must be provided a syllabus for that class at the beginning of the class. Class syllabi are produced in a standard format and stored in the curriculum management system.

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Department Chair Meetings**

To ensure adequate communication within Academic Affairs, regularly scheduled Department Chair meetings will be held. All Department Chairs are expected to attend all Department Chair meetings. Staff from other areas may join the meetings as appropriate to share relevant information.

LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Field Trips and Out of Class Activities**

Lecture, discussion, and field trips beyond the classroom are encouraged to provide real-world experiences. Proper notice should be given to both students and other affected instructors.

LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Final Exams**

Each course should include a final exam administered in the week following the last class day of the semester. A final exam schedule will be created and published by Academic Affairs.

LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Final Course Grades**

Grades will be posted and available to students one week after final exams end.

**LINE OF AUTHORITY**

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**Office Hours**

All instructors are available one period per day for office hours. Availability and contact information will be included in the course syllabus. Other meeting times can be scheduled as needed.

**LINE OF AUTHORITY**

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**Academic Advising**

Academic programs will assign an instructor to serve as the academic advisor to each enrolled student. Advising topics include program-related needs, academic support, registration, career advice, and other student issues. Advisors may refer students to other campus resources as necessary.

**LINE OF AUTHORITY**

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**Student Evaluation of Instruction**

Student Evaluation of Instruction (SEI) allows students to provide feedback on each course and the associated instructor. SEIs are completed at the end of each course.

**LINE OF AUTHORITY**

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **Textbooks and Supplies**

Textbooks and other instructional materials are important in achieving the objectives set forth in the courses of study. Program faculty will select all course materials and list them on the syllabus.

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Technical Skills Attainment Testing**

Students graduating with an AAS Degree or with a Certificate will need to complete the Technical Skills Attainment (TSA) exam for their program prior to end of their last semester. Academic programs will provide details.

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Student Learning Outcomes**

State Technical College of Missouri is committed to improving student learning outcomes and providing opportunities for a successful academic experience for all students. All degree- or certificate-seeking students will be required to participate in knowledge and performance evaluations at appropriate points of development in their programs of study.

Designed to ensure continuous improvement, State Technical College of Missouri's student learning outcomes process includes placement exams, nationally standardized certification and licensure exams, project and performance evaluations, capstone courses, and student needs and satisfaction surveys. State Technical College of Missouri will conduct ongoing evaluation of the student learning outcomes and placement process.

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Incomplete Grades**

An instructor or student may initiate discussion regarding whether an "I" (incomplete) grade is appropriate in a given situation. An "I" (incomplete) grade can be recorded for a student who has completed at least 60 percent of required class work with a passing grade, but because of reasons



acceptable to the instructor, has failed to complete all of the class work. If work is not completed within one year, the “I” grade will be converted to “F.”

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Grade Change Request**

A student has until six weeks after the end of the semester during which a class is completed to petition for the final academic grade, job readiness work ethic score, or attendance percentage to be changed.

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Course Re-Take**

Students must pass all courses required by their program course of study. Individual programs may require specific standards as indicated in the academic catalog. If a student does not receive a passing grade in a required course, the course may be retaken. When a student retakes a class, the higher grade appears on the student’s transcript and is used in calculating the cumulative GPA. Standard tuition and fees will apply. Third party sponsors typically do not pay for class re-takes.

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Transfer Credit**

A student who has earned a grade of “C” or better from another accredited institution of higher education in a course that is comparable to a course offered at State Technical College of Missouri may be granted transfer credit based on an evaluation of the transcript, course content, and grade required. The College will treat grades on transferred classes on the same basis as grades for classes completed at State Technical College of Missouri. Accepted transfer credits are not included in the student’s State Technical College of Missouri grade point average calculation.

LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Missouri Reverse Transfer**

Missouri Reverse Transfer allows individuals who have completed credits for an associate degree to receive that degree even if they have transferred to a four-year college or university.

Individuals who are not currently attending college may be eligible to complete an associate degree through the program. Visit

<https://dhewd.mo.gov/MissouriReverseTransferforstudents.php> for more information.

LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Dual Credit**

Dual credit allows qualified high school students to earn high school and college credit simultaneously for taking designated college-level classes. Dual credit classes may be offered at area high schools, at career centers, via distance education, or on a State Technical College of Missouri campus.

State Technical College of Missouri will grant appropriate college credit to a degree-seeking student who has taken comparable classes through a dual credit program while enrolled in high school. For a student to receive State Technical College of Missouri credit, the Office of Admissions must receive an official college transcript from the college or university granting the credit. Required course equivalency will be evaluated on a class-by-class basis. For more information, please refer to the section on Transfer Credit.

State Technical College of Missouri also partners with local high schools to offer dual credit classes taught by high school instructors who meet the required qualifications under State Technical College of Missouri supervision. In order to be eligible for dual credit courses, including career and technical education (CTE) courses, all prospective dual credit students must meet the same requirements for placement into individual courses, (e.g., English or mathematics) as those required of non-dual credit students.

LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Dual Enrollment**

Dual enrollment allows qualified high school students to earn college credit for taking designated college-level classes that may or may not count toward high school credit. Dual enrollment classes may be offered at area high schools, at career centers, via distance education, or on a State Technical College of Missouri campus.

State Technical College of Missouri will grant appropriate college credit to a degree-seeking student who has taken comparable classes through a dual enrollment program while enrolled in high school. For a student to receive State Technical College of Missouri credit, the Office of Admissions must receive an official college transcript from the college or university granting the credit. Required course equivalency will be evaluated on a class-by-class basis. For more information, please refer to the section on Transfer Credit.

State Technical College of Missouri also partners with local high schools to offer dual enrollment classes taught by State Technical College of Missouri instructors. In order to be eligible for dual enrollment courses, including career and technical education (CTE) courses, all prospective dual enrollment students must meet the same requirements for placement into individual courses, (e.g., English or mathematics) as those required of non-dual enrollment students.

### **LINE OF AUTHORITY**

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **Credit Hour Residency Requirement**

#### **Associate Degree**

To graduate from State Technical College of Missouri with an Associate degree, a student is required to have earned a minimum of 32 credit hours of program degree requirements from State Technical College of Missouri. The 32 credit hours must meet the requirements of the degree being sought. Of the 32 credit hours, 12 credit hours must be earned from State Technical College of Missouri rather than through credit for prior learning or transfer.

#### **Certificates - Two-Year, One-Year, and Less than One-Year**

To graduate from State Technical College of Missouri with a Two-Year, One-Year, or Less than One-Year Certificate, a student is required to earn two-thirds of the total certificate credits from State Technical College of Missouri. The certificate credits earned at State Technical College of Missouri must meet the requirements of the certificate being sought. One-third of the certificate credits must be earned from State Technical College of Missouri rather than through credit for prior learning.

## LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

## EFFECTIVE DATE

January 2022

Approved by President: January 2022

## Credit for Prior Learning

Credit for Prior Learning is a way for students to obtain credit for their knowledge, skills, and previous experience. There are several ways for students to receive credit for prior learning at State Technical College of Missouri:

### Credit By Examination/Test Out

This is an opportunity for students to receive college credit for college-level knowledge and skills obtained outside of college through faculty designed, course-specific examinations/test outs and if appropriate hands- on demonstration of knowledge and skills. Contact the State Technical College of Missouri's Testing Center for more information at [testingcenter@statetechmo.edu](mailto:testingcenter@statetechmo.edu).

### Industry Credentials/Licenses

Students who possess a current valid license or industry credential that is equivalent to a course or courses offered at State Technical College of Missouri may be awarded credit for that course or courses. Contact the Registrar for more information at [registrar@statetechmo.edu](mailto:registrar@statetechmo.edu).

### Military Courses

The college awards educational credits for a course that is part of the students' military educational experiences or service that meets the standards of the American Council on Education or equivalent standards for awarding academic credit and that is determined to be equivalent to a course offered at State Technical College of Missouri. Students requesting military credit must provide a transcript from the Community College of the Air Force (CCAF), the Army/American Council on Education Registry Transcript System (AARTS), the Sailor/Marine American Council on Education Registry Transcript (SMART), or the Joint Services Transcript (JST). Military credit approval should be sought through the Registrar at [registrar@statetechmo.edu](mailto:registrar@statetechmo.edu).

### Advanced Placement

High school students may be eligible to receive academic credit for high school Advanced Placement (AP) courses. AP credit is available in the following State Tech subject areas: communication, economics, mathematics, science, and social science. Please visit the State Tech website at <https://www.statetechmo.edu/advanced-placement-credit/> for a chart listing specific courses that are eligible for AP credit. Visit the College Board's website at <https://apscore.collegeboard.org/scores> to learn how to send your scores to State Tech.

### CLEP Credit

Students may be eligible to receive academic credit for CLEP Exams. CLEP credit is available in the following State Tech subject areas: communication, economics, mathematics, science, and social science. Please visit the State Tech website at <https://www.statetechmo.edu/contact-admissions/credit-and-curriculum-transfer/> for a chart listing specific courses that are eligible for CLEP credit.

Visit the College Board's website at <https://clep.collegeboard.org/earn-college-credit/your-score> to learn how to send your CLEP scores to State Tech.

### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### Credit/Class Load

The unit of credit is the semester hour. One credit hour or unit represents approximately three hours of work a week by a student for one semester. For the student, this typically means one hour of lecture with two hours of preparation or two to three hours of lab with one or fewer hours of preparation.

A student desiring to take more than 18 credit hours or less than 12 credit hours per semester must meet with his/her advisor for approval. A student desiring to take less than a full class load of 12 credit hours per semester also needs to consult the Office of Financial Aid about financial aid eligibility.

### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### Independent Study

In certain instances, independent study may be used to complete the requirements for regularly offered classes. The class curriculum must follow the already established syllabus and be completed within one semester. A student wishing to take a class on an independent study basis must obtain approval from the Department Chair of the program.

### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Special Topics**

A special topics class may include instruction on topics not covered in other classes. Topics covered in other classes may also be covered in more depth in a special topics class. The special topics curriculum must be developed and pursued under the direction of a faculty member with credit hours determined by the level and amount of involvement. A student wishing to take a special topics class must obtain approval from the Department Chair of the program.

#### **LINE OF AUTHORITY**

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **Auditing A Class**

If a student wishes to attend a class without receiving credit for the class, the student may register on an audit basis. A student who audits a class is expected to complete all class requirements, pay the regular tuition and fee rate, and meet the class prerequisites or receive special permission from the instructor. A student wishing to audit a class must obtain approval from the Department Chair of the program.

#### **LINE OF AUTHORITY**

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **Class Attendance**

A student is expected to attend all of the classes in which he/she is enrolled. The College validates enrollment at the beginning of each semester, and students who have not attended may be automatically withdrawn. If the student attends but is absent excessively, he/she must either withdraw from the class or accept the final academic grade, job readiness work ethic score, and attendance percentage earned. Excessive absences are determined by attendance requirements detailed in each class syllabus. The student shall remain financially responsible for the class. Financial aid recipients who do not attend classes may be required to repay some or all of the financial aid credited to their State Technical College of Missouri account for the semester.

#### **LINE OF AUTHORITY**

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **Make-Up Work**

Only instructors may determine what is or is not allowed for make-up work. It is the responsibility of the student to immediately request to make up work missed because of class absence.

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Academic Standards**

A 2.000 or better career grade point average (GPA) is required for graduation. A career GPA of 2.000 is also required in the core curriculum and program requirements. Program standards that exceed these requirements will take precedence.

#### LINE OF AUTHORITY

Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Academic Honors**

#### Dean's List

A full-time student who earns a semester grade point average (GPA) of 3.500 or higher will be placed on that semester's Dean's List. A student with high academic grades may also be considered for membership in the Phi Theta Kappa, Alpha Phi Omicron Chapter at State Technical College of Missouri, a national scholastic honor society.

#### Scholastic Honors

During graduation, the following scholastic honors are recognized:

CUM LAUDE-A student must maintain a cumulative GPA of 3.40 to 3.59 while attending State Technical College of Missouri.

MAGNA CUM LAUDE-A student must maintain a cumulative GPA of 3.60 to 3.79 while attending State Technical College of Missouri.

SUMMA CUM LAUDE-A student must maintain a cumulative GPA of 3.80 to 4.00 while attending State Technical College of Missouri.

#### LINE OF AUTHORITY

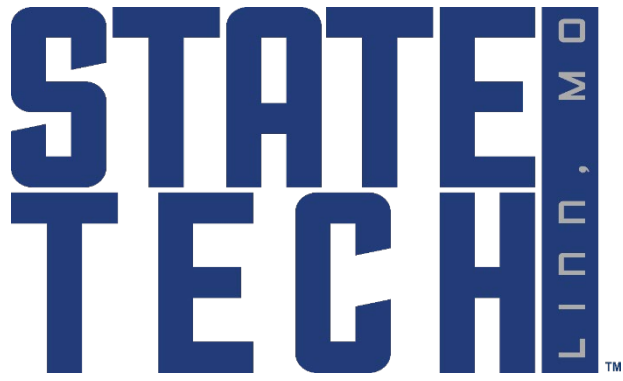
Responsible administrator or office: Academic Affairs

Contact person in that office: VP of Academic Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022



## **Chapter 4: External Relations Governing Policies**

### **Grants Policy**

Where appropriate, the College will seek to participate in private, state and federal grant programs as recommended by a member of the Executive Leadership Team. Grants from outside agencies are to be related to the needs and priorities of the College in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, in-service education, or capital improvement. Grants may lead to research and development that will be of value to the College.

#### **LINE OF AUTHORITY**

Responsible administrator or office: Vice President of External Relations

Contact person in that office: Vice President of External Relations

EFFECTIVE DATE: January 2022

Approved by President: January 2022

### **Fundraising and Gift Solicitation Policy**

Fund raising and gift solicitation activities are coordinated under the direction and management of the Vice President of External Relations in cooperation with the State Technical College Foundation.

- Approval to solicit funds must be obtained in advance through that office.
- Receipt of a gift (cash or non-cash) by any individual member of the College faculty, staff, campus office or College office must be acknowledged by the office of Advancement.
- In kind gifts received forms are available from the Advancement office and are to be used to complete the in-kind gift acceptance process.

#### **LINE OF AUTHORITY**

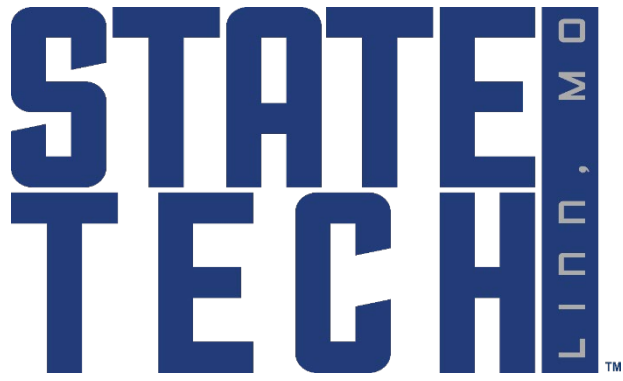
Responsible administrator or office: Vice President of External Relations

Contact person in that office: Vice President of External Relations

EFFECTIVE DATE: January 2022

Approved by President: January 2022





## Chapter 5: Student Policies

### Drug-Free Schools (Biennial Review)

The Drug-Free Schools and Campuses Regulations (EDGAR Part 86) require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program “to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees” both on the institution’s premises and as part of any of its activities. According to the Part 86 regulations, if an IHE fails to submit the necessary certifications when requested to do so or violates its certification, the Secretary of Education may terminate all forms of financial assistance whether from the Department of Education or other federal agencies (34 CFR Section 86.1 and 20. USC & 1145g.) The Drug-Free Schools and Campuses Regulations also require IHEs to conduct a biennial review of the AOD (alcohol and other drugs) programs and policies to determine program effectiveness and consistency of policy enforcement and to implement any changes needed to either. This legislation directs the State Technical College of Missouri to maintain a written policy on alcohol and other drugs and to maintain a process that ensures policy distribution to all students, staff and faculty. The written policy must enumerate federal, state and/or local sanctions for unlawful possession or distribution of illicit drugs and alcohol, describe health risk associated with alcohol abuse or illicit drug use, describe the College drug and alcohol programs available for students and employees, and specify disciplinary sanctions imposed on students and employees for policy violations. Also, the College is required to conduct biennial reviews to assess the effectiveness of its alcohol and drug prevention programs. In compliance with federal legislation, the Counseling Department and the Vice President for Student Affairs have prepared a Biennial Review. The Biennial Review is located at [STC-Biennial-Review-2017-2019.pdf \(link to it\)](#). The review includes policies on the following:

- Substance Abuse Policy
- Smoke Free/Tobacco Free Campus

In addition, the Counseling Department has provided links to applicable Missouri law below.

- [Missouri’s Alcohol Law](#)
- [Driving Under the Influence \(DUI\)](#)
- [Chemical Tests for Alcohol Content](#)
- [Drug Regulations Chapter 195 RSMO](#)

### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Academic Integrity**

Students are encouraged to assist each other and exchange information in order to master the concepts and skills covered in coursework and to seek tutoring from the Academic Resource Center if they need additional resources. However, collaboration on any individually graded assignment or exam to the extent that it is not an individual student's total, personal effort will be considered a violation of the Student Code of Conduct.

To report a violation of Academic Integrity, please submit an Academic Integrity form.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Attendance**

Students are expected to attend all classes. It is the responsibility of students who will be absent, tardy, or leaving early to leave a message with the college receptionist by calling 573-897-5000. Contact instructor to notify them of the nature of the absence.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **The Clery Act (Annual Campus Security and Fire Safety Report)**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

- The Clery Act contains policies on:
- Campus Crime Policy
- Campus Security Authorities

- Campus Crime Prevention and Awareness
- Monitoring and Recording of Criminal Activity
- Campus Crime Statistics
- Notice of Availability of Annual Campus Security and Fire Safety Report
- Missing Person Policy/Procedure
- Weapons Policy

The full text of the Clery Act (Annual Campus Security and Fire Safety Report) can be found at: <https://www.statetechmo.edu/wp-content/uploads/2021/03/2020-Clery-Report.pdf>

**LINE OF AUTHORITY**

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**Consumer Information**

The Higher Education Opportunity Act (Public Law 110-315) requires colleges to provide prospective and current students and employees with information about financial assistance opportunities, graduation rates, student loan default rates, crime statistics, campus safety programs, policies related to alcohol and illegal drugs, average student indebtedness, computer use and file sharing, and copyright infringement. You can view this information on the [Consumer Information website](#). (add link)

**LINE OF AUTHORITY**

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**Guests**

Students shall not bring guests with them to the classroom or lab.

**LINE OF AUTHORITY**

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**Non-Discrimination Policy**

State Technical College of Missouri (State Tech) is committed to nondiscrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, gender identity, gender expression, sex, sexual orientation, religion, color, national origin, age, disability, or status as a protected veteran to ensure nondiscrimination as required by Title

VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX of the Education Amendments of 1972 (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and Title II of the Americans Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.) If you have questions or complaints related to compliance with this policy, please contact Chief of Staff, One Technology Drive, Linn, MO 65051, (573) 897-5224, or Vice President for Student Affairs, (573) 897-5201, [title9coordinator@statetechmo.edu](mailto:title9coordinator@statetechmo.edu); The Kansas City Office for Civil Rights may be reached at U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302.; the telephone number is (816) 268-0550 and fax number is (816) 823-1404. State Tech's full Nondiscrimination Policy can be found in the College Catalog.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Student Code of Conduct**

State Technical College of Missouri is an academic community built on the principles of mutual respect, integrity, and honesty. The College strives to provide a community wherein individuals have the right to express their opinions and ideas, to assemble peacefully, and to associate freely in a manner that does not interfere with the rights of others and is in the confines of intellectual honesty. In order to thrive as an educational institution, the college has adopted this Student Conduct Code ("Student Code") to promote and preserve its educational mission for the benefit of all who are invited to be a part of the community.

It is in the best interest of the College and all those who are students, or who may desire to become students at the College, that the disciplinary procedure be defined. This document prescribes procedures to be followed in disciplinary cases in order that cases may be handled in a timely manner while serving the interests of the college community and safeguarding the rights of all students. Administrative responsibility for the establishment and enforcement of policies governing non-academic student conduct and disciplinary action has been delegated by the State Tech President to the Vice President for Student Affairs. The Vice President has, in turn, delegated considerable authority for the establishment of rules and handling of violations to Student Conduct Administrators and other bodies as designated in this procedure.

The policy is located at [https://www.statetechmo.edu/wp-content/uploads/2020/10/State-Tech-Student-Code-of-Conduct-9-8-20\\_1.pdf](https://www.statetechmo.edu/wp-content/uploads/2020/10/State-Tech-Student-Code-of-Conduct-9-8-20_1.pdf).

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Sexual Harassment For Title IX Policy**

State Technical College of Missouri (the “College” or “State Tech”) is committed to maintaining an environment that is free from Sexual Harassment. Consistent with the U.S. Department of Education’s implementing regulations for Title IX of the Education Amendments of 1972 (“Title IX”) (see 34 C.F.R. § 106 et seq.), the College prohibits Sexual Harassment that occurs within its Education Programs or activities.

This policy is located at <https://www.statetechmo.edu/title-ix/title-ix-policy-for-sexual-harassment/>.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Student Housing**

Only students enrolled, in good standing, at State Technical College of Missouri, living as single individuals, may reside in the on-campus residential cottages.

Before moving on-campus, verification of immunization including TB screening is mandatory.

Residents are to present evidence of having immunization for meningococcal disease (meningitis), or a statement of medical exemption, signed by a physician, on file with the college. An immunization record shall be submitted to the Admissions Office prior to moving on campus.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Student Identification Cards**

Valid student ID cards are required of all students. Report lost or stolen ID cards to the Student Activities Office located in the Activity Center. A fee is required for replacement.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Admissions Policy**

State Technical College of Missouri is an open/selective enrollment institution with programmatic selectivity. Students who meet the college’s minimum threshold scores on college-

level placement tests and have a diploma from an accredited high school or high school equivalency (HSE) credential will be accepted into the college. Admission of a student to a program at State Technical College of Missouri will be based on minimum scores on appropriate college-level placement tests, meeting program specific requirements, and program availability. Students will be placed in developmental courses based on college-level placement test results.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Return Of Title IV Funds**

The Higher Education Amendments of 1998 Public Law 105-244 dictates the formula for calculating the amount of aid a student and school may retain when the student totally withdraws from all classes. The Title IV programs include: Federal Pell Grants, Direct Loans, Direct Plus Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs). The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. State Technical College of Missouri will charge the student for any Title IV program funds that State Tech was required to return.

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws prior to the 60% point of the term, unearned Title IV funds, as determined by the federal policy, must be returned to the various programs. These funds must be returned even if the College provides no refund to the student. This means the student could owe the College and/or the U.S. Department of Education a significant amount of money. If the student is thinking about withdrawing from all classes PRIOR to completing 60% of the semester, he/she should contact Financial Aid to understand how withdrawing will affect financial aid.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Graduation Requirements**

In addition to meeting the Associate of Applied Science degree or certificate requirements, all candidates for graduation are required to:

- Earn a cumulative grade point average (GPA) of at least 2.000 overall. Program standards that exceed this requirement will take precedence.
- Earn a cumulative GPA of at least 2.000 in the core curriculum and program requirements. Program standards that exceed this requirement will take precedence.

- Complete all required assessments and surveys.
- Clear all financial obligations to the college.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Academic Probation**

A student receiving an overall semester GPA of below 2.000 will be placed on academic probation for one semester. Program standards that exceed this requirement will take precedence. This is a warning to the student that his/her grades in the next semester must improve to above 2.000 overall semester GPA to avoid academic suspension. Academic probation does not prohibit a student from enrolling in the next semester's classes. A student that is put on academic probation is required to meet with a college counselor to complete a Student Success Plan.

#### LINE OF AUTHORITY

Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Academic Suspension**

A student with an overall semester GPA below 2.000 for two (2) consecutive semesters will be suspended from State Technical College of Missouri. A student suspended from the college as a result of low grades shall not return to State Technical College of Missouri for the next semester during which the student is enrolled or expected to be enrolled. Program standards that exceed this requirement will take precedence. A student returning from academic suspension must reapply to the college to begin taking classes again. A student returning from suspension will be on academic probation during that first semester back. If, at the end of that semester, a student earns less than a 2.000 semester GPA, he/she will again be suspended for another semester.

#### LINE OF AUTHORITY

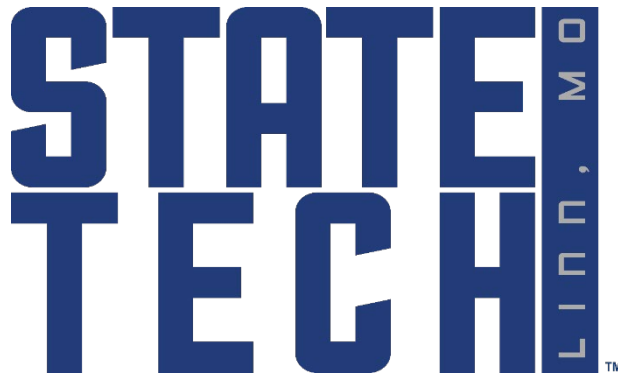
Responsible administrator or office: Student Affairs

Contact person in that office: Vice President of Student Affairs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022



## **Chapter 6: Human Resource Policies with Changes**

### **Equal Opportunity and Commitment to Diversity**

#### **Equal Opportunity**

State Tech provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

State Tech expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

State Tech will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon State Tech's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources. The college will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of Human Resources.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.



Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

**LINE OF AUTHORITY**

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**Americans with Disabilities Act (ADA) and Reasonable Accommodation**

State Tech is committed to the fair and equal employment of individuals with disabilities under the ADA. It is State Tech's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the college. State Tech prohibits any harassment of, or discriminatory treatment of, employees based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee with a disability may request an accommodation from the HR department and engage in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of State Tech to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. State Tech prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

**LINE OF AUTHORITY**

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

## **Diversity**

State Tech is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in College policy and the way we do business at State Tech and is an important principle of sound business management.

## **LINE OF AUTHORITY**

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

## **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

## **Harassment**

It is State Tech's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by State Tech.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. State Tech will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

**Definition of "unlawful harassment."** "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

**Definition of "sexual harassment."** While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate State Tech's policy.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Conflicts of Interest and Confidentiality**

#### **Confidentiality**

Parties with whom we do business entrust the College with important information. Information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, the employee should first check with his or her immediate supervisor. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

**Student Records Confidentiality.** Student records are protected by college practices outlined under the Article Identity Theft Prevention and further by federal laws pertaining to academic,

financial, and health records. The College shall keep records necessary to perform activities as directed by the Board of Regents and conform to all applicable state and federal laws including but not limited to the Family Educational Rights and Privacy Act (FERPA); Gramm-Leach-Bliley Act; the Health Insurance Portability and Accountability Act (HIPAA).

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Employment**

#### **Personnel**

The College President, or his/her designee, is authorized to establish procedures and directives pertaining to:

- Employment and separations.
- Employee conduct and performance.
- Grievances and complaints.
- Due process.
- Discipline.
- Salary administration.
- Working hours.
- Training and development.
- Leaves of absence.
- Safety and health.
- Travel.
- Employee recognition and awards.
- Like subjects pertaining to personnel.

In those areas where the Board has adopted specific Administrative policy statements related to personnel issues, the College President's procedures and directives shall adhere thereto.

Notwithstanding the provisions of this policy statement, all unique, sensitive, and/or potentially controversial personnel procedures and directives will be submitted to the Board.

#### **Employment**

The Board is the sole authority for the appointment of all employees who report directly to the College President. Employment may be terminated by the Board at any time pursuant to the notice of employment or at the pleasure of the Board of Regents. The Board may delegate to the College President the appointment, terms of contract, and remuneration of all other employees.

#### **Faculty Hiring Requirements**

To be eligible for an instructor position, employees must meet minimum requirements to demonstrate academic preparation and content expertise in a discipline/program. Additional qualifications may be listed in job announcements and utilized in the selection of faculty.

### **Dismissal of Contract Employees**

Dismissal of contract employees shall be as specified in Missouri Statutes and shall be according to the following causes:

1. Physical or mental condition making him/her unfit to instruct or associate with students, outside of ADA protections.
2. Immoral conduct.
3. Incompetency in line of duty.
4. Failure to obey the laws of the state or the policies of the Board.
5. Failure to perform duties as assigned by any superior in the chain of command as per the College administrative structure.
6. Inability to get along with administrators, supervisors, and/or fellow employees.
7. Excessive or unreasonable absence from performance of duties. (add link to attendance policy)
8. Conviction of a felony or conviction of any crime involving moral turpitude.

### **LINE OF AUTHORITY**

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **Separation of Employment**

**Resignation or Dismissal:** The College has generally two categories of employees.

The first category of employees are generally referred to as staff and are at-will employees who are legally entitled to resign after giving the required period of notice to the College. Resigning employees are encouraged to provide no less than two weeks' notice, in writing, to facilitate a smooth transition out of the organization. Leave will not be approved for employees in the last two weeks of employment. Some positions may require several months of transition while others may only require the obligatory two week notice. The College retains the right to terminate an employee at any time.

The second category of employees are contracted employees who sign an agreement for employment for a fixed term, typically faculty working 9, 10, 11, or 12 months. During the period of this agreement, the College may not terminate a contracted employee without cause nor may the employee who has agreed to work for a fixed term resign without cause (see Dismissal of Contracted Employees). Contracted employees wishing to resign their employment prior to the end of the contract may only do so with the permission of the President of the College and mutually agreed upon satisfaction of the legal obligations the contract requires. These obligations

include compensation of an appropriate amount to the College for the cost of obtaining a replacement and other expenses related to the process.

**Retirement:** The decision to retire from the MOSERS system is an important step in an employee's career and requires working closely with MOSERS to understand all options available and meet all required deadlines. MOSERS does not communicate an employee's decision to retire to the College. Employees who have decided to retire are required to notify their supervisor and Human Resources in writing at least one month before the planned retirement date.

**Job abandonment:** Employees who fail to report to work or contact their supervisor for three consecutive workdays may be considered to have abandoned the job without notice, effective at the end of the third day. The supervisor shall notify Human Resources at the expiration of the third workday and may initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire. Contract employees who abandon their position before the end of the contract term will be responsible for damages associated with the breach of contract.

**Rehire:** Former employees who left the College in good standing and were classified as eligible for rehire may be considered for reemployment. An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

**Return of College Property:** The separating employee must return all College property at the time of separation, including but not limited to uniforms, cell phones, keys, electronic devices, and identification cards.

**Exit Interview:** Human Resources will contact the separating employee to schedule an exit interview on the employee's last day of work or another day, as mutually agreed on.

**Accrued Vacation:** All compensable leave will be paid in the last paycheck or as soon as administratively possible.

**Leave Reciprocity between State Agencies:** The College will accept the transfer of hours of leave from several other state agencies. The College will accept up to 96 hours of vacation and unlimited sick leave from participating agencies. Employees may likewise choose to transfer vacation and sick leave to a participating agency upon termination if eligible. .

**Health and Welfare Benefits:** Health and welfare benefits terminate on the last day of the last month of employment. Employees will be required to pay their share of any elected dependent and voluntary benefit premiums through the end of the month of termination. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided upon termination of employment.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

## **Employment Classification**

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, State Tech classifies its employees as shown below. State Tech may review or change employee classifications at any time.

**Full time:** Employees who work a minimum of 30 hours weekly and maintain continuous employment status and do not hold a temporary position. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Exempt:** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

**Nonexempt:** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Part time:** Employees who regularly work less than 30 hours weekly and maintain continuous employment status and do not hold a temporary position. Part-time employees are not eligible for the benefits offered by the college.

**Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce to assist in the completion of a specific project and who are temporarily scheduled to work the college's full-time schedule for a limited duration.

**Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration.

**Adjunct:** Instructors who are hired to teach on a temporary basis

All contracts shall clearly state the job title, classification and if applicable, duration of the period of employment. Where an employee has no executed contract, that employee shall be an employee at will.

## LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

## EFFECTIVE DATE

January 2022

Approved by President: January 2022

## **Employee Privacy**

It is State Tech's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the college and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on college premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of college facilities only for the business purposes of the college. Accordingly, materials that appear on college hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the college at any time without notice to the employees. Employees do not have to have any expectation of privacy with

respect to any material on college property. State Tech regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

**Video surveillance.** As part of its security measures and to help ensure a safe workplace, State Tech has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, etc.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Privacy—Social Security Numbers**

It is State Tech's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information. Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Background and Reference Checks**

To ensure that individuals who join the College are well qualified and to ensure that the College maintains a safe and productive work environment, pre-employment background checks on all applicants who accept an offer of employment are conducted. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the College. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the College to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.



Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The College also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Main Campus Operating Hours Policy**

State Technical College of Missouri normal operating hours are:

- Fall and Spring Semester: 8 a.m.-5 p.m. Monday-Friday
- Summer Semester: 8 a.m.-5 p.m. Monday -Thursday, 8 a.m. - 12 p.m. Friday

During operating hours all offices are to remain open. During the fall and spring semesters, individual staff may flex their hours, with supervisor approval, within the week understanding every office must be open every day from 8 a.m. - 5 p.m., including lunch. Faculty need to be available during normal operating hours, as required. The Activity Center and Library will continue to operate normal published hours. Academic Affairs will refrain from scheduling classes before normal operating hours (8 a.m.), unless necessary.

The summer operating hours will begin the week after graduation and will end two weeks prior to the start of the fall semester. All 12-month contract staff must work 40 hours each week during all fall, spring, and summer semesters. Holiday leave is only 8 hours, so If an employee is following the Summer Flex Work Schedule, additional leave time on holidays will be required to meet the 40-hour week requirement.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **On-Call Pay (Nonexempt Employees)**

An on-call nonexempt employee who is called back to work outside his or her normal work schedule will be paid for the time worked or a minimum of two hours (including travel time), whichever is greater.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Employee Personnel Files**

Employee files are maintained by Human Resources and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may request copies. Inspections by employees must be requested in writing to Human Resources and will be scheduled at a mutually convenient time. Personnel files are to be reviewed only in the presence of a member of Human Resources. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to employee personnel file information.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Workplace Safety**

#### **Safety**

It is the responsibility of all employees to conduct all tasks in a safe and efficient manner that complies with all local, state, and federal safety and health regulations and program standards..

Although many safety regulations are consistent throughout departments and programs, all employees have the responsibility to identify and familiarize themselves with the emergency plan for areas they work in. Each facility will have posted an emergency plan detailing procedures (insert link for emergency plan) in handling emergencies such as fire, weather-related events, and medical crises.

The College requires every person in the organization to assume the responsibility of the safety of themselves and the organization. Engaging in conduct that places employees, students, or College property at risk can lead to employee disciplinary action up to and including termination.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

## **Workplace Violence Prevention**

State Tech is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, employees are discouraged from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at college-sponsored functions.

All State Tech employees bear the responsibility of keeping the work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline. Any individual engaging in violence against the college, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

State Tech prohibits the possession of weapons in its buildings. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The college reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on college property. In addition, State Tech may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all college property and other items that are in violation of college rules and policies.

### **LINE OF AUTHORITY**

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

## **Whistleblowing Policy**

A whistleblower as defined by this policy is an employee of State Tech who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The College will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as performance reviews, termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to Human Resources who is responsible for investigating and coordinating corrective action.

#### LINE OF AUTHORITY

Responsible administrator or office: Office of the President

Contact person in that office: Chief of Staff

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Drug-Free and Alcohol-Free Workplace**

It is the policy of State Tech to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the college.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on college or client premises or while performing services for the college is strictly prohibited. State Tech also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, State Tech prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the college's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted for cause upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Tobacco-Free Campus**

The use of tobacco products and electronic delivery devices is prohibited at all times in or on all property State Technical College of Missouri (State Tech) has the authority to control. This includes the Osage County Community Center (OCCC) with the exception of the Osage Country Club. The policy applies to all employees, students, and visitors.

Employees, students, and visitors will be informed of this policy through a variety of methods, which may include, but are not limited to, the following:

- signs posted in and on State Tech property
- State Tech website
- e-mails
- newsletters
- handbooks and manuals
- student and employee orientation / training

State Tech will offer cessation resources to employees and students who desire to quit using tobacco products and/or electronic delivery systems. All employees are authorized and encouraged to communicate this policy with civility to colleagues, students and visitors. It is everyone's responsibility to ensure the policy is followed. Questions regarding this policy should be addressed to the State Tech Chief of Staff.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Campus Crime Prevention and Awareness**

The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding three calendar years plus details about efforts taken to improve campus safety. ASRs must also include policy statements regarding, but not limited to, crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of and response to sexual assault, domestic or dating violence, and stalking. The Campus SaVE Act refers to the Violence Against Women Act (VAWA)

amendments to the Clery Act. The Campus SaVE Act is an update to the Clery Act that expands the scope of this legislation in terms of reporting, response, and prevention education requirements around rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. To view the most recent Annual Security and Fire Safety Report, please click on Annual Security and Fire Safety Report. Questions about this report can be directed to the Campus Security Survey Administrator, located in the Vehicle and Power Center, Room 213 or at (573) 897-5228.

**LINE OF AUTHORITY**

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**Verification of Employment Eligibility**

The College adheres fully to the provisions of 285.530.1RSMo, which states that “No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.” The College continually maintains enrollment and participation in the E-Verify Federal work authorization program with respect to the employees hired to work on awards. E-verify must be performed on every new employee no later than the end of three (3) business days after the new hire’s first day of employment. Adequate explanation is given for any E-verify performed past the 3 days’ time frame.

**LINE OF AUTHORITY**

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**Workplace Guidelines**

**Attendance**

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact their supervisor as soon as possible. Excessive absenteeism or tardiness (six days in six-month period) without a doctor’s note, may result in discipline up to and including termination. Failure to show up or call in may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Performance Reviews**

All full-time employees will receive formal performance reviews annually in March and quarterly check-in sessions with their direct supervisor. Documentation of performance reviews and quarterly check-in session discussions are maintained in the HR management system. Supervisors are to adhere to the procedures for performance reviews and quarterly check-in sessions.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Progressive Discipline**

Employees have the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform to the best of their ability and to the standards as set forth in their job description or as otherwise established.

The College supports the use of progressive discipline to address issues such as poor work performance or misconduct. The progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed to be consistent with our organizational values, Human Resources best practices, and employment laws.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Advocacy and Lobbying**

In order to be effective in furthering the interests of the college and its constituents, State Tech must have a coordinated and cohesive approach to working with legislators. Advocacy and lobbying are within the primary responsibility of the President and the Legislative Liaison.

Students, faculty, and staff who engage in advocacy or lobbying activities shall follow the Advocacy and Lobbying procedure. (link to procedure).

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Outside Employment**

If Employees engage in outside work or hold other jobs, these activities must not compete with, conflict with, or compromise the College's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers that are normally performed by the College. This prohibition also extends to the use of any College tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If the College determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Attire and Grooming**

It is important for all employees to project a professional image while at work by being appropriately attired. Employees of the College are expected to be neat, clean, and well-groomed while on the job. Clothing shall be consistent with the standards for a business environment and shall be appropriate to the type of work being performed. The appropriateness of an employee's work attire shall take into consideration the nature of the employee's work as well as the level of contact the employee may have with the public. All work attire should be clean, neat, and in good condition. Clothing and/or accessories which may create health or safety hazards will not be allowed. Name tags should be worn for all College functions and customer interactions/events. All College employees are allowed to wear jeans on Fridays.



All employees generally should be covered from shoulders to knees at all times. No see-through clothing, or clothing with offensive messages or advertisements for liquor/cigarettes/drugs is permitted at any time. Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to these guidelines.

Uniforms are acceptable work attire and available to College employees. Employees may elect to pay related uniform fees through a payroll deduction. ([link to form](#))

The College is confident that employees will use their best judgment regarding attire and appearance. The College reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of these guidelines may be cause for disciplinary action, which may result in termination.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Time Reporting**

A work hour is any hour of the day that is worked. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Monday and ending on Sunday. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek. Overtime must be approved in advance by the supervisor to whom the employee reports.

Each hourly or nonexempt employee is responsible for maintaining an accurate daily record of his or her hours. All absences from work schedules should be appropriately recorded. Employees are not permitted to be non-paid unless circumstances have been approved or required by law. Time records shall be approved by the employee's supervisor. .

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Social Media Acceptable Use**

State Tech encourages employees to share information with coworkers and with those outside the college for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information that employees post or share on social media is available to the public, and therefore, the college has established the following guidelines for employee participation in social media.

### **Off-Duty Use of Social Media**

In general, the college considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

However, employees may not post on a personal social media platform for personal purposes at any time with State Tech equipment or property.

### **On-Duty Use of Social Media.**

Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference college clients, customers, or vendors without express permission. The college is entitled to monitor all employee use of college computers and the Internet. In addition, employees may not post on a personal social media platform for personal purposes during work time with State Tech equipment or property.

### **Respect**

Demonstrate respect for the dignity of the college, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge State Tech confidential information. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the college's policies.

### **Post Disclaimers**

Employees who identify themselves as college employees or discuss matters related to the college on a social media site must include a disclaimer on the front page stating that it does not express the views of the college and that the employees are expressing only personal views—for example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position, and repeat it for each posting expressing an opinion related to the college or the college's business. Employees must keep in mind that if they post information on a social media site that is in violation of college policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages,

working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Solicitations, Distributions, and Posting of Materials**

The College prohibits the solicitation, distribution, and posting of materials on or at College property by any employee or nonemployee, except charitable and community activities supported by the College and College-sponsored programs related to the College's products and services. Exceptions to these guidelines should be requested from Human Resources.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Nepotism, Employment of Relatives, and Personal Relationships**

The College wants to ensure that employment practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship, or members of the same household may not be permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, and cousins.

If employees begin a dating relationship or become relatives or members of the same household, and if one party is in a supervisory position, that person is required to inform Human Resources of the relationship.

The College reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved. Administration also retains the discretion to make exceptions to the policy.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Overtime Compensation (Nonexempt Employees)**

Employees may be required to work extended hours. Employees who anticipate the need for overtime to complete the week's work must request approval from their supervisor before working hours that extend beyond their normal schedule.

Overtime compensation for nonexempt employees who exceed 40 hours of work time in a workweek will be paid at 1.5 times current hourly rates. Work on Sunday or holidays will be paid at 2 times hourly rate regardless of total hours worked.

The workweek begins at 12:00 a.m. on Monday morning and ends at 11:59 p.m. on Sunday night. Paid leave, such as regularly scheduled leave, sick leave, holidays, or vacation leave, does not apply toward work time.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Sick Leave**

All eligible employees with a minimum of 80 hours paid time in a pay period accrue sick leave. 12-month employees will earn 8 hours of sick leave per month. 9-month, 10-month, and 11-month employees will earn 8 hours of sick leave for each contracted month of employment. Accruals are reflected on the first of the month following the month of service.

Employees accrue sick leave the first of the month following the month of service.

Employees may carry days forward from one month to the next. Sick leave has no balance maximum. Employees terminating employment for any reason will have their accrued, unused hours of sick leave transferred to the Missouri State Employee Retirement System (MOSERS). Leave will not be approved with less than two weeks from termination.

Sick leave may be used for an employee's personal or family member's illness, preventive care, and medical and dental appointments. When advance notice is possible, employees who are entitled to leave benefits must request leave from their supervisor in advance and record leave taken.

Leave taken beyond an employee's available sick leave balance may be unpaid unless otherwise required under state or federal law.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames  
EFFECTIVE DATE  
January 2022  
Approved by President: January 2022

**Vacation Leave**

All eligible employees with a minimum of 80 hours paid time in a pay period accrue vacation leave. 12-month employees will earn 8 hours of vacation leave per month. Contracted employees working less than 12 months do not accrue vacation.

Employees accrue vacation the first of the month following the month of service. Employees may carry days forward from one month to the next. The maximum amount of vacation leave that can be carried forward is 192 hours. Employees terminating employment for any reason are entitled to payment for their accrued, unused hours of vacation leave and leave will not be approved with less than two weeks from termination. Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay. In the absence of accumulated leave, all deductions from employees' salaries will be made on a pro-rated basis, according to the employee's daily pay rate. Employees may transfer up to 96 hours of vacation if coming from another state agency.

**LINE OF AUTHORITY**

Responsible administrator or office: Human Resources  
Contact person in that office: Amy Ames  
EFFECTIVE DATE  
January 2022  
Approved by President: January 2022

**Personal Leave**

All full-time employees will receive 16 hours of personal leave per fiscal year). Employees hired during the fiscal year will receive a prorated number of hours of personal leave. Unused personal leave at the end of the fiscal year is converted to sick leave. Unused personal leave is not compensable. .

**LINE OF AUTHORITY**

Responsible administrator or office: Human Resources  
Contact person in that office: Amy Ames  
EFFECTIVE DATE  
January 2022  
Approved by President: January 2022

**Abuse or Excessive Use of Leave**

Abuse of any leave shall constitute just cause for progressive disciplinary action, up to and including discharge. In this regard, it is both the responsibility as well as the intent of

the College to take such corrective action. Leave will not be granted to an employee for the purpose of being compensated for employment elsewhere, unless authorized by the supervisor prior to event. Employees who engage in employment elsewhere during such leaves, without prior approval, will be terminated by the College.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Family and Medical Leave**

The Family and Medical Leave Act guaranteeing employees unpaid time off for family or medical reasons was passed in 1993. The College grants up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees.

**Eligibility.** To be eligible for FMLA leave, an employee must have worked for the College for 12 months or 52 weeks, and the employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.

**Type of Leave Covered.** To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a “spouse” means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- The serious health condition of the employee.

**Procedure for Requesting FMLA Leave.** All employees requesting FMLA leave must provide Human Resources with verbal or written notice of the need for the leave. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. Within five business days after the employee has provided this notice, Human Resources will provide the employee with the DOL Notice of Eligibility and Rights.

**Amount of Leave.** An eligible employee may take up to 12 weeks for the FMLA circumstances above during a 12-month period. The College will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. See example below.

Any absences related to your FMLA leave should be coded as **FMLA** on your time card.

**Intermittent Leave or a Reduced Work Schedule.** The employee may take FMLA leave in 12 consecutive weeks or may use the leave intermittently (take a day periodically when needed over the year). In all cases, the leave may not exceed a total of 12 workweeks over the 12-month period.

**Use of Paid and Unpaid Leave.** FMLA leave may be paid, unpaid or a combination of paid and unpaid leave. All paid vacation, personal and sick leave run concurrently with FMLA leave.

**NOTE: If an employee exhausted all allowable FMLA leave and paid vacation, personal and sick leave, additional leave cannot be extended. Additional absences would be allowed when additional paid vacation, personal or sick leave accrued or the new FMLA rolling year started.**

**EXAMPLE:** If an employee requested and was approved for FMLA on 9/13/2017 for a pregnancy and the first absence related to the approved FMLA leave is an OB appointment on 11/15/2017, the rolling year for this employee would start on 11/15/2017 and the employee would be allowed to take 12 total weeks of leave within the year 11/15/2017-11/15/2018. This would include leave for the pregnancy, caring for the baby, and any other FMLA covered event that occurred in the rolling year. The employee had 10 days of vacation and 25 days of sick leave. The employee used 8 days of sick leave (FMLA days) between 11/15/2017 and the birth date of the baby, April 10, 2018 for OB appointments then stayed home caring for the baby for 8 weeks and returned to work on June 5, 2018. The employee would have used all 25 sick days and 10 vacation days leaving no more paid leave time. The remaining 13 days of leave were unpaid, but allowed under FMLA. When the employee returns on June 5, 2018, 12 days or 96 hours of FMLA are available to be used between June 5<sup>th</sup> and November 15<sup>th</sup>, note this is FMLA hours, not vacation or sick time, and these hours of absence could only be used due to an approved covered FMLA leave. If the remaining 12 days are used due to an approved covered FMLA leave before November 15<sup>th</sup>, the employee would not be allowed any additional absences unless he/she had accrued sick or vacation time.

**Employee Status and Benefits During Leave.** While an employee is on leave, the College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The employee must make arrangements with HR to pay the employee portion of benefit premiums while on leave if the leave or any portion of the leave is unpaid.

**Intent to Return to Work from FMLA Leave.** The College requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Leave Time Allowed in Missouri for Victims of Domestic or Sexual Violence**

Employees in Missouri who are victims of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence, may take unpaid leave from work to address such violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such violence.
- Obtaining services from a victim services organization.
- Obtaining psychological or other counseling.
- Participating in safety planning, temporary or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household.
- Seeking legal assistance or remedies to ensure health and safety.

College employees may contact Human Resources to request the unpaid leave.

Additional information on the leave may be found at [Domestic Violence Poster \(mo.gov\)](#).

#### **LINE OF AUTHORITY**

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **Military Leave**

State Tech supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

#### **LINE OF AUTHORITY**

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **Bereavement Leave**

All full-time employees are entitled to bereavement leave with compensation as outlined below:

- Time off not to exceed five consecutive working days for bereavement as a result of the death of the employee's spouse, child, parent (including step-mother or step-father), or spouse's child or parent.
- Time off not to exceed three consecutive working days for bereavement as a result of the death of the employee's sibling, grandparent or grandchild, spouse's grandparent or grandchild, daughter-in-law, son-in-law, sister-in-law, brother-in-law, or another member of the employee's household.



- Time off not to exceed one working day to attend the funeral of a co-worker, aunt, uncle, spouse's aunt, spouse's uncle, great-aunt, or great-uncle.

Employees may use accrued vacation, sick, or personal leave for absences due to the death of loved ones not specifically listed above .

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Jury Duty/Court Appearance**

The college supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Time Off for Voting**

State Tech recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, employees will have sufficient time outside working hours to vote. If for any reason an employee thinks this will not be the case, they must contact their supervisor to discuss scheduling accommodations.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Shared Leave Pool**

The Shared Leave Pool Program has been established to provide additional leave to College employees who have exhausted all of their accrued leave time and are experiencing a personal illness or injury which is life threatening, catastrophic, or resulting in a permanent disability. This program also applies to employees caring for dependents who are experiencing a personal illness or injury which is life threatening, catastrophic, or resulting in a permanent disability.

The program is based on a "pool" concept rather than donations to a specific employee. The "pool" is defined as a single College-wide pool that receives voluntary contributions of vacation, sick, and personal hours from employees and makes the hours available to eligible employees. Employees may donate to the pool by submitting an email to Human Resources. Donations to the pool are subject to the following conditions:

- Hours must be contributed in one-hour increments.
- Employees may make one-time donations or may designate a contribution amount to be donated to the pool each month.
- Contributions may not be designated for a specific College employee.
- Contributions made will not subsequently be returned to the donating employee unless the employee becomes eligible as a recipient.

Any benefit-eligible College employee is considered eligible to receive Shared Leave providing the following conditions are met:

- The employee, or a qualified dependent, must be experiencing a personal illness or injury which is life threatening, catastrophic, or resulting in a potentially permanent disability. The illness or injury does not have to be job related. A qualified dependent is defined as any person for whom the employee is the primary care provider.
- The employee must have exhausted all accrued leave time (sick leave, vacation leave, personal leave, and compensatory time) before being eligible to withdraw from the pool.

The employee requesting Shared Leave hours is not required to have previously contributed to the pool before withdrawing pool leave.

Eligible absences due to the illness or injury may be either continuous and extended or recurring and episodic.

The maximum amount of time for which an employee may receive leave is 126 working days (six average working months) in any 36-month period.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Employee Benefits**

#### **Benefits**

The College offers a competitive benefits package for eligible employees. Benefits currently include health insurance, dental insurance, vision insurance, long-term disability insurance, life insurance, retirement, vacation and sick leave, and other

benefits but are subject to change. For more information regarding benefits programs and their costs, please refer to the Benefit Guide [\(link\)](#), which are provided to employees upon hire, or contact Human Resources.

**Part Time Leave Benefits**

Employees hired prior to 1/24/2020 and are employed on a permanent part-time basis, in which the employee is in pay status of at least 80 hours a month, shall be eligible to receive vacation and sick leave at the rate of one-half the full-time accrual rate. When a holiday is on a regularly scheduled day the employee works, the employee shall be credited for a normal day's pay.

Employees hired after 1/24/2020 and are employed on a permanent part-time basis receive no leave benefits.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Medical, Dental, and Vision Insurance**

The College offers regular full-time employees regularly scheduled to work a minimum of 30 hours per week enrollment in medical, dental, and vision insurance coverage options.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Missouri State Employee's Retirement System (MOSERS)**

State Tech, by state statute, offers to eligible employees Missouri State Employees Retirement System (MOSERS) benefits.

LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Group Life Insurance**

The College offers regular full-time employees an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy generally pays a death benefit in the amount of one time the annual salary, or \$15,000, whichever is greater for each employee covered under the Missouri State Employees Retirement System (MOSERS).

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Supplemental Benefits**

Supplemental insurance may help offset costs that major medical insurance does not cover. The employee pays 100% of supplemental benefit premiums. Contact Human Resources for information regarding supplemental benefits offered by the College.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Employee Assistance Program (EAP)**

Through the Employee Assistance Program (EAP), the College provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to appropriate community and private services. This service is provided on behalf of the College by an outside party.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to the College only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. For questions or additional information about this program, employees may contact the Human Resources.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Long Term Disability Benefits**

Under the guidelines of the Missouri State Employees Retirement System (MOSERS), qualified employees are covered by long term disability with the monthly premiums paid by the College (unless the employee is on an approved leave of absence). Eligible employees are automatically enrolled as of the first date of hire. Long term disability coverage terminates on the last day of employment.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **State of Missouri Deferred Compensation Plan 457(b)**

The State Technical College of Missouri 457(b) Deferred Compensation Plan is a plan that operates under Section 457 of the Internal Revenue Code. The 457 deferred compensation plan allows employees to save and invest money for retirement. Eligible employees may enroll on a voluntary basis at any time after employment begins. Contributions made to the plan can be pre- or post-tax based on the election made by the eligible employee. Contributions are subject to annual IRS established contribution limits and can be changed or terminated at any time. The employee is fully vested in all contributions made.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Workers' Compensation Benefits**

Employees of the College are covered by the State of Missouri's worker's Compensation benefits. Employees who sustain work-related injuries must immediately notify their department supervisor and Human Resources.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Activity Center Memberships**

All College employees receive an individual/adult membership at no charge. For an additional fee, employees may upgrade their membership to a family membership.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Tuition Waivers**

Full-time employees or members of the employee's immediate family can apply for a waiver of tuition for courses taken at the College. When authorized and pre-approved, the College will waive the tuition; fees and other miscellaneous expenses such as books will not be waived. This tuition waiver will be considered for the following:

- Full-time employees and their spouses.
- Children of full-time employees.
- Retired full-time employees, their spouses and children.
- Spouses and children of full-time employees who become deceased while employed.

Enrollment of the above prospective students is subject to the same application criteria as students who are paying; the tuition-waived student will be processed in the same manner as a tuition-paying student would be processed.

If the employee is required to attend other college credit courses (other than faculty who are pursuing their bachelor's degree or master's level classes as a condition of employment), continuing education unit courses, seminars, or certification tests, expenses for those courses will be reimbursed. Employees must earn a passing grade of "C" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts, and a copy of the final grade card or certification must be presented to show hours or certification received. Instructors who have been hired with the expectation of completing either the requisite Baccalaureate degree (technical faculty) or 18 credit hours of masters' level courses (general education faculty) will complete these courses at their own expense.

#### LINE OF AUTHORITY

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

EFFECTIVE DATE

(Insert date here)

Approved by President: (Insert date here)

#### **Lactation/Breastfeeding**

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk. The College has designated rooms for this purpose. A small refrigerator reserved for the specific storage of breast milk will be available. Any breast milk stored in the refrigerator must be labeled

with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting Human Resources. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

**LINE OF AUTHORITY**

Responsible administrator or office: Human Resources

Contact person in that office: Amy Ames

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

## **Chapter 6: Human Resource Policy Forms**

### **EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF ALL COLLEGE POLICIES AND PROCEDURES**

I hereby acknowledge receipt of the employee policies of State Technical College of Missouri. I understand and agree that it is my responsibility to read and comply with the policies.

I understand that the policies provided to me are intended for informational purposes only. I understand that the policies and benefits communicated to me in any fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

---

Employee's Name in Print

---

Signature of Employee

---

Date Signed by Employee

**NOTE: PLACED IN EMPLOYEE'S PERSONNEL FILE**

### **EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY**

I have read and understand the company's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

---

Employee's Name in Print

---

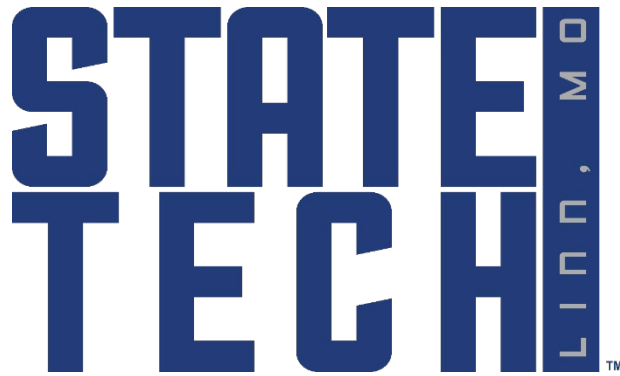
Signature of Employee

---

Date Signed by Employee

**NOTE: PLACED IN EMPLOYEE'S PERSONNEL FILE**





## Chapter 7: Business Governing Policies

### INTERNAL CONTROL

State Technical College of Missouri (the College) maintains adequate and effective internal controls that safeguard assets against the risk of mismanagement, fraud, waste, and abuse. The College's internal controls will provide reasonable assurance for compliance with applicable statutes and regulations, as well as the terms and conditions of Federal awards. The College will continually evaluate internal control processes to identify areas of improvement. The College will report waste, fraud, program abuse, and any other criminal activity in a timely manner in writing to the proper authority.

The following is a non-exclusive list of internal control mechanisms in place to ensure transactions are properly recorded and all financial reporting is reliable and accurate:

- Supervisors have sufficient understanding of employee duties, processes, and controls to ensure that existing checks, balances, and approval processes are being followed.
- Adequate segregation of duties is in place to ensure that no one person has control over all parts of a process.
  - A minimum of two (2) people must be involved in the cash receipt process.
  - A minimum of two (2) people must be involved in the cash disbursement process.
  - Bank reconciliations are prepared monthly by an individual who does not receive or post transactions and are reviewed by a higher authority than the preparer.
- Appropriate consequences and loss of privileges for misappropriation or misuse of organization resources are in place.
- College assets such as vehicles, equipment, and other resources are properly maintained, protected, and accounted for to safeguard against loss.
- Related party transactions are avoided.
- Signing of blank checks is prohibited.
- Expenditures, including supporting documentation, are adequately reviewed and approved by proper personnel for accuracy and allowability.
- Payroll must be reviewed for accuracy by an individual(s) independent from the payroll preparer.
- All payroll timecard records must be approved by employee and supervisor.

### LINE OF AUTHORITY

Responsible administrator or office: Controller

Contact person in that office: Jenny Jacobs

### EFFECTIVE DATE

January 2022

Approved by President: January 2022

## **CASH MANAGEMENT**

The College utilizes appropriate internal controls and best practices in the handling, receiving, safeguarding, transporting, depositing, accounting, and mitigating risks related to loss, theft, or misappropriation of all the College's cash assets. This applies to all members of the campus community who have a fiduciary responsibility for any part of collecting, accounting for, safeguarding, and handling cash and negotiable instruments on the College's behalf. Similar to the College's cash assets, each department and program that handles cash equivalents (when approved) is responsible for having proper internal controls in place to safeguard those items.

The Head Cashier is the College's primary cash handling agent. Ideally, the collection of cash should be centralized; however, it is not always possible or practical. Prior to undertaking any cash handling operation or activity, the Vice President of Finance must approve the activity. Once approval has been granted, the department/program must work with the Head Cashier to ensure proper handling, safeguarding, transporting, and depositing of all cash assets. All funds collected by any department/program of the College must be given to the Head Cashier as soon as practical, which is generally the date of collection, to be deposited into the College's bank account. This protects the College's funds and facilitates proper cash management. Deposits must be made in a timely manner to ensure proper posting of accounts and to ensure the safety of College funds. The cashing of checks from College deposits, borrowing cash for personal use, lapping receipts to cover shortages in cash receipts, withholding checks for deposit in order to float checks, commingling of personal and College funds, and modification of cash records are prohibited.

The Head Cashier's Office will provide currency to departments/programs within the College for change making purposes, subject to availability. All forms of cash must be physically protected through the use of safes, locked cash drawers, locked cash registers, or locked metal boxes, etc. It is the responsibility of each department/program to ensure that all necessary processes are in place to properly safeguard any cash within their area. Cash must not be retained in desk drawers, standard file cabinets, or any other location that is easily accessed with minimal forcing or readily available keys. Any areas that handle cash must utilize a safe in order to limit access to supervisory and authorized personnel.

Any department that utilizes a daily cash drawer/cash register must confirm the cash drawer opening balances at the beginning and end of each day. All sales must be processed through the cash drawer/cash register. The cash drawer/cash register should never be left open when a transaction is not being processed. The cash drawer/cash register should be batched and reconciled on a daily basis. Overages and shortages should be fully explained. Corrective action must be taken when an overage/shortage occurs, and all corrections should be made through the cash drawer/cash register. The summary from the daily transactions should indicate any corrective action taken. Discrepancies must be reported to the Vice President of Finance. In the event of theft or loss of the College's cash assets, the Vice President of Finance must be notified immediately, and an investigation will be conducted.

The College accepts checks as a form of payment. When accepting checks, the following guidelines apply:

- Checks must be drawn on a U.S. domestic bank written in U.S. Dollars.
- Checks must be validated by reviewing all pre-printed messages on check.
- Check dates must be reviewed. No stale dated (over 90 days, etc.) or postdated checks should be accepted.

- Checks must be made payable to the College. If the check is made payable to the College and the student or to a student or other party, it must be endorsed as such.
- Written and numerical amount on checks must be the same.

Any checks returned by the College's depository bank for reasons such as non-sufficient funds, account closed, payer's signature missing, postdated checks, stale dated checks, etc., will be received by the Head Cashier. The Head Cashier prepares a deposit adjustment, debiting the originating account for the amount of the check and in most instances assessing a \$40 returned check fee.

All authorized cash handling departments are responsible for exercising reasonable care in screening cash transactions for counterfeit currency. This can include the use of counterfeit detector pens or a visual check for security indicators such as watermarks, security ribbons, etc. If a questionable bill is received, the cash handling department should retain possession of the bill and immediately contact the Vice President of Finance. The bill should NOT be returned to the payer.

#### LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### CASH RESERVES POLICY

In spending money from its cash reserves, the College is committed to ensuring full satisfaction of its bonded financial obligations. Accordingly, the College's first priority in spending down its reserves is to fully and timely make all bond payments, including payments for both principal and interest.

In theory, the College's cash reserves may be comprised of monies both appropriated by the State of Missouri and received from other revenue sources (e.g., tuition and fees). In practice, however, the amount of appropriations received by the College is less than the College's incurred instructional expenses, such that appropriations are not included in the College's cash reserves. In the unlikely future event that appropriations exceed expenses, such that the excess appropriations are added to the College's cash reserves, in spending money from its reserves, the College will first exhaust all appropriations (for the purpose(s) set forth in the applicable appropriation language) before spending money received from other revenue sources.

#### LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### AUTHORITY TO EXECUTE CONTRACTS

The President and Vice President of Finance are the only positions with authority to execute contracts that bind the College to a financial obligation. Any contract or agreement with any vendor must be signed by either the President or Vice President of Finance.

#### LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **CONFLICT OF INTEREST**

The College will make every effort to identify conflicts of interest and ensure that employees, individuals, or representatives entrusted with College funds will not personally or professionally benefit from the award or expenditure of such funds. Identified conflicts of interest should be reported to the office of the President. Unreported conflicts of interest may result in disciplinary action at the discretion of the President including the possibility of termination.

The College will appropriately disclose in writing any potential conflict of interest to Federal award agencies and pass-through entities in accordance with applicable Federal awarding agency policy.

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **RECORD RETENTION**

The College follows State Agency General Retention Schedule as published by the Missouri Secretary of State. <https://www.sos.mo.gov/records/recmgmt/retention/general>

Records must be stored and retained in a manner that will preserve the integrity and admissibility as evidence. Adequate measures must therefore be in place to forestall the defacing of records, especially in times of disaster. Disaster recovery plans must embody backup for important records. (Link to disaster plan in Chapter 2)

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **PUBLIC ACCESS TO RECORDS**

The College complies with Chapter 610 (<https://revisor.mo.gov/main/OneChapter.aspx?chapter=610>) of the Revised Statutes of Missouri with regard to public access to records. Access to federally funded project records will follow the Uniform Guidance. All efforts will be made to protect personally identifiable information included in requested records.

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

## EFFECTIVE DATE

January 2022

Approved by President: January 2022

## COPYRIGHT

The College adheres to all copyright laws. Federal funds cannot be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Contractor has a license or rights of free use in such work. Federal awards provide applicable wording for products developed in whole or in part with contracted funds.

## LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

## EFFECTIVE DATE

January 2022

Approved by President: January 2022

## PROCUREMENT

Procurement standards apply to the purchase of supplies, equipment, and other services made with College funds including awarded grant funds. The College follows all applicable local, State, and Federal regulations.

## LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

## EFFECTIVE DATE

January 2022

Approved by President: January 2022

## GENERAL PURCHASING GUIDELINES

All vendor account setup shall be established by the business office. Purchasers will submit a completed W-9 form documenting the vendor's name, address and social security or federal tax ID number before purchasing from the vendor.

- Purchasers are responsible for not exceeding available budgeted funds.
- The purchaser is responsible for ensuring that sales tax is not charged on any purchase.
- Purchases of goods or services from a business in which an employee or his/her family has a financial interest, or may directly benefit from such purchase, is a potential conflict of interest and should be avoided. The purchaser shall not make any such purchases without approval in advance by a member of executive leadership.
- Purchases requiring a change or addition to campus property and casualty insurance including, but not limited to vehicles or inland marine equipment must be approved by a supervisor at a dean level or higher.
- All purchases that require bids must be approved in advance by a member of executive leadership
- Sole source procurements require Executive Leadership approval in advance of the purchase.
- Many vendors provide discounts through Educational Sales Departments- always inquire about education discounts available.
- Purchases that require asset tracking must follow the [equipment management guidelines](#).

- Purchases made on behalf of another department must be approved by the department from which the funds for the purchase will be used.
- Efforts should be taken to avoid purchasing unnecessary or duplicate items. Consideration should be given to consolidating purchases to maximize volume discounts.
- All purchase documentation shall be submitted to the Business Office to process payment to a vendor. Invoices should be approved and submitted within one week of request for approval. Invoices cannot be paid until the invoice is approved by an authorized employee in the applicable department – see [Quick Reference Approval Guide](#).
- Purchases requiring immediate payment, i.e., travel, in-store purchases, online purchases, should be made with a College procurement card. Payment for all other purchases should be processed through the business office.

#### LINE OF AUTHORITY

Responsible administrator or office: Controller

Contact person in that office: Jenny Jacobs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### LOGO USAGE GUIDELINES AND POLICY

Any publication for public use, clothing, or item that promotes State Technical College of Missouri (State Tech) shall follow these procedures.

- To promote consistency and uniformity, all orders for merchandise with the State Tech name and/or logo must be completed by working with the State Tech Bookstore.
- If needed, send a logo/artwork request to the State Tech Bookstore. They will coordinate with the Marketing Department who can help with design work.
- After the design receives Marketing and Bookstore approval, the State Tech Bookstore will gather price quotes for the customized merchandise.
- After the order is approved and \*funding source is identified, an order will be placed.  
\* Unless there are unusual circumstances, the requesting department’s budget will be charged for the order.

#### LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### DEBARMENT AND SUSPENSION

The College verifies the status of contractors/vendors with the federal government by looking at [www.sam.gov](http://www.sam.gov) or <http://exclusions.oig.hhs.gov/>. If the results indicate “No Records Found,” then the contractor/vendor is in good standing with the federal government. *Reference: 2CFR Part 180.220 & 200.212*

All approved purchasers will be responsible for checking the debarment and suspension list before making a purchase, or before submitting requests for a purchase requiring bids to executive leadership for approval. No business should be conducted with vendors on the debarment and suspension list.

LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**BIDDING**

Purchases totaling more than \$25,000 but less than \$99,999 or purchases of items with a unit price\* between \$5,000 and \$99,999 require a minimum of three written bids (Federal Awards or other funding may require bidding for lower purchase amounts). Written bids can be obtained through email quotes from vendors, as well as price lists, catalogs, advertisements and other reasonable means. Vendor declines or failures to respond to bid requests, while infrequent, can be deemed a written bid, but must be documented.

Construction and renovation projects totaling \$25,000 or less where there is little advantage to requiring and obtaining multiple bids will not require competitive bidding procedures. Timeliness, the inability to get multiple bids, or the availability of quality contractors may all be determining factors on whether or not to seek multiple bids for construction and renovation projects totaling less than \$25,000.

Purchases or contractual agreements totaling \$100,000 or more require a Request for Proposal, unless the purchase is for an item with a unit cost that exceeds \$100,000 which will only require 3 written bids.

All purchases that require bids must be approved in advance by a member of executive leadership.

A **sole source procurement** is a purchase made without following the competitive bidding process based on the justification that only one known source exists or that only one single supplier can fulfill the requirement. Sole source purchases are extremely unusual. Sole source procurements require Executive Leadership approval in advance of the purchase.

Bidding requirements do not apply to purchases made using any state contract or through a group purchasing organization where the bidding process has already been completed. State Contracts can be searched by navigating to <https://archive.ia.mo.gov/purch/contracts/>.

Awards must be made to the respondent(s) providing the best overall value. Records must be retained to document the rationale for the method of procurement, bidder selection or rejection, and the basis for the bid price. Order splitting to avoid bidding requirements is prohibited.

\*Unit price is defined as the total invoice cost per item and shall include shipping costs and any other integral item cost that are part of the item being purchased and included in the total invoice. If shipping is billed by a third-party common carrier and not billed by the vendor the product is purchased from, shipping will be excluded from the unit cost.

LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **REQUEST FOR PROPOSAL/QUALIFICATION GUIDELINES**

Purchases or contractual agreements totaling \$100,000 or more with the exception of items with a unit cost that exceeds \$100,000 which will only require 3 written bids or a design build proposal accomplished through bid invitation, shall be solicited as bids by reasonable methods generally available to the public. Solicitation of services shall be accomplished through a request for qualification (RFQ). RFQ's for major service contracts shall be completed within reasonable frequency and can be completed through the same means as requests for proposals or through bid invitation. The bids must be advertised at a minimum through an electronic medium and/or publication available to the general public for at least one day, five calendar days before the bids for such purchases are to be opened. The requirement for advertising may be waived under certain circumstances upon approval of the President or Vice President of Finance. Emergency procurement shall be made by waiving the requirement of competitive bids when there exists a threat to life, property, public health or public safety, when immediate expenditure is necessary for repairs to state property in order to protect against further loss of or damage to state property, to prevent or minimize serious disruption in state services, or to ensure the integrity of state records. Procurement for emergency situations shall be made with as much competition as is practicable under the circumstances. Per FEMA guidelines, purchases made under this provision should be completed within 70 business hours of the emergency event. When emergency procurement procedures are utilized, a brief written justification shall be provided.

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **RETURNS, DAMAGED GOODS, CREDITS**

If goods purchased need to be returned, the purchaser should work directly with the vendor.

- Always retain boxes, containers, special packaging, packing slips, etc. until it's certain goods will be kept. Most items cannot be returned without the original packaging materials.
- Read all instructions carefully. Important instructions regarding returns are typically included on the packing slip and/or receipt.
- If the vendor requires a "Return Authorization Number" before a return is accepted, make sure this number is included with the return or the package may be refused and/or credit may not be issued.
- Request a credit receipt for returned items. Some companies may not provide this receipt unless requested.
- Under no circumstances should a purchaser accept cash in lieu of a credit to the College account. Notify the Business Office of all purchase returns to ensure that refunds and credits on account are processed and recorded accurately.

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**



January 2022

Approved by President: January 2022

### **ISSUANCE OF PROCUREMENT CARD**

The following are the steps for issuance of a procurement card:

- Requests for procurement cards must be submitted to the Business Office by the supervisor or Department Chair.
- The Business Office will contact the Cardholder once the card is received and ready to be picked up.
- Cardholder must execute a Cardholder Agreement before receiving the procurement card.

The Business Office maintains check-out credit cards that may be obtained by employees who make infrequent College purchases or for temporary use. These cards must be returned with the approved receipt(s) in a timely manner.

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **USE OF PROCUREMENT CARD**

- Procurement card should be used for purchases requiring immediate payment.
- If vendor imposes a surcharge to use the card, cardholders are discouraged from using the card.
- Named Cardholder is the only person authorized to make purchases using the card, with the exception of check out or shared departmental cards.
- Responsibility and accountability for the card resides at the department level.
- Purchases must not exceed the Cardholder's approved credit limit. Temporary or permanent credit limit increases can only be processed by the Business Office upon request of the cardholder.
- Credit card purchases do not eliminate bid requirements or any other required purchase approvals.
- Purchases involving Trade-In Allowances must be preapproved by the Business Office.
- Grant Charges: Cardholder is responsible for verifying that any grant related purchase is allowable per grant guidelines prior to placing the order.
- Receipt(s) or invoice(s) from the vendor must support every purchase. Receipt must include vendor name, amount, date, and itemized description of the purchase.
- Cardholders must accurately code and attach documentation for all purchases by the 10<sup>th</sup> of the subsequent month of the date of the transaction. December transactions must be completed before winter break starts. May transactions must be completed before the end of the spring semester if cardholder is not a 12-month employee.
- Cardholders are discouraged from making automatic recurring payments with the procurement card. Cardholder is responsible for maintenance and cancellation of any automatic recurring payments.
- Any fraudulent or personal use of the procurement card by Cardholder may result in termination of cardholder privileges and/or discipline up to and including termination of employment .

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **PROHIBITED PROCUREMENT CARD TRANSACTIONS**

The following are prohibited:

- Cash Advances
- Firearms and other explosive materials
- Construction, renovation, or rehabilitation projects (using outside labor)
- Alcoholic beverages (Country Club inventory excepted)
- Non-College related items
- Contractual commitments
- Sales Tax. The Cardholder is responsible for ensuring that sales tax is not charged at the time of purchase. The College's tax-exempt number is on the front of each card for your convenience. Cardholder must be prepared to provide a copy of our tax-exempt certificate if requested from vendor. The cardholder is responsible for obtaining full refund of any sales tax charged to a procurement card. **See Meals and Travel** for allowable exceptions.

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **DECLINED CHARGES**

Should a vendor decline the card for a purchase, the Cardholder should immediately contact the Business Office for assistance. If purchase is being made outside of normal College business hours, the employee must find an alternate payment method or terminate the purchase and contact the Business Office during normal College hours.

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **LOST, STOLEN, MISPLACED CARDS/FRAUDULENT ACTIVITY**

Cardholder must notify the Business Office immediately upon realizing the procurement card is lost, stolen, misplaced, or if there have been unauthorized transactions. .

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

## **CANCELLATION OF CARDS**

Cards should be immediately canceled if a cardholder terminates employment. Cards can only be canceled by the Business Office upon notification by the cardholder, supervisor, or department chair.

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

## **NON-PROCUREMENT CARD PURCHASES**

Payments for purchases not made with procurement cards must be processed by the business office. The [Check Request Form](#) can be used to request payments to be made via check. Invoices should be approved and submitted within one week of request for approval. Invoices cannot be paid until the invoice is approved by an authorized employee in the applicable department – see [Quick Reference Approval Guide](#).

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

## **END OF FISCAL YEAR SPENDING**

- Discretionary purchasing for the current fiscal year ends on the last day of the spring semester. Purchases that can be made with a procurement card must be processed by the due date [\(see use of procurement card\)](#).
- If purchases have to be made after these deadlines, they must be approved by a member of executive leadership. All paperwork related to these purchases must be processed by the fiscal year end.

It can take roughly 30 days for the spending cycle to wrap itself up, meaning that by the time a purchase is made and the invoice is received and approved for payment, it can be as much as 30 days later. To have a successful June 30 cutoff and have all invoices posted, please make sure that approved invoices are sent to the business office quickly - check quantity and pricing on the invoices for accuracy and any discrepancies.

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**STATE TECHNICAL COLLEGE of MISSOURI  
QUICK REFERENCE APPROVAL GUIDE**

Payment Process- Approval Needed							
Key ID	Type of Request	Board of Regents	President	Executive Leadership	Dean/ Direct Report	Dept Chair	Purchaser
A	Non P-Card - President	√- \$2,500 or Above	√				
B	Non P-Card - Executive Leadership		√	√			
C	Non P-Card - Dean/Direct Report to Exec Lead			√	√		
D	Non P-Card - Dept Chair (Academic)			√- \$2,500 or Above	√	√	
E	Non P-Card - Academic			√- \$2,500 or Above	√	√	√
F	Non P-Card - Non Academic			√- \$2,500 or Above	√		√
G	Procurement Credit Card Transactions		√- if Ex Leadership	√- if Direct Report	√	√	√
<b>Key</b>							
√ = Approval Needed Prior to Payment				Revised 3-18-21			

A. Non P-Card Request or Transaction -President- must be approved by the President. If the expense is \$2,500 or more, a member of the Board of Regents must also approve.

B. Non P-Card Request or Transaction –Executive Leadership- must be approved by the Executive Leadership member and the President.

C. Non P-Card Request or Transaction -Dean/Direct Report to Executive Leadership- must be approved by the Dean/Direct Report to Executive Leadership and the appropriate Executive Leadership member.

D. Non P-Card Request or Transaction -Department Chair (Academic)- must be approved by the Department Chair and the Dean/Direct Report to Executive Leadership. If the expense is \$2,500 or more, the appropriate Executive Leadership member must also approve.

E. Non P-Card Request or Transaction –Academic- must be approved by the purchaser and the Department Chair, as well as the Dean/Direct Report to Executive Leadership. If the expense is \$2,500 or more, the appropriate Executive Leadership member must also approve.

F. Non P-Card Request or Transaction –Non Academic- must be approved by the purchaser and the Direct Report to Executive Leadership. If the expense is \$2,500 or more, the appropriate Executive Leadership member must also approve.

G. Procurement Card Transactions - must be approved by the cardholder (purchaser) and the supervisor (non academic) or Department Chair (academic) of that individual. Dean/Direct Report to Executive Leadership transactions are approved by Executive Leadership. Executive Leadership member transactions must be approved by the President.

**Additional Approval Guidelines:**

- \* Technology Purchases –All technology purchases must be coordinated with the IT Department.
- \* Marketing Publications/Promotional- All marketing publications must be coordinated with the Marketing Department. All purchases that include College logo must follow logo usage guidelines.
- \* Enhancement Grant/Program Improvement Grant purchases (Academic)– Purchases must be approved by the Dean, Department Chair for the department and the Grant Administrator. Purchases that require competitive bids must be approved by Executive Leadership.
- \* Other Grant Expenditures – Payments for grant expenditures (other than Enhancement Grant/Program Improvement Grant), regardless of amount, must be approved by the grant administrator. If the expenditure is \$2,500 or more, Executive Leadership must also approve.
- \* ALL Purchases Requiring Competitive Bids require Executive Leadership approval.
- \* Sole Source Procurements – A “sole source” procurement is defined as any purchase made without completing the competitive bidding process. Sole Source procurements must be approved by Executive leadership.
- \* Delegation of Authority – In the event a position is vacant, delegation of approval authority is transferred to the next highest level of management.

## TRAVEL EXPENSES

Reasonable and necessary expenses incurred for authorized College travel can be paid with a College procurement card or reimbursed after the trip via an Expense Reimbursement Request. Expense reimbursements must be turned in no less than monthly and are due on the 10<sup>th</sup> of the month for the previous month. All fuel purchased for travel purposes must be made on a College fuel card.

### METHODS OF TRANSPORTATION

Employees, with the approval of their supervisor, may select the method of transportation for reasonable and necessary travel.

**College Owned Fleet Vehicle** - The preferred method of transportation for reasonable and necessary travel is a college owned fleet vehicle. Reserve vehicles in advance to ensure availability. Keys and fuel cards are available at the Cashier's office.

**Personal Vehicle** - Personal vehicles may be used for reasonable and necessary travel related to College business if a College owned fleet vehicle is not available or practical. The maximum reimbursement rate for use of personal vehicles for official College business is 33 cents per mile. The employee will be reimbursed upon receipt of an approved expense reimbursement report.

**Airfare and other transportation methods** – Employees can make arrangements for reasonable and necessary travel by airfare and other transportation methods when allowable.

## LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### EFFECTIVE DATE

January 2022

Approved by President: January 2022

## LODGING

Actual costs incurred by employees for reasonable and necessary lodging, and incidental expenses must comply with the following:

- Missouri sales tax should be excluded from hotel charges. The employee should present a copy of the [Missouri Sales and Use Tax Exemption Certificate](#) to the hotel.
- An itemized statement furnished by the hotel is required for all lodging and incidental expenses.

## LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### EFFECTIVE DATE

January 2022

Approved by President: January 2022

## MEALS

The College will pay or reimburse for reasonable and necessary meal expenses incurred during authorized College travel or when conducting College business. Actual expenses may be paid with a College procurement card, or by the employee and reimbursed after the trip via an Expense Reimbursement Request. Expense reimbursements must be turned in no less than monthly and are due on the 10<sup>th</sup> of the month for the previous month. Itemized receipts for all meals purchased must be attached to the appropriate form when reporting these expenses, but for instances where only a non-

detailed receipt is available, a missing receipt form should be submitted. The College will not reimburse employees for alcohol . Efforts should be made to have taxes removed from the bill, but in instances where this is unreasonable, the College will reimburse the sales tax incurred. Meal expenses allocated to federal awards will specifically follow guidelines of the Uniform Grant Guidance.

#### LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### CONFERENCES/PROFESSIONAL DEVELOPMENT

Registration fees related to conferences and professional development may be paid to the vendor in advance from College funds by registering and paying with a College credit card or by submitting a check request to the business office accompanied by the original registration application. If the costs of a conference or professional development are charged directly to a Federal award, the costs must be reasonable, and the following documentation must be included with the check request:

- Justification that participation of the individual is necessary to the Federal award
- Conference Agenda

#### LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### EXPENSE REIMBURSEMENT REQUEST

All requests for reimbursement of expenses paid by an employee on behalf of the College must be made on an **Expense reimbursement request form**.

- The Expense reimbursement request must be signed by the employee and approved as required by the College's approval guide – see **Quick Reference Approval Guide**. In no case should employees approve their own form.
- Itemized receipts are required to be attached to the Expense reimbursement request for all expenditures in which reimbursement is being sought. Employees will not be reimbursed for expenses without a detailed receipt.
- The College and its employees only request reimbursement of expenses after the expense has been incurred. Under no circumstances shall a request for reimbursement be made before an expense has been incurred.

Expense reimbursements must be turned in no less than monthly and are due on the 10<sup>th</sup> of the month for the previous month.

#### LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **ON CAMPUS VENDOR SOLICITATION POLICY**

The intent of the On-Campus Vendor Solicitation Policy is to ensure noninterference with educational activities and business operations of the College. It is the general policy of the College not to serve as a forum/meeting place wherein vendors can solicit employees or students. Solicitation is defined as any verbal or written effort to raise funds through the sale of merchandise, services or through charitable donations. On campus solicitation by vendors (any person or representative of a private, for-profit, or non-profit organization who provides information, goods, or services to the student body or staff), must follow the guidelines listed below:

- The purpose of the organization, agency, or individual requesting approval to solicit on campus shall be for the general interest or benefit of the College, students, faculty and/or staff.
- The proposed solicitation shall not disrupt the continuity of business operations and/or educational activities of the college.
- Vendors are responsible for being familiar with all College policies and procedures.
- Vendors will provide proof of liability insurance.

### **LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

### **EQUIPMENT MANAGEMENT GUIDELINES**

The following items are subject to the equipment management and control requirements:

- Acquisition cost of \$5,000 or more per unit, and
- Acquisition cost under \$5,000 per unit considered easily pilfered. These items are included but not limited to:
  - Audio-visual equipment
  - Laptops, tablets, and computers
  - Specialized tools
- A physical inventory of all equipment is performed at least once every two years and the results reconciled with property records.
- Equipment details on record will include:
  - Acquisition date
  - Description of equipment purchased
  - Serial number or other identification number
  - Funding source
  - Estimated useful life
  - Federal Award ID Number (FAIN), if applicable
  - Cost or value (if donated) of the property
  - Percentage of Federal participation in the project cost for the Federal Award under which the property was acquired, if applicable
  - Location
  - Condition
  - Special Comments

- Disposal restrictions
- Equipment with acquisition cost of \$5,000 or more per unit is capitalized and depreciated.
- Lost, stolen or damaged equipment must be reported immediately.
- Adequate maintenance procedures must be developed to keep equipment in good condition.
- If applicable, equipment must be utilized in the program or project for which the equipment was acquired and for any required duration.
- The Business Office must be contacted prior to disposing of any equipment to determine if there are any restrictions or requirements in effect.
- Equipment purchased with grant funds must be tracked regardless of the costs.
- Department Chairs and supervisors are responsible for:
  - Establishing and maintaining the records and procedures necessary for the accountability of the College property and equipment as appropriate to the department.
  - Affixing tags to property or equipment .
  - Any transfer of College property or equipment among departments must be reported to the business office.

**LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**EQUIPMENT TAGS**

- All equipment with an acquisition cost of \$5,000 or more per unit must be tagged.
- Red tags are affixed to restricted equipment. Green tags are affixed to all other equipment. Blue tags are affixed College property not otherwise tracked.
- Tags will be placed visibly on equipment in the following order of preference unless a specific situation dictates otherwise (for specific exceptions, please contact the Business Office):
  1. Adjacent to the serial number of the item
  2. Front of equipment.
  3. Right side of equipment.
  4. Left side of equipment.
  5. Top of equipment.
  6. Back of equipment.
  7. Bottom of equipment.
- If a tag is damaged or lost, a replacement tag should be requested from the business office.

**LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022



## **DONATED PROPERTY**

The Foundation for State Technical College of Missouri is designated to receive and take title to College gifts for management purposes prior to distribution to, or expenditure for, appropriate programs or activities. The [Donation Receipt Form](#) should be used to collect information about donations and submitted to the Foundation.

### LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### EFFECTIVE DATE

January 2022

Approved by President: January 2022

## **EQUIPMENT TRANSFER / DISPOSAL**

Any transfer of inventoried property or equipment among departments must be reported to the business office. The Business Office will determine the most appropriate method of disposal that satisfies restrictions in effect for the equipment as well as any required allocation of proceeds. Information about inventoried property or equipment that is disposed must be provided to the business office. The [Asset Inventory Disposal/Transfer Form](#) will help assist in the information needed.

### LINE OF AUTHORITY

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### EFFECTIVE DATE

January 2022

Approved by President: January 2022

## **GOVERNMENT SURPLUS PROPERTY**

Certain items of property and equipment are available, at significant cost savings, through the Federal Surplus Property Program which is administered by the Missouri State Agency for Surplus Property.

**Authority & Responsibility for Purchases** – The College President is empowered to authorize College personnel to acquire property from the Missouri State Agency for Surplus Property.

### **Conditions Governing Acquisition and Use:**

- Surplus property may be acquired only for educational or research purposes within the State of Missouri. Any acquisition for purposes of resale or non-educational use is prohibited.
- All surplus property having a single item acquisition cost of \$5,000 or more to the U.S. Government, regardless of its cost to the College, and all motor vehicles:
  - Must be placed in use for the purpose for which acquired, no later than 12 months after acquisition.
  - Must be used for the purpose for which acquired, for a period of not less than 18 months, except aircraft which is to be used for a period of not less than 5 years.
  - May not be sold, traded, leased, loaned, bailed, cannibalized or disassembled for secondary purposes or otherwise disposed, or removed from the State of Missouri during the specified period of use without prior written approval of the Federal Government.
  - May be transferred between departments during the specified period of use only if the property will be used for purposes similar to those for which it was originally acquired.
- All surplus property purchased must follow equipment management guidelines.

**LINE OF AUTHORITY**

Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022

**FINANCIAL REPORTING CODES**

**FUND CODES**

Fund codes are the first two digits (xx-xxxx-xxxx-xxxx) of a general ledger account number that are used to classify funds of the College. Contact the Business Office with questions related to current fund codes.

- 10 Current – Unrestricted
- 11 Current – Auxiliary
- 12 Grants Funds
- 15 Financial Aid
- 51 Plant Fund
- 60 Club Funds

**FUNCTION CODES**

Function codes are the third - sixth digits (xx-xxxx-xxxx-xxxx) of a general ledger account number that are used to classify transactions of the College. Contact the Business Office with questions related to current function codes

- 1000 - 3999 Instruction
- 4000 – 4999 Academic Support
- 5000 – 5999 Student Services
- 6000 – 6999 Institutional Support
- 7000 – 7999 Physical Plant
- 8000 – 8000 Scholarships to Fellowships
- 8100 – 8999 Auxiliary Enterprises
- 9000 – 9100 Capital Projects & Debt Services
- 9700 - 9999 Mandatory and Non-Mandatory Transfers

**OBJECT CODES**

Object codes are the seventh - tenth digits (xx-xxxx-xxxx-xxxx) of a general ledger account number that are used to classify transactions of the College. Contact the Business Office with questions related to current object codes.

**PERSONAL SERVICES: WAGES PAID TO EMPLOYEES**

- 6001 Salaries for Cabinet
- 6010 Salaries for Faculty
- 6013 Faculty Summer Pay

- 6014 Faculty Adjunct Pay
- 6015 Faculty Overload Pay
- 6020 Salaries for Staff
- 6040 Faculty Summer/Adjunct
- 6100 Federal Work Study Wages
- 6104 Student Tutors
- 6105 Student Labor

**EMPLOYEE BENEFITS: BENEFITS PAID FOR EMPLOYEES**

- 6201 MOSERS Retirement
- 6202 Health/Vision Insurance/EAP
- 6203 OASDI/Medicare
- 6204 Long Term Disability
- 6206 Life Insurance
- 6207 HRA Funding
- 6208 Fringe Benefits

**CONTRACTUAL SERVICES**

- 6300 Cafe Services
  - Student meal plans and pre-paid punch cards
- 6302 Collection Fee Services
  - Fees related to collecting past due student accounts receivable
- 6318 Legal Services
  - Legal fees and retainers
- 6320 Auditing Services
  - Auditing services performed
  
- 6322 Honoraria Payments
  - Payments to individuals for time and/or talent provided to the College i.e., guest speakers/lecturers, commencement speakers or other types of service
- 6323 Miscellaneous Contracted Services
  - Professional and consulting services not otherwise defined
- 6329 Contracted Training B&I
  - Contracted training provided through business and industry department
- 6330 Company Reimbursement B&I
  - Customized training provided through business and industry department and funded by DWD
- 6340 Maintenance Contracts
  - Preventative maintenance and other maintenance contracts
- 6360 Lease/Rental Payments
  - Lease/rental payments for use of buildings, land or equipment

6361 Copier Usage  
Internal allocation of copier usage

### **CONSUMABLE SUPPLIES / SERVICES**

- 6401 Building Material and Supplies  
Materials and supplies used for building maintenance
- 6407 Computer Supplies  
Department IT purchases
- 6408 Dosimeter Badges  
Dosimeter badges used in Allied Health programs
- 6420 Fuel Expense  
Fuel purchased for use in College owned vehicles and equipment
- 6423 Value of Surplus Purchased  
The difference between market value and purchase price of surplus property
- 6424 In Kind  
Value of in-kind property received via donation
- 6425 Instructional Supplies  
Supplies used in the preparation and/or instruction of courses
- 6426 Curriculum Review  
Cost of skills modules for programs
- 6428 Janitorial Supplies  
Supplies used in the cleaning of facilities
- 6430 Library Books  
Books used and/or purchased to be shelved in the College library
- 6438 Office Supplies  
Office supplies used by College
- 6440 Other Supplies  
Supplies not otherwise defined
  
- 6441 Equipment Repair  
Parts and labor to repair College equipment.
- 6450 Printing  
Printing done by an outside vendor and internal allocation of stationary and other preprinted supplies
- 6455 Uniforms  
Program uniform charges

### **AUXILIARY RESALE**

- 6474 Inclusive Access  
Online instructional access codes
- 6475 Resale items  
Items purchased for resale

## **COMMUNICATION**

- 6501 Telephone  
Telephone charges for phone equipment below capitalization threshold and another monthly phone expense
- 6504 Internet Service  
Internet service on College campuses

## **UTILITIES**

- 6601 Electricity  
Campus electricity
- 6603 Propane  
Campus propane gas
- 6604 Water  
Campus water
- 6605 Trash Hauling  
Campus trash hauling services
- 6606 Sewer Charge  
Campus sewer service
- 6607 Cable Television  
Campus cable television service

## **TRAVEL**

- 6701 Travel  
Travel expenses
- 6702 Travel – Professional Development  
Professional development travel expenses

## **OTHER COSTS (not an inclusive list of all object codes)**

- Insurance
- 7501 Property and casualty, student malpractice, and student medical (applicable Allied Health programs only) insurance premiums and deductibles
- 7502 Credit Card Fees  
Credit card fees related to accepting credit card payments
- 7508 Postage & Freight  
Postage for all campus parcel and shipping services
- 7509 Advertising – Billboard  
College billboard advertising
- 7510 Advertising – Radio  
College radio advertising
- 7511 Advertising – Television  
College television advertising
- 7512 Advertising – Digital  
College digital advertising
- 7513 Advertising – Printed

- College advertising in newspapers or other printed publications
- 7514 Advertising – Other
  - College advertising not otherwise defined
- 7520 Registration & Related Fees
  - Registration fees for seminars and other events
- 7522 Professional Dues & Organization Membership
  - Professional organization dues and memberships
- 7524 Subscriptions
  - College magazine and other subscriptions
- 7525 Accreditation Expense
  - College and program accreditation expense
- 7528 Licenses
  - Software and other user licenses
- 7536 Social Expenses
  - Food and supplies for guests and events
- 7540 Promotional Items
  - Marketing and promotional items
- 7541 Exhibit Booth Rental
  - Exhibit booth rental at recruiting events
- 7550 Landscaping Expenses
  - Campus landscaping supplies
- 7555 Unemployment Benefits
  - Unemployment claims expense
- 7560 Other Services/Miscellaneous Expense
  - Expenses not otherwise defined
  
- 7561 Governor’s Reserve
  - Governor’s reserve - 3% of state appropriations
- 7565 Governor’s Withholding
  - Governor’s withholdings from state appropriations
- 7570 Drug Testing Expense
  - Drug testing of students or employees
- 7573 Accuplacer
  - Specialized testing expense
- 7577 CPR/OSHA 10 Expense
  - Specialized testing expense
- 7584 CAAP Testing
  - Specialized testing expense
- 7590 Professional Development Tuition
  - Tuition reimbursement for a class with credit hours and a grade is received
- 7591 Professional Development Other
  - Non-travel related expenses for Professional Development
- 7601 Budget

- Estimated Fiscal year budget
- 7602 Budget Tier 5 Online
  - Estimated Fiscal year budget generated from online tier fees
- 7603 Grant Match \$3/CH
  - Fiscal year budget for grant matching funds
- 7610 Administrative Overhead
  - Allowable indirect cost rate charges on grants
- 7680 Foundation in Kind
  - College in kind donation of salary, benefit, and operating costs related to the College Foundation
- 7693 S&S Rework Expense
  - Sales and service rework expense reclassified from sales and service expenses
- 7695 Supplies – Sales/Service
  - Sales and service expenses
- 7696 Summer Institute
  - Automotive summer institute event

#### **STUDENT AID / SCHOLARSHIPS**

- 7800-7949 - Scholarships, Fellowships, Stipends, awards and third-party student funding

#### **BAD DEBT**

- 7950 Bad Debt Expense
  - Uncollectible accounts receivables written off

#### **GRANT MATCH FUNDS**

- 7996 Institutional Match
- 7997 Software Department Match
- 7998 Department Fund Match
- 7999 Sales/Service Fund Match

#### **DEBT RETIREMENT**

- 8301 Principal Payment
  - Principal payments on College debt
- 8311 Interest Expense
  - Interest payments on College debt

#### **EQUIPMENT PURCHASED WITH APPROVED GRANT FUNDS**

- 8601 Computers - reimbursable
- 8602 Furniture - reimbursable
- 8603 Vehicles – reimbursable
- 8604 Other Equipment – reimbursable
- 8605 Software - reimbursable

- 8606 Renovation - reimbursable
- 8607 Curriculum Enhancement
- 8608 Other 50% Reimbursable

**NON-REIMBURSABLE (NR) INSTRUCTIONAL EQUIPMENT PURCHASED WITH COLLEGE BUDGET FUNDS**

- 8700 Non-Reimbursable Instructional Software
- 8701 Non-Reimbursable Instructional Computers
- 8702 Non-Reimbursable Instructional Furniture
- 8703 Non-Reimbursable Instructional Vehicles
- 8704 Non-Reimbursable Instructional Other Equipment

**NON-REIMBURSABLE (NR) NON-INSTRUCTIONAL EQUIPMENT PURCHASED WITH COLLEGE BUDGET FUNDS**

- 8705 Non-Reimbursable Non-Instructional Computers
- 8706 Non-Reimbursable Non-Instructional Furniture
- 8707 Non-Reimbursable Non-Instructional Vehicles
- 8708 Non-Reimbursable Non-Instructional Other Equipment
- 8709 Non-Reimbursable Non-Instructional Software

**EQUIPMENT DISPOSAL**

- 8900 Disposal of Equipment
- 8910 Depreciation Expense

**CAPITAL IMPROVEMENTS**

- 9601-9655 Capital Improvements

**TRANSFERS BETWEEN UNRESTRICTED FUNDS AND RESTRICTED FUNDS**

- 9701 CWS Mandatory Transfer
- 9702 SEOG Mandatory Transfer
- 9810 Non-Mandatory – Fixed Asset Transfer
- 9816 Due To/From Fund Transfer
- 9900 Prior Period Adjustment
- 9999 Unallocated Budget

**PROJECT CODES**

**Net Instructional Revenue**

As student billing occurs and as payroll is completed, you can view your fiscal year to date net instructional revenue by simply typing your program initials + R in the project code box in budget review (i.e., CTG = CTGR). No other entry is needed.



Object Figures that fall under “4000-4999 Academic Support” (see Financial Reporting Codes below for details) represent the total tuition revenue and change according to semester, meaning they will update once the next semester is billed.

Object Figures that fall under “Wages or Benefits paid to employees” (see Financial Reporting Codes below for details) represent what has been paid so far in the fiscal year (July being the beginning of the fiscal year).

Remember that this is tracking your fiscal year net instructional revenue, but the calculation won't be complete until the end of the fiscal year. At the end of the fiscal year, the Fall, Spring, and Summer semester revenue is all recorded and a full 12 months of payroll have been processed.

### **Program Discretionary Budget**

You can view your tier fee revenue and discretionary program expenses in budget review by typing your program initials + E in the project code box in budget review (i.e., CTG = CTGE). No other entry is needed. The Actual column of the budget review screen will show you the net calculation for all info recorded to date. Remember Fall semester revenue is posted in July, Spring semester revenue is posted in January, and Summer semester revenue is posted in April.

Object: Figure 7601; represents the total estimated program discretionary budget – this was the estimate of fall and spring total tier fees – The figures in the actual column will be more accurate

Object: Figure 4113; represents the total tier fee revenue. This number will increase when the next semester is posted.

Object: Figures that fall under Other Costs (see Financial Reporting Codes below for details); represents a course fee. This is revenue, but will be offset when purchases of supplies that is paid for by this fee, so DO NOT count as funds available. Several programs will have something similar. This will exist if your program has uniform fees or course specific fees i.e., OSHA, CPR, etc.

Object: Figures remaining; represent what has been spent and posted so far, this fiscal year in each category

### LINE OF AUTHORITY

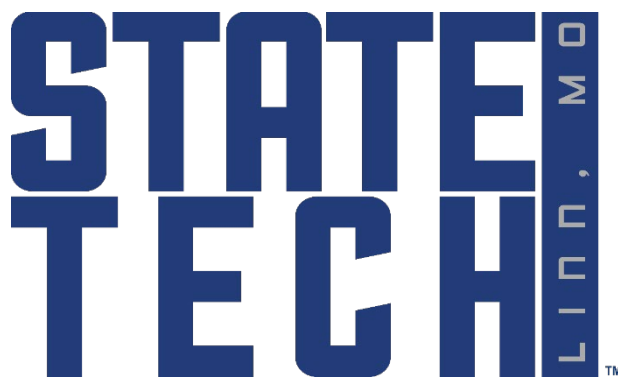
Responsible administrator or office: Business Office

Contact person in that office: Jenny Jacobs

### EFFECTIVE DATE

January 2022

Approved by President: January 2022



## **Chapter 8: Facility Governing Policies**

### **Alcohol Delegation**

It is the policy of State Tech that the use of alcoholic beverages be subject to the approval of the President of the College as the managing officer.

#### LINE OF AUTHORITY

Responsible administrator or office: President's Office

Contact person in that office: Executive Assistant to the President

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Campus Signage**

All signage on the State Tech campus should:

Provide clear, concise information for all users, to improve way-finding, promote public health, safety and welfare, promote a unified and attractive sign appearance for all facilities, minimize maintenance and repairs of the buildings, and eliminate inconsistent, ineffective, and unnecessary signs.

#### LINE OF AUTHORITY

Responsible administrator or office: Facilities

Contact person in that office: Director of Facilities

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Project Initiations**

All construction, renovations, modifications or repairs to existing facilities on campus, requires authorization from Facilities Director before any work on a project may begin. Prior to the request, you must have spoken with your Dean or Director about the project.

#### LINE OF AUTHORITY

Responsible administrator or office: Facilities

Contact person in that office: Director of Facilities

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

### **Snow or Ice**

When snow is accumulating, or icing conditions are present, Building and Grounds Manager will notify the Director of Facilities and Chief of Staff.

The Chief of Staff will contact the President who will make an assessment on whether the campus is open or closed for the day or at least a portion of the day.

#### LINE OF AUTHORITY

Responsible administrator or office: Facilities

Contact person in that office: Director of Facilities

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Work Request**

Facilities utilizes an electronic request system that notifies the maintenance and custodial staff of requests or needs. This system is utilized for all routine, non-emergency work requests for Custodial, Grounds, and Maintenance work requests as well as construction, renovations, modifications, or repairs to existing facilities. Please submit all requests through School Dude.

#### LINE OF AUTHORITY

Responsible administrator or office: Facilities

Contact person in that office: Director of Facilities

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Key Issuance**

The Buildings and Grounds Director and Facilities Director will create and maintain a keying system to ensure a reasonable balance of physical security and convenience to persons authorized to possess keys to college facilities.

The effective control and security of college buildings are necessary requirements for the safety and protection of college personnel and equipment. This policy is established for the issuance and security of college keys, which are the heart of an effective building security system.

All keys are property of the college. The duplication or transfer of any college key is strictly prohibited. Possession of keys without proper permission, duplication of keys, or loss of keys to the lock of any building or other property owned or leased by the college will constitute suspension or revocation of key privileges and/or associated charges. In the event keys are lost or stolen, notify Building and Grounds Manager immediately.

Any request for a key must be submitted through School Dude.

Residence hall keys are issued through the Housing Manager.

#### LINE OF AUTHORITY

Responsible administrator or office: Facilities

Contact person in that office: Director of Facilities

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Recycling**

State Tech is an environment-friendly campus.

All areas across the campus of State Tech should minimize waste and make recycling a high priority. See recycling procedures.

LINE OF AUTHORITY

Responsible administrator or office: Facilities  
Contact person in that office: Director of Facilities

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Tobacco Free Campus**

Smoking and use of smokeless tobacco, e-cigarettes, and other smoking devices are not permitted on the main campus.

LINE OF AUTHORITY

Responsible administrator or office: Facilities  
Contact person in that office: Director of Facilities

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Facility Rental/Usage**

College facilities may be used by others, but in no case shall that use interfere with College activities. Scheduling the rental or use of the College buildings is the responsibility of the Executive Assistant to the President. The Osage County Community Center is also available for use by the College employees and student organizations.

A custodian shall be present when the buildings are in use, or immediately afterward. Services of a custodian are limited to services necessary for placing buildings in condition for use: cleaned, heated, chairs arranged, etc.

Rental or usage of the College buildings does not include the use of College equipment.

LINE OF AUTHORITY

Responsible administrator or office: President's Office  
Contact person in that office: Executive Assistant to the President

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Speed Limit**

The speed limit on main campus is 15 mph. If speed limits are abused, driving privileges on campus may be revoked and a fine may be issued.

LINE OF AUTHORITY

Responsible administrator or office: Facilities  
Contact person in that office: Director of Facilities

EFFECTIVE DATE

January 2022

Approved by President: January 2022

## **Campus Parking**

Employee and student parking is restricted to all white striped lots on the main campus and does not require a parking pass. Students living in student housing will receive a parking permit allowing students to park in student housing lots only. Students living in student housing cannot park in any lots other than those in student housing. Any vehicle parked in unauthorized areas will be subject to a minimum \$25.00 fine. Double fines may be assessed for failure to heed warnings. Repeat offenders may be subject to the towing of the vehicle at the owner's expense.

Special arrangements for handicapped and temporary parking can be made with the Receptionist in the Information Technology Center.

Visitors may park in any yellow striped lot and require a parking pass. Visitor parking passes are available from the Receptionist in the Information Technology Center. Visitor lots can be found south of the Information Technology Center and north of the Vehicle and Power Center.

### **LINE OF AUTHORITY**

Responsible administrator or office: Facilities

Contact person in that office: Director of Facilities

EFFECTIVE DATE

January 2022

Approved by President: January 2022

## **Long-term Storage of Personal Property**

The use of long-term storage of personal property is not appropriate.

### **LINE OF AUTHORITY**

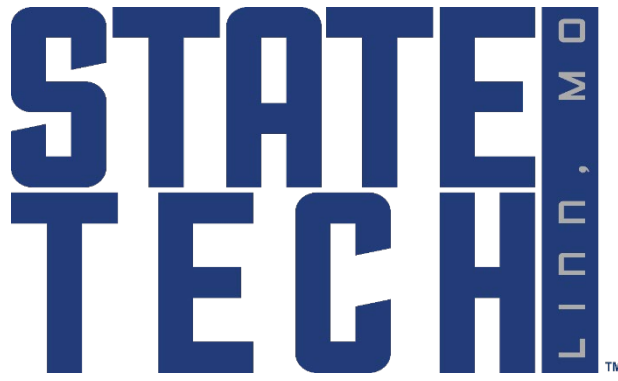
Responsible administrator or office: Facilities

Contact person in that office: Director of Facilities

EFFECTIVE DATE

January 2022

Approved by President: January 2022



## Chapter 9: Computer and Information Services Governing Policies

### Copyright Infringement

Copyright infringement is the act of exercising, without permission of legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United State Code). These rights include the right to reproduce or distribute a copyrighted work. In the peer-to-peer file-sharing context, downloading or uploading substantial parts of copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the [U.S. Copyright Office](#), especially their [FAQ](#)’s.

Below is a brief summary of the State Tech unauthorized peer-to-peer file-sharing procedure and penalties.

- Upon receipt of a copyright infringement notice or upon detection of an alleged violation, the Information Technology Division will pursue identification of the infringing user.
- First time offenders will be disconnected from the network and sent a notification of infringement as well as a request to agree not to share copyrighted material on the STC network without proper permission.
- Further infringements will be reported to the Associate Dean of Student Services for further discipline.
- Penalties for copyright infringement range from the loss of computer resources to dismissal from the College, prosecution, and/or civil action.

#### LINE OF AUTHORITY

Responsible administrator or office: IT

Contact person in that office: Director of IT

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

## **Electronic Communication and Internet Use**

All employees shall sign the following form: [Faculty and Staff Computer and Internet Acceptable Use Agreement](#). A copy will be filed in the employee's personnel file.

Electronic equipment connected to the State Tech network and College-provided equipment (e.g., laptops, computers) and services, may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.

The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon the College or be contrary to the College's best interests; and engaging in any illegal activities, including, but not limited to, piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and College-provided equipment.

Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to reference only.

Employees must not use the system in a way that disrupts its use by others. Employees should not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.

Employees should not open suspicious e-mails, pop-ups, or downloads. Contact Information Technology with any questions or concerns to reduce the release of malware or to contain malware immediately.

Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the College.

Use of the computers and the Internet shall be in accordance with policies of Missouri Research and Education Network (MOREnet) Acceptable Use Policy, Missouri Revised Statutes RSMO-Chapter 569 Section 0569-097 with Computer Equipment and Section 569-099 with Computer Users, and other relevant state and federal laws. All network use by MOREnet members and those connected via a MOREnet site shall be for, or in support of, research, education, local, state, or national government affairs, economic development, or public service. Any MOREnet traffic that crosses onto other networks must conform to the acceptable use policy of those networks.

All College-supplied technology and College-related work records belong to the College and not to the employee. The College may monitor use of College-supplied or network connected technology. Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment, prosecution, and/or civil action.

Social Media - Acceptable Use. Below are guidelines for social media use.

Employees may not post financial, confidential, sensitive, or proprietary information about the College, employees, clients, students, or applicants.

Employees may not post obscenities, slurs, or personal attacks that can damage the reputation of the College, employees, clients, students, or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters: “The opinions expressed on this site are my own and do not necessarily represent the views of State Technical College of Missouri.”

The College may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

#### LINE OF AUTHORITY

Responsible administrator or office: IT

Contact person in that office: Director of IT

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Official College Communication with Employees and Students**

Each employee and student are provided a State Tech e-mail account, which is the college’s primary method of communicating important and time-sensitive information. The employee and student are expected to check the e-mail sent to this account on a frequent and consistent basis, and to respond to official communications from State Tech in a timely manner. The employee and student are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages. State Tech employees may share information through other College systems to the student.

#### LINE OF AUTHORITY

Responsible administrator or office: IT

Contact person in that office: Director of IT

#### EFFECTIVE DATE

January 2022

Approved by President: January 2022

#### **Information Assurance**

State Tech will protect the confidentiality, integrity, and availability of its information by providing administrative and technical controls. State Tech is committed to protecting the information entrusted to its care and will provide the appropriate infrastructure to meet that commitment. This policy applies to academic, administrative, auxiliary services, and all other

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Responsible administrator or office: IT

Contact person in that office: Director of IT

#### EFFECTIVE DATE

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## **Information Technology Accessibility**

State Tech strives to ensure disabled users have access to information that is comparable to the access available to others. This effort is pursuant to both state and federal laws including, but not limited to, the following:

- MO House Bill 201 Access to Information Technology
- ADA Titles II and III
- The Rehabilitation Act Amendments of 1992 (Public Law 102-569) - reauthorized in 1998

In accordance with these guidelines, State Tech provides accessibility to college information and data.

The college will also make certain that eligible students, faculty, and staff with disabilities can effectively access information in college environments, such as computer labs, classrooms, offices, and work environments, to the extent that it is reasonable to do so.

### **LINE OF AUTHORITY**

Responsible administrator or office: IT

Contact person in that office: Director of IT

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

## **General Disclaimers**

State Tech disclaims liability for real or perceived loss from use of its information and access technologies. Loss may result from many causes:

- One's own accidental or ill-informed use
- Power failures, power surges and acts of God
- System maintenance or security policies and priorities
- Violation of policies
- Computer viruses, malicious network traffic, or other unauthorized uses that cannot be reasonably prevented
- Damage that occurs while personal computer equipment is connected to any power outlet or network jack maintained by the College
- Acts of war (declared or undeclared), terrorism, sabotage, or civil unrest
- The College will not defend illegal or abusive actions and reserves the right to prosecute in cases of abuse.
- Opinions expressed by individuals by means of College accounts or services do not necessarily reflect the policies or views of State Tech.
- Unofficial web sites do not constitute official College business or statements, and the College does not endorse or actively monitor the content of these web pages.

### **LINE OF AUTHORITY**

Responsible administrator or office: IT

Contact person in that office: Director of IT

### **EFFECTIVE DATE**

January 2022

Approved by President: January 2022

## **Privacy**

The College takes reasonable precautions to protect accounts, personal information collected by the College, and personal communications from unauthorized access or disclosure. Except as required by law or authorized by college policy, the College does not share personal information with any third-party. The College may process personal information internally and through external services providers in furtherance of its mission and college normal operations; otherwise, the college will, when reasonably practicable, seek the consent of the subject of personal information before transmitting that information to a third-party for processing.

Pursuant to the Family Educational Rights and Privacy Act (FERPA), the College may disclose “directory information” as defined in FERPA.

College websites that collect personal information will only collect information reasonably necessary for the intended purpose, and will, where reasonable, provide the user with the intended purpose of personal information being collected. These sites will also ensure information communication security by using server authentication, encryption and data/message integrity.

If the Director of Information Technology believes a system has been compromised, the College will notify the authorized users and appropriate State authorities.

The College does not routinely seek out, examine, disclose, use or modify the contents of individually assigned accounts, personal communications, records or college computers. The College does reserve the right to view, scan, or otherwise access any file, hardware, software, or communication on college computers/systems or transmitted over college networks in the following conditions:

- When information custodians, college auditors, legal counsel or information technology employees access information as part of their employment, and then only to the extent as necessary to perform work activities.
- When the Board of Regents, president, and/or vice president has authorized a review because the college has reasonable cause to believe that an individual may be violating the law or college policy. Any request for a review must follow the appropriate procedures. College employees will not disclose information accessed during a review other than to college administrators and/or proper authorities investigating the matter.
- As permitted by applicable policy or law. For example, the College may be required to disclose public records, including electronic versions such as email, when requested under the [Sunshine Law \(chapter 610 of the Missouri Revised Statutes\)](#). The college may also be required to disclose closed records or personally identifiable educational records to comply with a court order or subpoena.
  - Electronic information may be quickly deleted or modified. As such, the College will notify an individual about a review/disclosure after the college accesses the individually assigned electronic information.
  - Additionally, if the college has reason to believe a system security breach has occurred or could occur, the college retains the right to access any college system

and, upon evaluation of the situation, shut down any system and/or require its modification to mitigate any perceived risk.

LINE OF AUTHORITY

Responsible administrator or office: IT  
Contact person in that office: Director of IT

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Sanctions for Misuse**

Use of the college's information technology resources is subject to all federal, state, and local laws. Penalties for violation of these information technology policies vary but may include loss of computer resource privileges, confiscation of equipment, reactivation fees, removal of material violating this policy, dismissal from the college, prosecution or civil action. Sanctions for each case will be determined separately on each case's merits.

- If the Alleged Offender is a Faculty Member
  - The computer resource may be disabled and the immediate supervisor (usually a department chair) shall notify deans and the Vice President for Academic Affairs.
- If the Alleged Offender Is a Staff Member
  - The computer resource may be disabled and the immediate supervisor shall notify Human Resources.
- If the Alleged Offender Is a Student
  - The computer resource may be disabled and all pertinent information will be turned over to the Vice President of Student Affairs.

LINE OF AUTHORITY

Responsible administrator or office: IT  
Contact person in that office: Director of IT

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Password**

Passwords are an important aspect of information security. A poorly chosen password may facilitate unauthorized access and/or exploitation of college's resources. All users, including contractors and vendors with access to State Tech systems, are responsible for taking the appropriate steps to select and secure their passwords.

LINE OF AUTHORITY

Responsible administrator or office: IT  
Contact person in that office: Director of IT

EFFECTIVE DATE

January 2022

Approved by President: January 2022

**Printer**

Employees are required to use shared, networked College copiers/printers (i.e., those that are connected to and can be used by more than one computer workstation.) Dedicated printers/copiers are not allowed per department. The goal of this policy is facilitate the efficient, cost-effective use of printing and copying assets. This policy applies to anyone utilizing printing facilities provided or funded by the College. When additional demand is causing delay, please submit request for additional asset to be analyzed to determine if an additional printer/copier should be added to the asset pool.

**LINE OF AUTHORITY**

Responsible administrator or office: IT

Contact person in that office: Director of IT

**EFFECTIVE DATE**

January 2022

Approved by President: January 2022