

**TABLE OF CONTENTS**

**ADMINISTRATIVE PROCEDURES**

**A BOARD OF TRUSTEES ..... A-1**

**B GENERAL ADMINISTRATION..... B-1**

B.1 Administrative Organization <sup>(R 06/16)</sup> ..... B-1

    B.1.1 Leadership Team <sup>(R 06/16)</sup> ..... B-1

    B.1.2 Organizational Structure <sup>(R 06/16)</sup> ..... B-1

B.2 Internal Governance <sup>(11/97)</sup> ..... B-2

    B.2.1 Campus Councils <sup>(11/97)</sup> ..... B-2

    B.2.2 Collegewide Councils <sup>(11/97)</sup> ..... B-2

B.3 College Calendars <sup>(R 11/99)</sup> ..... B-3

    B.3.1 College Calendar <sup>(R 11/99)</sup> ..... B-3

    B.3.2 Academic Calendar <sup>(R 06/16)</sup> ..... B-3

B.4 Changing/Maintaining Board Policy/Administrative Procedures <sup>(11/97)</sup> ..... B-3

    B.4.1 Submitting Changes to Policies/Procedures or Recommendations for New Policies/Procedures <sup>(11/97)</sup> ..... B-3

    B.4.2 Maintenance of Board Policy/Administrative Procedures <sup>(R 06/16)</sup> ..... B-4

    B.4.3 Board Policy/Administrative Procedures Review <sup>(R 06/16)</sup> ..... B-4

B.5 External Funding/Donations <sup>(8/96)</sup> ..... B-4

    B.5.1 Cash Gifts <sup>(R 06/16)</sup> ..... B-4

    B.5.2 Noncash Gifts <sup>(R 06/16)</sup> ..... B-5

    B.5.3 Requesting Funds from External Funding Sources <sup>(R 06/16)</sup> ..... B-6

    B.5.4 Reimbursement - Vocational Program Equipment <sup>(R 06/16)</sup> ..... B-7

    B.5.5 Corporate Sponsorship <sup>(5/09)</sup> ..... B-10

        B.5.5.1 Approval Process <sup>(R 5/09)</sup> ..... B-10

        B.5.5.2 Sponsorships/Solicitations Proposal Submission <sup>(5/09)</sup> ..... B-10

        B.5.5.3 Sponsorships/Solicitations Approval <sup>(5/09)</sup> ..... B-10

        B.5.5.4 Naming of College Buildings, Programs and Endowments <sup>(06/16)</sup> ..... B-11

B.6 Right to Free Expression <sup>(06/16)</sup> ..... B-13

B.7 Members of the Public with Disabilities Using Service Animals <sup>(R 06/16)</sup> ..... B-16

B.8 Americans with Disabilities Act as Amended (ADAAA) Employee Grievance Procedure <sup>(R 06/16)</sup> ..... B-19

B.9 Closing Due to Severe Weather and Unexpected Emergencies <sup>(R 06/16)</sup> ..... B-21

B.10 Universal Precautions <sup>(06/16)</sup> ..... B-22

    B.10.1 Cleaning Spills or Other Body Fluids <sup>(11/97)</sup> ..... B-25

B.11 Expenditure of College Funds <sup>(R 06/16)</sup> ..... B-26

B.12 Marketing And Communications <sup>(R 06/16)</sup> ..... B-27

    B.12.1 College Identity <sup>(R 06/16)</sup> ..... B-27

    B.12.2 Statement of Compliance - ADA Regulations and Affirmative Action <sup>(R 06/16)</sup> B-28

    B.12.3 Missouri’s Open Meetings and Records (“Sunshine”) Law <sup>(R 11/97)</sup> ..... B-28

## TABLE OF CONTENTS

## ADMINISTRATIVE PROCEDURES

B.12.4 Media Relations <sup>(R 06/16)</sup> .....	B-28
B.12.4.1 Crisis Management - Public Information <sup>(06/16)</sup> .....	B-29
B.13 Safety <sup>(06/16)</sup> .....	B-29
B 13.1 Accident/Injury Reporting & Notification Procedures <sup>(06/16)</sup> .....	B-30
B13.1.1 Employee Injuries & Accidents that Occur on College Property <sup>(06/16)</sup> .....	B-30
B13.1.2 – Student Injuries & Accidents that occur on College Property <sup>(06/16)</sup> .....	B-33
B13.1.3 STLCC Owned Off-Campus Locations <sup>(06/16)</sup> .....	B-33
B13.1.4 Non-owned STLCC Sites <sup>(06/16)</sup> .....	B-33
B13.1.5 Intercollegiate Athletes <sup>(11/04)</sup> .....	B-34
B13.1.6 Financial Responsibility <sup>(11/04)</sup> .....	B-34
B.14 Use of Social Security Numbers <sup>(1/06)</sup> .....	B-35
B.15 Protection of Instructional Resources Records <sup>(06/16)</sup> .....	B-40
B.16 Care of Payment Card Information <sup>(N 6/09)</sup> .....	B-41
B.17 Non-Discrimination Grievance Procedure for Individual Members of the Public (Non-Employees and Non-Students) <sup>(06/16)</sup> .....	B-41
<b>C ALL COLLEGE EMPLOYEES</b> .....	<b>C-1</b>
C.1 Employees’ Job Descriptions <sup>(R 06/16)</sup> .....	C-1
C.2 Employment <sup>(R 06/16)</sup> .....	C-1
C.3 Starting Date for Employees <sup>(R 06/16)</sup> .....	C-3
C.4 Employment of Members of the Same Family <sup>(R 3/98)</sup> .....	C-3
C.5 Wage and Salary Administration <sup>(R 10/11)</sup> .....	C-3
C.6 Transfers <sup>(R 06/16)</sup> .....	C-6
C.7 General Grievance Procedure <sup>(R 06/16)</sup> .....	C-6
C.8 Reimbursement for Permissible Expenditures <sup>(11/14)</sup> .....	C-9
C.8.1 Local Travel and Expense Reimbursement <sup>(R 12/09)</sup> .....	C-9
C.8.2 Non-local Travel and Expense Reimbursement <sup>(R 06/16)</sup> .....	C-12
C.8.3 Cash Advances <sup>(R 2/07)</sup> .....	C-16
C.8.4 Special Regulations <sup>(R 7/96)</sup> .....	C-16
C.8.5 Compliance <sup>(R 7/96)</sup> .....	C-17
C.9 Requests for Chartered Transportation (Surface and Air) <sup>(R 1/01)</sup> .....	C-17
C.10 Operation of College Vehicles <sup>(R 06/16)</sup> .....	C-17
C.11 Financial Responsibility <sup>(3/98)</sup> .....	C-20
C.12 Solicitation of Donations <sup>(R 06/16)</sup> .....	C-20
C.13 Copyrights <sup>(R 11/07)</sup> .....	C-20
C.14 Telephone Use <sup>(R 06/16)</sup> .....	C-22
C.14.1 Cellular Phones <sup>(R 06/16)</sup> .....	C-23
C.15 Computer Use <sup>(R 3/06)</sup> .....	C-25
C.15.1 Levels of Access <sup>(R 06/16)</sup> .....	C-25
C.15.2 College Responsibility - System Administrators <sup>(R 06/16)</sup> .....	C-25
C.15.3 User Responsibilities <sup>(R 06/16)</sup> .....	C-26

**TABLE OF CONTENTS**

**ADMINISTRATIVE PROCEDURES**

C.15.4 Enforcement Guidelines <sup>(3/98)</sup> ..... C-26

C.16 Staff Exchanges <sup>(R 3/98)</sup> ..... C-27

C.17 Staff Development - International Experiences, As Well  
As Alaska and Hawaii <sup>(R 3/06)</sup> ..... C-27

C.18 Employee Evaluation <sup>(R 3/98)</sup> ..... C-28

C.18.1 Faculty and Administrative/Professional Employees <sup>(R 3/98)</sup> ..... C-28

C.18.2 Classified Employees <sup>(R 3/98)</sup> ..... C-28

C.18.3 Probationary Period <sup>(R 3/98)</sup> ..... C-28

C.18.4 Department Chairs <sup>(06/16)</sup> ..... C-28

C.19 Complaints from Students Concerning Employees <sup>(R 3/98)</sup> ..... C-29

C.20 Confidentiality of Personnel Files <sup>(R 3/06)</sup> ..... C-29

C.21 Paid Leaves <sup>(R 3/98)</sup> ..... C-30

C.21.1 Full-time 12-Month Administrative / Professional Employee Vacation <sup>(R 3/06)</sup> C-30

C.21.2 Classified Employees Vacation <sup>(R 5/98)</sup> ..... C-31

C.21.3 Medical Leave <sup>(R 06/16)</sup> ..... C-31

C.21.4 Personal Leave <sup>(R 3/98)</sup> ..... C-32

C.21.5 Professional Development Leaves – Administrative / Professional Employees <sup>(R 3/98)</sup> ..... C-33

C.22 Unpaid Leaves <sup>(R 3/98)</sup> ..... C-36

C.22.1 Unpaid Leaves of Absence - Certificated Employees <sup>(R 3/98)</sup> ..... C-37

C.22.2 Unpaid Leaves of Absence - Classified Employees <sup>(R 06/16)</sup> ..... C-37

C.23 Lump-sum Payment of Vacation Upon Termination of Employment <sup>(R 3/98)</sup> ..... C-38

C.24 Termination of Benefit Contribution <sup>(3/98)</sup> ..... C-38

C.25 Educational Benefits for Employees and Employees’ Families <sup>(R 06/16)</sup> ..... C-38

C.26 Retirement System <sup>(R 4/03)</sup> ..... C-40

C.27 Group Insurance <sup>(R 3/98)</sup> ..... C-40

C.27.1 Active Employees <sup>(R 4/03)</sup> ..... C-40

C.27.2 Employees on Leave of Absence <sup>(R 4/03)</sup> ..... C-41

C.27.3 Terminated Employees <sup>(R 3/98)</sup> ..... C-42

C.28 Workers’ Compensation <sup>(R 06/16)</sup> ..... C-42

C.28.1 Transitional Work Program <sup>(6/03)</sup> ..... C-43

C.29 Moving Expenses <sup>(R 1/01)</sup> ..... C-43

C.30 Reporting Fraud, Abuse or Misuse of the College’s Resources or Assets <sup>(N 3/11)</sup> .. C-44

**D FACULTY.....D-1**

D.1 Initial Salary Placement for Full-time Faculty..... D-1

D.2 Faculty Promotion in Academic Rank <sup>(R 06/16)</sup> ..... D-1

D.3 Salary and Negotiated Fee Payments for Continuing Education Instructors <sup>(R 3/98)</sup> D-9

D.4 Payment of Faculty <sup>(R 06/16)</sup> ..... D-10

**TABLE OF CONTENTS**

**ADMINISTRATIVE PROCEDURES**

D.5 Faculty Pay Schedule - Summer Session <sup>(R 3/98)</sup> ..... D-10

D.6 Department Chairpersons and Program/Curriculum Coordinators or Directors <sup>(R 5/09)</sup>  
..... D-10

    D.6.1 Campus Organization – Departments <sup>(R 06/16)</sup> ..... D-10

    D.6.2 Department Chairpersons <sup>(R 06/16)</sup> ..... D-11

    D.6.3 Selection of Department Chairpersons <sup>(R 06/16)</sup> ..... D-13

    D.6.4 In-service Development <sup>(R 3/98)</sup> ..... D-14

    D.6.5 Program Coordinator/Director <sup>(R 06/16)</sup> ..... D-14

D.7 Faculty Responsibilities <sup>(R 06/16)</sup> ..... D-15

D.8 Faculty Teaching Loads <sup>(R 3/13)</sup> ..... D-17

D.9 On-site Evening/Weekend Supervision <sup>(R 06/16)</sup> ..... D-19

D.10 Allocation of Faculty Administrative Time <sup>(R 3/98)</sup> ..... D-19

D.11 Extended Time Assignments - Department Chairs and/or  
    Program Coordinators <sup>(R 3/98)</sup> ..... D-19

D.12 Faculty Projects - Research and Development <sup>(R 3/98)</sup> ..... D-19

D.13 Textbook Selection <sup>(R 06/16)</sup> ..... D-19

D.14 Sabbatical Leave - Full-time Faculty <sup>(R 06/16)</sup> ..... D-20

D.15 Professional Development - Article XXXII <sup>(R 06/16)</sup> ..... D-24

D.16 Staffing Guidelines <sup>(R 3/98)</sup> ..... D-25

D.17 Faculty Dismissal <sup>(R 06/16)</sup> ..... D-25

**E ADMINISTRATIVE/PROFESSIONAL EMPLOYEES..... E-1**

E.1 Payment of Administrative/Professional Employees <sup>(R 3/98)</sup> ..... E-1

    E.1.1 Workforce Solutions Group/Corporate Services Temporary Hourly Employee  
        Pay Scale <sup>(R 06/16)</sup> ..... E-1

E.2 Additional Compensation <sup>(R 3/98)</sup> ..... E-3

    E.2.1 Teaching and/or Coaching Activities <sup>(3/98)</sup> ..... E-3

    E.2.2 Interim Appointments <sup>(R 3/98)</sup> ..... E-3

    E.2.3 Additional Administrative/Professional Responsibilities <sup>(R 06/16)</sup> ..... E-3

E.3 Administrative/Professional Employee Grievance Process <sup>(R 06/16)</sup> ..... E-4

    E.3.1 Purpose <sup>(R 06/16)</sup> ..... E-4

    E.3.2 Definitions <sup>(R 06/16)</sup> ..... E-4

    E.3.3 Miscellaneous Provisions <sup>(R 6/07)</sup> ..... E-5

    E.3.4 Grievance Steps <sup>(R 06/16)</sup> ..... E-5

**F CLASSIFIED EMPLOYEES..... F-1**

F.1 Part-time Continuing Employees <sup>(R 06/16)</sup> ..... F-1

F.2 Full-time Temporary Employees <sup>(R 06/16)</sup> ..... F-1

F.3 Part-time Temporary Employees <sup>(R 06/16)</sup> ..... F-1

F.4 Salary Payments for Full-time and Part-time Employees <sup>(R 3/98)</sup> ..... F-2

    F.4.1 Workforce Solutions Group/Corporate Services Temporary Hourly Employee  
        Pay Scale <sup>(R 06/16)</sup> ..... F-2

## TABLE OF CONTENTS

## ADMINISTRATIVE PROCEDURES

F.5 Compensation for Additional Services Performed by Exempt Employees for Non-College Functions <sup>(R 3/98)</sup> .....	F-4
F.6 Placement on the Office and Technical Salary Schedule <sup>(R 3/98)</sup> .....	F-4
F.7 Thirty-six-week Classified Employees <sup>(R 3/98)</sup> .....	F-5
F.8 Class Attendance by Full-time Classified Employees <sup>(R 06/16)</sup> .....	F-5
F.9 Layoff <sup>(R 3/98)</sup> .....	F-5
F.9.1 Notice of Layoff <sup>(R 3/98)</sup> .....	F-5
F.9.2 Order of Layoff <sup>(R 6/10)</sup> .....	F-5
F.9.3 Seniority <sup>(R 1/01)</sup> .....	F-6
F.9.4 Displacement <sup>(R 3/98)</sup> .....	F-6
F.9.5 Transfer After Layoff <sup>(R 3/98)</sup> .....	F-6
F.9.6 Recall <sup>(R 3/98)</sup> .....	F-7
F.10 Grievance Process for Non-unit Classified Employees <sup>(R 06/16)</sup> .....	F-7
<b>G EDUCATIONAL PROGRAMS AND REQUIREMENTS .....</b>	<b>G-1</b>
G.1 Non-credit Programs <sup>(5/98)</sup> .....	G-1
G.2 Curriculum Development and Review <sup>(R 06/16)</sup> .....	G-1
G.2.1 Exploratory Phase <sup>(R 4/03)</sup> .....	G-1
G.2.2 Proposal and Approval <sup>(R 06/16)</sup> .....	G-1
G.3 Advisory Committees <sup>(R 5/98)</sup> .....	G-2
G.3.1 Function <sup>(R 5/98)</sup> .....	G-2
G.3.2 Membership <sup>(R 06/16)</sup> .....	G-2
G.3.3 Meetings <sup>(R 4/03)</sup> .....	G-3
G.4 Academic Calendar <sup>(R 06/16)</sup> .....	G-3
G.5 Admissions Criteria for Credit Programs <sup>(R 06/16)</sup> .....	G-3
G.5.1 International Student Admissions <sup>(R 06/16)</sup> .....	G-7
G.5.2 Course Placement <sup>(R 11/15)</sup> .....	G-9
G.5.3 Residency Requirements <sup>(R 5/98)</sup> .....	G-10
G5.3.1 Burden of Proof <sup>(R 5/98)</sup> .....	G-11
G5.3.2 Change of Residency <sup>(R 06/16)</sup> .....	G-12
G.6 Students with Disabilities <sup>(R 4/12)</sup> .....	G-12
G.6.1 Grievance Process for Students with Disabilities <sup>(R 06/16)</sup> .....	G-18
G.7 Academic Standards for Credit Courses <sup>(R 3/07)</sup> .....	G-22
G.7.1 Attendance <sup>(R 5/98)</sup> .....	G-22
G.7.2 Final Examination <sup>(R 5/98)</sup> .....	G-23
G.7.3 Grades <sup>(R 1/03)</sup> .....	G-23
G.7.4 Grade Points <sup>(R 5/98)</sup> .....	G-25
G.7.5 Grade Point Average Recalculation <sup>(R 3/07)</sup> .....	G-25
G.7.6 College Credit Hours <sup>(R 06/16)</sup> .....	G-26
G.7.7 Honors <sup>(R 5/98)</sup> .....	G-26
G.7.8 Repeated Courses <sup>(R 5/98)</sup> .....	G-27

**TABLE OF CONTENTS****ADMINISTRATIVE PROCEDURES**

G.7.9 Satisfactory Academic Progress <sup>(R 06/16)</sup> .....	G-27
G.7.10 Satisfactory Academic Progress for Students Receiving Federal Higher Education Act (HEA) Title IV Financial Aid <sup>(R 5/98)</sup> .....	G-29
G.7.11 Satisfactory Academic Progress for Students Receiving Veterans’ Benefits <sup>(R 4/03)</sup> .....	G-29
G.7.12 Satisfactory Academic Progress for Students in Selective Admissions Career and Technical Programs <sup>(R 06/16)</sup> .....	G-29
G.7.13 Transfer Credits from Post-secondary Institutions <sup>(R 3/02)</sup> .....	G-30
G.7.13.1 Credit from Other Institutions <sup>(R 5/98)</sup> .....	G-30
G.7.13.2 Evaluation Process <sup>(R 06/16)</sup> .....	G-31
G.7.13.3 Credit Not Evaluated for Transfer Credit <sup>(R 5/98)</sup> .....	G-32
G.7.13.4 Transfer Credit Appeal <sup>(06/16)</sup> .....	G-32
G.7.13.5 Other Sources of Credit <sup>(R 06/16)</sup> .....	G-33
G.8 Credit by Examination <sup>(R 4/14)</sup> .....	G-35
G.9 Academic Awards for Credit Programs: Degrees, Certificates and Requirements <sup>(R 03/18)</sup> .....	G-37
G.9.1 Associate Degrees and Certificates <sup>(R 10/11)</sup> .....	G-37
G.9.2 General Degree Requirements <sup>(R 03/18)</sup> .....	G-37
G.9.3 Transcripts <sup>(R 5/98)</sup> .....	G-38
G.9.4 Graduation Requirements <sup>(R 03/17)</sup> .....	G-39
G.9.5 Degree and Certificate Time Limits <sup>(R 10/11)</sup> .....	G-39
G.10 Academic Appeals Procedure <sup>(R 06/16)</sup> .....	G-40
G.11 Confidentiality of Student Records <sup>(R 06/16)</sup> .....	G-44
G.12 Financial Aid for Students in Credit Programs <sup>(R 5/98)</sup> .....	G-50
G.12.1 Board of Trustees’ Scholarship Program <sup>(R 06/16)</sup> .....	G-50
G.12.2 Athletic Scholarship Fund <sup>(R 7/13)</sup> .....	G-53
G.13 Student Life <sup>(R 5/98)</sup> .....	G-53
G.13.1 Student Activities <sup>(R 06/16)</sup> .....	G-53
G.13.2 Committee Service <sup>(R 06/16)</sup> .....	G-54
G.13.3 Intercollegiate Athletics <sup>(R 06/16)</sup> .....	G-54
G.13.4 Travel and Off-site Activities <sup>(R 06/16)</sup> .....	G-54
G.13.5 Computer Systems and Network Use <sup>(R 06/16)</sup> .....	G-57
G.14 Student Rights and Responsibilities <sup>(R 5/98)</sup> .....	G-57
G.14.1 Misconduct <sup>(R 06/16)</sup> .....	G-58
G.14.2 Additional Areas of Responsibility Related to Conduct <sup>(R 06/16)</sup> .....	G-62
G.15 Student Appellate Process <sup>(R 6/98)</sup> .....	G-64
G.15.1 Violation of Student Rights <sup>(R 06/16)</sup> .....	G-64
G.15.2 Disciplinary Actions for Violation of Student Responsibilities <sup>(R 06/16)</sup> .....	G-65
G.15.3 Student Appellate Hearing Committee <sup>(R 06/16)</sup> .....	G-66
G.16 Behavior Intervention Teams at St. Louis Community College <sup>(R 06/16)</sup> .....	G-70

**TABLE OF CONTENTS**

**ADMINISTRATIVE PROCEDURES**

G.16.1 Mission ..... G-70

**H BUSINESS AND FINANCE.....H-1**

H.1 Fiscal Year <sup>(R 06/16)</sup> ..... H-1

H.2 Fiscal Budget <sup>(06/16)</sup> ..... H-1

    H.2.1 Budget Adjustments <sup>(R 4/10)</sup> ..... H-1

H.3 Fiscal Stability <sup>(N/4/10)</sup> ..... H-2

H.4 Purchases of Less Than \$5,000 <sup>(R 10/02)</sup> ..... H-2

H.5 Purchases in Excess of \$5,000 <sup>(R 10/02)</sup> ..... H-3

    H.5.1 Requests for “Restricted Bid List” or “No Substitute” on *Request for Bid* <sup>(06/16)</sup>  
    ..... H-3

H.6 Notification to Bidders <sup>(R 06/16)</sup> ..... H-3

H.7 Change Orders <sup>(R 06/16)</sup> ..... H-4

H.8 Bookstore and Instructional Resources Materials <sup>(R 06/16)</sup> ..... H-4

H.9 Processing and Monitoring Payments for Services Rendered <sup>(R 10/02)</sup> ..... H-5

H.10 Tax Rate <sup>(06/16)</sup> ..... H-6

H.11 Parking Permits <sup>(R 06/16)</sup> ..... H-7

H.12 Investment of Funds <sup>(R 4/03)</sup> ..... H-7

H.13 Cash Processing and Cash Security <sup>(R 06/16)</sup> ..... H-9

H.14 Manual Checks <sup>(R 3/06)</sup> ..... H-10

H.15 Surplus Property <sup>(R 06/16)</sup> ..... H-11

H.16 Internal Audit <sup>(06/16)</sup> ..... H-12

H.17 Student Center Revenue <sup>(R 5/98)</sup> ..... H-12

H.18 Fixed Assets - Funding, Inventorying and Accounting <sup>(R 3/06)</sup> ..... H-12

H.19 Debt Collection through Offset of Taxpayer Refund <sup>(11/99)</sup> ..... H-13

    H.19.1 Hearing <sup>(06/16)</sup> ..... H-13

H.20 Library Instructional Materials Charges <sup>(4/01)</sup> ..... H-14

H.21 Vehicular Fines <sup>(N 01/12)</sup> ..... H-15

H.22 Fines for Use of Tobacco on College Property <sup>(N 01/12)</sup> ..... H-15

**I FACILITIES, CONSTRUCTION AND SERVICES..... I-1**

I.1 Physical Facilities – Engineering & Design <sup>(R 06/16)</sup> ..... I-1

I.2 Selection of Architectural/Engineering Consultants <sup>(R 06/16)</sup> ..... I-3

I.3 Usage of College Facilities <sup>(R 06/16)</sup> ..... I-4

I.4 Security Enforcement and Protection of College Property <sup>(R 06/16)</sup> ..... I-6

**J INFORMATION TECHNOLOGY .....J-1**

J.1 IT Policies, Standards, Guidelines, and Procedures <sup>(New 05/18)</sup> ..... J-1

J.2 Information Security <sup>(New 05/18)</sup> ..... J-1

    J.2.1 Data Classification..... J-2

        J.2.1.1 High Risk Data ..... J-3

        J.2.1.2 Moderate Risk Data ..... J-3

        J.2.1.3 Low Risk Data ..... J-4

## TABLE OF CONTENTS

## ADMINISTRATIVE PROCEDURES

J.2.1.4 Applying Data Classification.....	J-4
J.2.2 Risk Assessment.....	J-4
J.2.3 Develop and Implement Controls.....	J-5
J.2.4 Vulnerability Management.....	J-5
J.2.5 Information Security Awareness Training.....	J-5
J.2.6 Incident Response.....	J-5
J.2.6.1 Incident Response Definitions.....	J-6
J.2.6.2 Incident Response Roles and Responsibilities.....	J-6
J.2.6.3 Incident Response Procedures.....	J-7
High-severity Incidents.....	J-7
Moderate-severity Incidents.....	J-8
Low-severity Incidents.....	J-8
Incident Response Process.....	J-8
J.2.7 Business Continuity and Disaster Recovery.....	J-9
J.2.7.1 Disaster Recovery Roles and Responsibilities.....	J-10
J.2.7.2 Disaster Recovery Definitions.....	J-11
J.2.7.3 IT Disaster Recovery Plan Framework.....	J-11
J.2.8 Mobile Devices.....	J-12
J.2.8.1 Non-College-Owned Mobile Devices.....	J-13
J.2.8.2 College-owned Mobile Devices.....	J-13
J.2.8.3 Procurement of Applications/Software.....	J-13
J.2.8.4 Lost or Stolen Devices.....	J-14
J.2.8.5 Requirement for Periodic Updates.....	J-14
J.3 Principles of Responsible Use of Information and Technology <sup>(New 05/18)</sup> .....	J-14



**A BOARD OF TRUSTEES**

Administrative Procedures for Board Policy Division A - Board of Trustees are included in the Policy statements of the Division A.

**B GENERAL ADMINISTRATION**

**B.1 Administrative Organization** <sup>(R 06/16)</sup>

**B.1.1 Leadership Team** <sup>(R 06/16)</sup>

[BP B 2 & B 4]

The Leadership Team will consist of the officers of the College and any other employees so designated by the chancellor. The chancellor is the chief executive officer. The Leadership Team serves as an advisory body to the chancellor and as a coordinative body for administrative procedures.

**B.1.2 Organizational Structure** <sup>(R 06/16)</sup>

The organizational structure has been established in order to accomplish the philosophy and mission of the College. This structure may be changed as approved by the chancellor. Organizational charts are available via a link on the human resources web page and will be updated in a timely manner.

**B.2 Internal Governance** <sup>(11/97)</sup>

[BP B 4]

To facilitate the decision-making processes of the College, governance councils at both campus and collegewide levels will be established.

**B.2.1 Campus Councils** <sup>(11/97)</sup>

[BP B 4]

Each campus, including the Cosand Center, will have a representative body(s) to address academic and institutional issues. The councils collectively are comprised of representatives from all employee groups.

Each council will approve working by-laws and procedures.

Relevant issues may be sent from the campus councils to the collegewide councils for further review and discussion.

**B.2.2 Collegewide Councils** <sup>(11/97)</sup>

[BP B 4]

The College will have two representative bodies to address academic and institutional issues. The College Academic Council is comprised of faculty and academic administration. The College Institutional Affairs Council is a representative body comprised of full-time administrative, professional, office and technical, unit and non-unit, physical plant employees, faculty representing the campus academic governance body, and students.

The College Academic Council will address issues of academic standards and quality and consider their impact on services to students in achieving the College's mission of successful student learning. The manner of decision-making will be collaborative and reflect broad-based input from the academic community.

The College Institutional Affairs Council will address organizational issues which affect the climate, culture and effectiveness of the institution and its mission by providing a forum which will both initiate and enable change.

Each council will approve working by-laws and procedures.

These governing bodies will make recommendations to the chancellor.

**B.3 College Calendars** (R 11/99)

[BP B 5]

**B.3.1 College Calendar** (R 11/99)

[BP B 5.1]

The Human Resources department will prepare the College Calendar (list of holidays and work-related schedules) for Leadership Team approval. The College Calendar will be distributed collegewide.

**B.3.2 Academic Calendar** (R 06/16)

[BP B 5 & G 5]

A proposed Academic Calendar prepared by the vice chancellor for academic affairs will be presented to the College Academic Council for its review, discussion and recommendation. By November 1 of the year preceding the Academic Calendar, the College Academic Council will forward its recommendation to the Leadership Team through the vice chancellor for academic affairs. The chancellor will recommend a calendar for Board approval. The Academic Calendar must be approved before January preceding the Academic Calendar effective date.

Following Board approval, the Academic Calendar will be published online for all employees in the college *Catalog*, class schedules, newsletters, and Board minutes by the end of the semester in which it is approved.

**B.4 Changing/Maintaining Board Policy/Administrative Procedures** (11/97)

[BP A 7 & B 6]

**B.4.1 Submitting Changes to Policies/Procedures or Recommendations for New Policies/Procedures** (11/97)

[BP A 7 & B 6]

A College employee or other member of the College community proposing a change to Board Policy/Administrative Procedures or proposing a new policy/procedure should submit that recommendation in writing to the appropriate governance council(s) and the appropriate College officer.

When a College employee submits a recommendation for change to policy or procedure that is related to College operations, the employee must confer with his/her immediate supervisor regarding the recommendation. He/she will submit the written recommendation to the appropriate governance council(s) and the appropriate College officer.

In emergency or unique situations, proposed policies and/or procedures may be submitted directly to the Leadership Team.

**B.4.2 Maintenance of Board Policy/Administrative Procedures** (R 06/16)

[BP A 7 & B 6]

The appropriate college administrator will submit any recommendation for change to Board Policy/Administrative Procedures to the office responsible for formatting and editing the documents before submitting the recommendation to Leadership Team for review and approval.

In the case of Board policy, the recommendation will be submitted for Board approval after Leadership Team approval.

After final approval, the Board secretary will update policy on the College's website. The Chancellor's office will update procedures on the College's website. Notification of revisions to board policy or administrative procedure will be communicated via e-mail to all faculty and staff.

**B.4.3 Board Policy/Administrative Procedures Review** (R 06/16)

[BP A 7, B 6 & B 6.1]

To avoid obsolescence of the Board Policy/Administrative Procedures Manual, the College will engage in a review of the manual every three years. A review committee, appointed by the chancellor, will be comprised of employees from the various locations of the College who have expertise in specific areas of policy/procedure. The committee should make an effort to complete the review within a maximum period of two months.

**B.5 External Funding/Donations** (8/96)

[BP B 7]

**B.5.1 Cash Gifts** (R 06/16)

[BP B 7]

All checks/cash gifts must be deposited with the campus cashier or College bursar no later than the end of the business day on which the donation is received. All gifts should be reported to the executive director of the STLCC Foundation within a reasonable length of time to ensure appropriate reporting and acknowledgment.

The following process should be used when reporting all cash gifts.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

RESPONSIBLE PERSON/DEPARTMENT	ACTION REQUIRED
Employee who has initial contact with donor	Forward a copy of check and any written correspondence or other supporting materials to the appropriate department head.
Appropriate department head	Review, sign and forward to campus chief academic officer or vice chancellor.
Campus chief academic officer or vice chancellor	Review, sign and forward to the executive director of the STLCC Foundation.
Foundation office	Acknowledge the gift on behalf of the Foundation Board.

It should be noted if a donor wishes to remain anonymous.

**B.5.2 Noncash Gifts** (R 06/16)

[BP B 7]

Only the chancellor, campus chief academic officers, vice chancellors, or their designees, may recommend acceptance of noncash donations to the Board of Trustees. These donations include classroom and departmental operating supplies (consumable), equipment for teaching and administrative use, securities, real estate, works of art, etc. The Leadership Team has approved a formal process for evaluation and acceptance of noncash gifts. It is essential that this process be followed since:

- legally, the College accepts any liability associated with the donated items;
- some donated items may have hazardous waste implications;
- the College may spend funds as a result of the donated items--e.g. electrical, plumbing, structural costs; costs versus benefits assessed;
- some items may have no value to the College; needless spending for transportation, storage, disposal, etc., needs to be avoided.

The following concerns should be considered in evaluating prospective noncash gifts to the College:

- Purpose for which the gift is given. (Must be consistent with the stated goals, objectives and educational philosophy of the College.)
- Estimated costs which the College will incur if the donation is accepted.
- Available space to store or house the donated items.
- Condition and estimated remaining useful life of the donated items.
- Hazardous waste issues.
- Conditions placed on the donation.
- Fulfillment of current or projected College needs.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

The nature of the donation, the identity of the donor, and the kind of program which the donation is intended to support will be evaluated carefully. A prospective donation which could subject the College to criticism and controversy must be weighed in the light of its ultimate value and contribution to the community.

RESPONSIBLE PERSON/DEPARTMENT	ACTION REQUIRED
Employee who has initial contact with donor	Complete <i>Request to Accept Donated Property</i> (Form F2). Sufficient information provided to the Institutional Development office is critical.
Appropriate department head	Review, sign and forward to campus chief academic officer or vice chancellor.
Appropriate administrator	Review, sign and forward to the executive director of the STLCC Foundation requesting the gift be placed on Board Agenda.
STLCC Foundation office	Place on Board Agenda. Acknowledge the gift on behalf of the Board of Trustees.
Controller's office and Shipping & Receiving	Tag and inventory donated equipment in accordance with administrative procedure H 18.*

\*Equipment approved for acceptance will become the property of the College and is thereby subject to the same controls and regulations applicable to all College-owned property. The donor relinquishes all rights affecting the ultimate disposition or use of the property unless the College specifically agrees to waive this requirement.

The College cannot act as an appraiser of gifts. The donor has the responsibility of substantiating the value of donated property for tax purposes; therefore, no values for noncash gifts will be given verbally to a donor or appear in acknowledgment letters. If the College determines that it wishes to have an appraisal of donated property, such values will be recorded for accounting or insurance purposes only.

Copies of the *Request to Accept Donated Property* form may be obtained from the Foundation office or the campus Business office.

**B.5.3 Requesting Funds from External Funding Sources <sup>(R 06/16)</sup>**

[BP B 7]

The Institutional Development office has the responsibility for collegewide coordination and submission of all proposals to external funding sources following College officer approval of potential private sources (i.e., individuals and foundations).

RESPONSIBLE PERSON/DEPARTMENT	ACTION REQUIRED
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**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

Proposal initiator	Discuss idea for proposed project with appropriate department chair/director and/or dean and director of grants.
Appropriate department chair/director and/or dean and director of grants.	Meet to identify funding strategy.
Proposal initiator	1. Prepare a concept paper (1-2 pages). The concept paper should include: <ul style="list-style-type: none"> <li>• statement of need</li> <li>• plan of operation</li> <li>• goals and objectives</li> <li>• major budget categories and amounts</li> <li>• evaluation</li> </ul> 2. Forward concept paper to campus chief academic officer, appropriate department chair/director and/or dean, and director of grants. 3. Attempt to identify funding sources.
Appropriate department chair/director and/or dean, and director of grants.	Review concept paper.
Institutional Development office	Conduct funding search (if necessary) to identify potential funding source. Contact funding agency to obtain guidelines and/or application forms and assist appropriate faculty and/or staff in the use of guidelines.
Institutional Development office	Provide consultation in the development of a “full proposal” and technical assistance in its final preparation.
Proposal initiator and Institutional Development office	Complete final proposal and budget and return to appropriate department chair/director and/or dean and director of grants for final review.
Appropriate department chair/director and/or dean, and director of grants	Review final proposal and budget and make any necessary final changes.
Proposal initiator and campus grant liaison	Initiate final review and forward the completed <i>Proposal Endorsement and Approval</i> form to the director of grants.
Institutional Development office	Conduct final review of proposal and package in accordance to funding agency guidelines.
Director of grants	Send proposal to general counsel for review with recommendation regarding proposal being forwarded to the chancellor for signature.
Institutional Development office	Submit final proposal to funding agency.

When an award is made to the College as a result of a successful proposal, the Institutional Development office will conduct a project orientation meeting for the project director and other appropriate individuals involved in the management of the project and will continue to provide assistance throughout the duration of the grant.

**B.5.4 Reimbursement - Vocational Program Equipment (R 06/16)**

[BP B 7]

Equipment acquisitions for approved vocational programs are subject to state



**DIVISION B**  
**GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

reimbursement at a rate of 50 percent of purchase price. In order to receive this support, the College must obtain state approval for each item before the item is purchased. Equipment with a unit cost of less than \$200 and consumable supplies do not qualify for support. This procedure should be followed for regular vocational equipment acquisitions only.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

RESPONSIBLE PERSON/DEPARTMENT	ACTION REQUIRED
Campuses	Prepare vocational equipment requests concurrently with capital planning request process. <ul style="list-style-type: none"> <li>• Use approved vocational program name.</li> <li>• Indicate that item(s) is eligible for vocational reimbursement.</li> <li>• Note unit price and quantity.</li> </ul>
Curriculum and Assessment office	1. Gather requests from capital allocation approvals, both general and site-based. 2. Prepare <i>FV-4</i> forms for submission to the state. 3. Forward to the Department of Elementary and Secondary Education (DESE) for approval, before <b>July 1</b> of each year, requests for the next academic year.
Curriculum and Assessment office	1. Receive equipment authorizations from DESE in mid to late August (sometimes as late as early September). 2. After assigning capital numbers in conjunction with Finance, distribute approved <i>FV-4</i> 's to: <ul style="list-style-type: none"> <li>• the campus dean responsible for career &amp; technical education,</li> <li>• campus business manager,</li> <li>• Controller's department, and</li> <li>• Purchasing.</li> </ul>
Finance/Controller's department with the director of curriculum and assessment or his/her designee	Assign fund numbers before requisitioning equipment.
Campuses	1. Requisition items subject to Board approval before <b>November 1</b> . 2. Requisition items not subject to Board approval before <b>December 15</b> .
Dean where approval resides	Submit requisition through Banner.
Curriculum and assessment office	Monitor approved <i>FV-4</i> applications to ensure that approved items are being requisitioned and procured in a timely manner.
Controller's department	1. Document all equipment purchases. 2. Request reimbursement from the state before <b>June 30</b> .

**B.5.5 Corporate Sponsorship** <sup>(5/09)</sup>

[BP B 7.1]

**B.5.5.1 Approval Process** <sup>(R 5/09)</sup>

[BP B 7.1]

The sponsorship approval process exists to coordinate internal event/program sponsorship and solicitations with the College's external fundraising efforts. The College recognizes the importance of internal support of both the College and the Foundation and expects to balance appropriately the desire to reach out to external donors.

Any sponsorships valued above \$10,000 must be approved by the Board of Trustees.

The chancellor, through the sponsorship approval process, must approve all sponsorships valued at \$1,001 to \$10,000.

A College officer will authorize acceptance of individual sponsorships valued at \$1,000 or less.

The executive director of the Foundation and the executive director of marketing and communications will be responsible for the sponsorship approval process and will review requests and make recommendations to the chancellor for action.

**B.5.5.2 Sponsorships/Solicitations Proposal Submission** <sup>(5/09)</sup>

[BP B 7.1]

All proposals related to sponsorships or solicitations must be submitted to the executive director of the Foundation. The sponsorship or solicitation form must be utilized for this purpose.

Proposals can take the form of a single opportunity or a comprehensive package that includes several types of opportunities. Possible types include: pouring rights\*, advertisements, publications, promotional items, events, signage, etc.

\*Any pouring contracts will be bid and be handled by the vice chancellor for Finance and Administration.

The list of examples of sponsorship opportunities is not all-inclusive.

**B.5.5.3 Sponsorships/Solicitations Approval** <sup>(5/09)</sup>

[BP B 7.1]

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

The College reserves the right to reject proposal offers inconsistent with the College's policies, values and principles.

**B.5.5.4 Naming of College Buildings, Programs and Endowments** <sup>(06/16)</sup>

[BP B 7.1]

All proposals for projects involving naming College facilities or endowments must be submitted to the chancellor for review by the College officers. A majority vote of the College officers is required for recommendation of a naming opportunity.

The College may name buildings, programs and endowments to honor those individuals or organizations that have made exceptional contributions to the College, the St. Louis community, state or nation. The naming of buildings, programs and endowments may only be approved by the College's Board of Trustees following recommendation of the chancellor. Individuals or organizations so honored will have made major contributions to the College by:

- Bringing honor to the College through outstanding service to the community, state or nation; or,
- Providing distinguished scholarly efforts or service to the College; or,
- Donating a significant gift to the College such as gifts covering a portion of the cost of a building or support for endowments and programs.

The College will consider nominations for naming buildings, programs, endowments which fall into the following categories:

- Geographical sites or centers;
- Exterior facilities such as building exteriors, ways, athletic fields, special-use land areas, or sites outside buildings such as plazas;
- Internal facilities such as lobbies, classrooms, lecture halls, lounges, seminar rooms, laboratories, offices, performance areas, etc.; or
- Endowed chairs, professorships and programs.

In all instances where the word "person," "individual," or "donor" is used in accompanying guidelines, the same will be deemed to include corporations, organizations, or other appropriate legal entities.

The credentials, character and reputation of each individual for whom the naming of a building or program is being considered will be carefully evaluated and considered with the utmost confidentiality. Recommendations submitted to the College for consideration and action must be accompanied by appropriate support documentation.

Guidelines for Naming Contributions

For a new, approved building project or building renovation where such cost is determined to be less than \$1,000,000, a significant gift is subject to discussion between the donor(s) and the chancellor, or his or her designee, but generally it will be defined as approximately fifty percent of the cost of the project. For a new, approved building project or building renovation where such cost is determined to be in excess of \$1,000,000, a significant gift is subject to discussion between the donor(s) and the chancellor, or his or her designee, but should not be less than \$1,000,000.

For an existing building, a significant gift is subject to discussion between the donor(s) and the chancellor, or his or her designee.

Donors who wish to contribute money for a building project not yet approved by the Board of Trustees will be advised that the College's consideration will include, but not be limited to, the following:

- Need for the project in addressing strategies or capital priorities for the College;
- Availability of space or land; and,
- Complete financial feasibility, including not only project costs but also recurring operating expenses.

Naming recognition for deferred gifts will be considered on a case-by-case basis.

Naming recognition for buildings may include an appropriate plaque or similar signage located on or within the building to acknowledge such donor. The chancellor will insure naming recognition involvement by the executive director of marketing and communications to maintain collegewide standards in terms of aesthetics and quality.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

**B.6 Right to Free Expression** <sup>(06/16)</sup>

[BP B 8.2]

St. Louis Community College wishes to uphold the first amendment rights of individuals, including their free speech rights and their right to assemble peaceably on College property. However, such rights are not absolute, and the rights of colleges and universities to regulate time, place and manner of such expressions is well-established. In order to honor the right of free expression to the many entities that wish to communicate with our students while protecting against the intrusion upon or interference with the academic programs and administrative processes of St. Louis Community College (“college”), the following guidelines have been adopted. These guidelines are intended to clarify the rights and responsibilities of the college, members of the college community, and visitors and guests regarding the distribution of materials.

All entities agree to the following rules and restrictions. Failure to follow any of the rules and restrictions can result in loss of privileges to distribute materials in the future.

Definitions

“**Application**” shall mean the Application for Distribution of Materials reservation form.

“**Applicant**” shall mean any person submitting an application as defined herein and may include an agent or authorized representative; this definition may include an entity or distributor.

“**College**” shall mean any campus of the college, including educational centers.

“**Designated Areas**” shall mean those areas of the campus that have been designated as public areas where distribution of materials will be permitted.

“**Distributor**” shall mean any person intending to distribute materials on behalf of an entity as defined herein; this definition may include an entity or applicant.

“**Entity**” shall mean any individual or organization not affiliated with a registered student organization on any campus of the college.

“**Materials**” shall mean any printed material, including any newspaper, magazine or other publication, and any leaflet, flyer or other informal printed matter intended for distribution or actually distributed on the campus.

“**Reservation**” shall mean the authorized retention of a calendar date for the distribution of materials.

Application Process & Priority

Any entity seeking to distribute materials on any campus or education center shall complete an application. This form shall be available at the marketing and communications office for each campus. Upon request, the marketing and communications office will provide a copy of the form by mail, fax or e-mail, and the

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

marketing and communications office will make a copy of the form available on the college's website.

The application shall contain:

1. The entity's name and address, phone number, and e-mail address when available;
2. The proposed date and time for each reservation;
3. The name(s) and address(es) when available for the applicant and each of the proposed distributors as well as the e-mail address for the applicant when available; and,
4. The signature of the applicant.

Copies of any materials to be distributed are to be attached to an application and approved, under the guidelines set forth below, before the materials may be distributed.

The fully executed application shall be submitted to the marketing and communications office, either in paper form or via electronic transmission, by noon on the second business day prior to the reservation date being requested (e.g., the deadline for a Monday reservation is noon on the prior Thursday). Reservations shall be approved on a first come, first served basis, not to exceed reservations that in the aggregate allow six (6) distributors on the campus during any given day. No single reservation may include more than four (4) distributors and no entity and/or applicant may have more than one (1) reservation during any given day. Due to the size of their campuses, Wildwood and the educational centers may choose to have fewer distributors per day on their campus.

All applications for a reservation under this policy shall be approved unless one of the following conditions exists:

1. The entity or applicant is under disciplinary penalty prohibiting distribution of materials based on a prior violation of this policy. If any distributor identified on the application is under disciplinary penalty prohibiting distribution of materials based on a prior violation of this policy, the applicant will be notified and such distributor will be stricken from the application and the application will be approved without that distributor so long as at least one other distributor is listed on the application;
2. The materials attached to the application contain any content in violation of the content of materials section below. If an application is rejected on these grounds, applicant may resubmit an application for the same date with materials that are compliant with the content of materials section below; or
3. The proposed date is unavailable.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

Time

A reservation shall allow distribution of materials from 7:30 a.m. until 7:00 p.m., Monday through Friday. Applicants are not required to utilize the entire allowable time period for a reservation, but the use of any part of the allowable time period is considered a full use of reservation.

No reservations shall be granted during any official final examination period.

Place

Each campus shall determine the designated areas for distribution of materials. Each campus shall have at least one designated area located inside a building.

Manner

**Content of Materials** – No materials shall:

1. Contain any writing or visual image that is obscene as defined by local, state or federal law, or is within the definition of obscenity as set forth in decisions of the United States Supreme Court;
2. Contain any statement that defames any other person; or
3. Contain any statements directed to inciting or producing imminent violations of law under circumstances such that the statements made are likely to actually and imminently incite or produce violations of law; or
4. Contain any statements directed to inciting or producing actual and imminent material disruption of classwork, substantial disorder or invasion of the rights of others.

**Behavior of any Distributor:**

- Materials shall be distributed only within the designated areas. The distributor must not discard any materials in the designated areas except in appropriate receptacles.
- No distributor shall, with the intent to harass, annoy or alarm another person:
  - Strike, shove, kick or otherwise subject a person to unwanted physical contact; or
  - Attempt or threaten to strike, shove, kick or otherwise subject a person to unwanted physical contact; or
  - Make an offensively coarse utterance, gesture, or display or address abusive language to any person present; or
  - Follow a person in or about the campus in an effort to cause such person to accept material when such person has rejected the receipt of such material



**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

or otherwise clearly indicated a refusal to accept such material.

- No distributor may deliberately impede the flow of pedestrians or vehicular traffic on campus or access to or from the campus, buildings or any official college function.
- No distributor may attempt to coerce or intimidate any other person into reviewing or accepting a copy of any materials.
- No distributor may persist in requesting or demanding the attention of any other person during a single encounter after such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.
- No distributor shall fail to identify oneself to, or comply with the lawful direction of, a clearly identified college official or any other public official acting in the performance of their duties while on college property, or resist or obstruct such college or other public officials in the performance of or the attempt to perform their lawful duties.
- No distributor shall use any means of amplification.
- No distributor shall be allowed to distribute materials that have not been approved as compliant with the content of materials section of this policy.

**B.7 Members of the Public with Disabilities Using Service Animals**

(R 06/16)

St. Louis Community College provides reasonable accommodation pursuant to the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, and other relevant laws. These policies provide information regarding the accommodation process for members of the public using service animals.

St. Louis Community College (“STLCC”) policies permit qualified individuals with disabilities to use service animals and other authorized animals in STLCC facilities and on STLCC campuses in order to ensure that qualified individuals with disabilities can participate in and benefit from STLCC services, programs and activities, and to ensure that STLCC does not discriminate on the basis of disability pursuant to the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 and all other applicable laws.

The following procedures regarding service animals and other authorized animals apply to members of the public visiting STLCC campuses for occasional use and/or to access STLCC services, activities and/or events (“visitor”), such as a prospective student, an individual attending a concert or special event, or a student’s parent.

Definition(s):

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

*Service Animal:* Service animals perform some of the functions and tasks that an individual with a disability cannot perform for himself or herself. Service animal is defined in Title III of the ADA Regulations (28 C.F.R. Section 36.104) as follows:

Service animal means any guide dog, signal dog, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

If an animal meets this definition, it is considered a service animal even if it has not been licensed or certified by a state or local government, or by a private agency.

If the definition of a service animal is not met, then the use of the animal (i.e., therapy or emotional support animal) may be allowed as a reasonable accommodation through established policy and/or ADA/504 compliance office procedures.

*Therapy or Emotional Support Animal:* Animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being are not service animals.

*Disability:* Disability is defined in Title II of the ADA Regulations, 28 C.F.R. Section 35.104 as:

A physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment, or being regarded as having such an impairment.

*Direct Threat:* Direct threat is defined in the Title III ADA Regulations, 28 C.F.R. 36.208(b) as:

Direct threat means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services.

*Fundamental Alteration:* Fundamental alteration is referred to in the Title II ADA regulation, 28 C.F.R. Section 35.130(b)(7), as follows:

A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or

## **DIVISION B GENERAL ADMINISTRATION**

## **ADMINISTRATIVE PROCEDURES**

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activity.

### General Requirements for members of the Public Using Service Animals or Other Authorized Animals:

- The handler/partner shall be in full control of the animal at all times.
- The animal shall be on a leash at all times unless the user is unable to use a leash, using the leash would harm the handler/partner, if the animal must perform a task without the use of a leash, or the use of a leash is not appropriate for that type of animal.
- Dogs shall wear a current vaccination tag; other animals shall have current vaccinations appropriate for that type of animal. The college reserves the right to ask for proof of current vaccination.
- If an animal's behavior fundamentally alters the college's programs, activities and services or poses a direct threat to the health or safety of others, the college may ask that the service animal be removed.

### Responsible Department:

The accommodation process for members of the public is handled by the Section 504/ADA coordinator's office, 300 South Broadway, St. Louis, MO 63102, telephone (314) 539-5288. Individuals with speech or hearing impairments may call via Relay Missouri by dialing 711.

### Process for Members of the Public/Visitors:

STLCC acknowledges that occasional, short term visitors may be less likely to have documentation of disability and the need for the service animal. Therefore, visitors to STLCC usually should not be asked to document a disability or the training of the service animal.

Questions or concerns regarding the appropriateness of a service animal being on college property are to be brought to the attention of the campus ADA/504 compliance office. After hours, questions and concerns may be brought to the college police department.

### Procedures to Request Use of an Animal Other Than a Service Animal:

For members of the public who are occasional users of, or short term visitors to STLCC activities, services or events, the STLCC ADA/504 coordinator will evaluate the request to use an animal other than a service animal meeting the legal definition referenced above which is based on a "reasonable person" standard. The "reasonable person" standard means that it is obvious that the animal meets the legal definition. For example, the animal is performing a function for an individual with a disability. For further

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

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explanation of this standard, please contact the STLCC Section 504/ADA coordinator, (314) 539-5288. Individuals with speech or hearing impairments may call via Relay Missouri by dialing 711.

Appeal Procedures on Denial of Request to Use Animals:

Members of the public who are denied use of a service animal, or other animal as a reasonable accommodation, may file a complaint or grievance pursuant to STLCC’s complaint procedures contained in the college’s Administrative Procedure B.15 “Non-Discrimination Grievance Process for Individual Members of the Public (Non-Employees and Non-Students).”

**B.8 Americans with Disabilities Act as Amended (ADAAA) Employee Grievance Procedure** <sup>(R 06/16)</sup>

[BP B 10]

In keeping with the College’s Equal Employment Opportunity policy and Affirmative Action commitment, St. Louis Community College adopts the following grievance procedure providing for prompt and equitable resolution of complaints by an employee alleging any action prohibited by the Americans with Disabilities Act as amended and the Rehabilitation Act of 1973.

Prior to an employee filing a complaint under this procedure, the employee should try to resolve the problem by first discussing his/her needs with his/her direct supervisor but this is not a prerequisite to the filing of a complaint under this grievance procedure.

The Employment ADA Compliance Officer shall oversee the College’s response to requirements under the Americans with Disabilities Act as amended and the Rehabilitation Act of 1973 with respect to employment. He/she will receive all formal complaints brought by employees of the College (except for complaints brought by employees on account of having been asked to provide an accommodation(s) for a student which shall be handled under the procedures for student disability grievances) and applicants for employment.

Grievance Procedure

Complaints related to employment shall be addressed to the manager of talent management , St. Louis Community College, Cosand Center, 300 South Broadway, St. Louis, Missouri 63102, (314) 539-5214. The manager of talent management has been designated as the College’s Employment ADA Compliance Officer.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

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- A complaint must be filed in writing containing the name and address of the person filing it and briefly describing the alleged violation of the regulations.
  - A complaint must be filed within 30 calendar days after the complainant becomes aware of the alleged violation.
  - The manager of talent management shall notify the ADA Coordinator (Vice Chancellor, Academic Affairs, 300 South Broadway, St. Louis, Missouri 63102, (314) 539-5288) of the filing of a complaint. The manager of talent management shall conduct an investigation and shall consult with the ADA Coordinator, as appropriate.
  - The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
  - A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the manager of talent management and a copy forwarded to the complainant no later than 15 working days after the date the complaint is filed.
  - The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the determination of the manager of talent management. The request for reconsideration must be made within 10 working days following the determination to the Associate Vice Chancellor, Human Resources, St. Louis Community College, Cosand Center, 300 South Broadway, St. Louis, Missouri 63102. Within 15 working days of the receipt of the request for reconsideration, the Associate Vice Chancellor, Human Resources will render a written decision regarding the complaint and forward that decision to the complainant. All findings and conclusions in such cases will also be forwarded to the chancellor and the ADA Coordinator for his/her information.
  - If the complainant is dissatisfied with the decision of the Associate Vice Chancellor, Human Resources regarding the original complaint, he/she can request that the complaint be considered by the chancellor, who may consult with the ADA Coordinator. This request for consideration must be submitted in writing to the chancellor within 10 working days of the decision of the Associate Vice Chancellor, Human Resources. Within 15 working days of the receipt of the request for consideration, the chancellor will notify the complainant in writing of his/her decision concerning this request.
  - Use of this procedure is not a prerequisite to the pursuit of other remedies. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible governmental agency or an employee filing a formal grievance through any other applicable Board-approved grievance procedure.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

- These rules are intended to protect the substantive rights of interested persons to meet appropriate due process standards and to ensure that St. Louis Community College complies with the Americans with Disabilities Act and the Rehabilitation Act of 1973.
- The manager of talent management will maintain the files and records of St. Louis Community College relating to the complaints filed related to employment.

**B.9 Closing Due to Severe Weather and Unexpected Emergencies** <sup>(R 06/16)</sup>

**Closing Process:** The College will remain open except under very severe weather conditions and during other unexpected emergencies. The decision to close or re-open is the responsibility of the Chancellor, the Campus Chief Academic Officer of each of the campuses, and the Vice Chancellor of Finance and Administration. In the event of severe weather, the decision to close, delay the schedule, or cancel classes will be made as early as feasible and will take into consideration the current weather, the forecasted weather, and the decisions of surrounding educational institutions.

**Communications:** Announcements will be broadcast as soon as practicable, specifying whether the location is closed; opening is delayed; or classes are canceled for the day or evening only. The communications strategies will include use of local media, the official College website, social media, broadcast e-mail when feasible and location hot lines.

**College Closed:** If the College closes, all classes are cancelled and no campus or location functions will be permitted.

- If the closing occurs during normal school hours, employees on duty, except for those expected to remain on duty, will be released from work but will be paid their regular daily salary. The departure time will be at the discretion of the Campus Chief Academic Officer and for the Cosand Center, at the discretion of the Chancellor.

The same arrangement will apply to employees scheduled to work on shifts which begin subsequent to the closing.

Compensation for physical plant employees and classified office and technical unit employees will be in accordance with their respective Resolution(s).

**Delayed Schedule:** If "delayed schedule" is announced, the location will delay opening

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

until 9:30 a.m. Classes beginning before 9:30 a.m. will be canceled for that day. Classes will begin at 9:30 a.m. or the next regularly scheduled time for that day.

**Work Requirements:** Television, website announcements and/or campus chain calls as to delayed openings or closings will constitute authorization for most employees to delay arrival at work or to remain away from work that day, without loss of pay.

**Work Requirements for Delayed Schedule:** Employees should report to their location 30 minutes before the stated location opening time.

**Work Requirements During College Closed Status:** All full-time non-exempt non-unit classified office and technical employees who are required to work will receive regular pay for the day and also be paid at the rate of time and one-half for any hours of work actually performed on such day when the hours worked would normally fall within the employee's regular workday.

Administrative/professional employees and exempt classified employees who are required to work may work with the supervisor to arrange an adjusted work schedule.

Employees not scheduled to work for reasons of vacation, medical leave, etc., will be paid according to the provisions of these fringe benefit plans and not on the basis of this procedure.

Any part-time employee scheduled to work will not suffer loss of pay due to closings of College facilities.

**Work Requirements During Classes Cancelled Status:** If classes are cancelled, non-teaching employees are not dismissed from work until notified by the Campus Chief Academic Officer and for the Cosand Center, the Chancellor.

Certain personnel, including, but not limited to, those involved in functions such as power plant, maintenance and grounds, will be expected to report to work or remain at work. Additional personnel may be required to report to work at the discretion of the administration at each location.

**B.10 Universal Precautions** <sup>(06/16)</sup>

[BP B 15]

It is recommended that reasonable steps be taken to prevent individuals from having direct skin or mucous membrane contact with any moist body fluid from another person.

## **DIVISION B GENERAL ADMINISTRATION**

## **ADMINISTRATIVE PROCEDURES**

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Specifically, direct contact should be avoided with all of the following:

- blood (preventing exposure to blood or blood-contaminated body fluids is discussed in more detail in the following section on universal precautions);
- all other body fluids, secretions and excretions regardless of whether or not they contain visible blood;
- non-intact skin (any area where the skin surface is not intact, such as moist skin sores, ulcers or open cuts in the skin);
- mucous membranes.

If hands or other skin surfaces are contaminated with body fluids from another person, washing with soap and water should take place as soon as possible.

In general, standard medical vinyl or latex gloves should be worn whenever the possibility of direct contact with any body fluid from another person is anticipated. Gloves should be available and easily accessible in any setting where contact with body fluids could take place. Hands should always be washed immediately after removal of gloves. Pocket masks or other devices for mouth-to-mouth resuscitation should be available.

Additional steps to reduce the risk of transmission of communicable diseases include the following:

- Toilet tissue, liquid soap dispensers and disposable towels should always be available in all restrooms.
- Proper sanitation procedures must be followed with regard to food handling and preparation, control of insects and rodents and proper disposal of solid waste.

Universal precautions apply only to blood, body fluids which are visibly contaminated with blood, and certain other body fluids such as semen, vaginal secretions, amniotic fluid and cerebrospinal fluid. These precautions are designed specifically to prevent direct skin or mucous membrane exposure to these particular fluids, as well as to prevent accidents involving sharp instruments such as needles contaminated with these fluids. The term “universal” indicates that these precautions should be taken at all times and in all situations.

Universal precautions involve the following measures:



**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

- 
- Appropriate barrier precautions should be used to avoid skin or mucous membrane contact with any of the above-mentioned body fluids. Such barrier precautions can, based on the given situation, include the use of standard medical vinyl or latex gloves along with gowns, protective eyewear, and/or masks. If potential contact with a significant amount of blood is anticipated, latex gloves are preferred. These items should always be available and readily accessible.
  - Hands and other skin surfaces should be washed immediately and thoroughly if contaminated. Hands should always be washed immediately after gloves are removed.
  - If any of the above-mentioned body fluids come into contact with the mucous membrane surfaces of the nose or mouth, the area should be vigorously flushed with water. If the mucous membrane surfaces of the eyes are contaminated, there should be irrigation with clean water or with saline solution or sterile irrigants designed for this purpose.
  - Precautions should be taken to avoid injuries with sharp instruments contaminated with blood. Needles should not be recapped, purposely bent or broken by hand or removed from disposable syringes. Needles and other sharp items should be placed in puncture-resistant, leak-proof containers for disposal; the puncture-resistant containers should be located as close as practical to the use area.
  - Persons providing health care who have exudative skin lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

Persons who, as part of their assigned occupational duties, may reasonably be expected to have contact with blood should be vaccinated with Hepatitis B vaccine. Vaccination of all employees is neither feasible nor necessary. However, certain employees are assigned duties which could place them at increased risk of infection with Hepatitis B. These individuals should be provided, free of charge, three doses of Hepatitis B vaccine.

Such individuals include those employed in the following areas:

- Allied Health
- College Health Services
- Child Care Centers
- Athletic Trainers
- College Police
- Maintenance
- Housekeeping

A person who has been offered Hepatitis B vaccine but refuses to receive it will be required to sign a statement indicating the vaccine was offered but he/she chose not to be

vaccinated.

The Occupational Safety and Health Administration (OSHA) blood-borne pathogens rule 29 CFR Part 1910.1030 does not apply to public schools or other public institutions in Missouri. However, this rule established the current standard of practice with regard to the prevention of transmission of infectious blood-borne agents in occupational settings.

Body fluids which are not associated with transmission of blood-borne pathogens, such as tears, nasal secretions, saliva, urine and feces are not covered by universal precautions. However, since these body fluids can transmit other diseases, the recommendations in the preceding section which state that direct contact with these materials is to be avoided should be followed at all times. Put another way, the use of universal precautions does not eliminate the need to utilize good infection control practices, including careful attention to hand washing, in all situations, regardless of whether there is risk of exposure to blood.

**B.10.1 Cleaning Spills or Other Body Fluids** <sup>(11/97)</sup>

[BP B 15]

- Absorbent floor-sweeping material should be used to cover larger body fluid spills.
- Wear sturdy, non-permeable gloves and other protective clothing as necessary.
- Use disposable absorbent towels or tissues, along with soap and water, to clean the area of the spill as thoroughly as possible.
- All surfaces that have been in contact with the body fluids should then be wiped with a disinfectant. Any EPA-approved tuberculocidal disinfectant can be used. A 1:10 dilution of household bleach can also be used. This solution should not be mixed in advance because it loses its potency. After the disinfectant is applied, the surface should either be allowed to air dry or else to remain wet for 10 minutes before being dried with a disposable towel or tissue.
- If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water before removal. Disposable gloves should be placed in an impermeable plastic bag. Regardless of the type of gloves used, care should be taken during glove removal to avoid contamination of the hands. However, whether or not any known contamination occurs, the hands should always be thoroughly washed with soap and water after the gloves are removed.
- If the person doing the clean up has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to the body fluids.
- If direct skin exposure to body fluids accidentally occurs, the exposed area should be thoroughly washed with soap and water for at least 15 seconds.
- It is necessary to keep one or more clean-up kits on hand for blood/body fluid

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

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spills. The clean-up kit should consist of the following items:

- absorbent floor-sweeping material
- liquid soap
- disinfectant
- small buckets
- rubber or plastic gloves
- disposable towels or tissues
- impermeable plastic bags.

All of these materials should be kept together in one or more central locations so that they are easily accessible.

Caution: Diluted bleach disinfectant solution, if utilized, should not be used for any other purpose than the clean up described above. Mixing this solution with certain other chemicals can produce a toxic gas. Also, any EPA-approved disinfectant that is used should be diluted according to manufacturer's instructions. It is not appropriate or necessary to add more disinfectant than the directions indicate. Doing so will make the disinfectant more toxic and could result in skin or lung damage to those individuals using it.

**B.11 Expenditure of College Funds** (R 06/16)

[BP B 17]

The Board of Trustees must approve budgets before expenses can be charged to the operating fund, auxiliary fund, restricted fund, capital fund or agency fund. After the Board has approved budgets for the operating, auxiliary, capital and agency funds, the coordinator for budgets will allocate the approved budget amounts to the appropriate organizations (ORGS) in the College's financial accounting system (Banner).

In the case of the capital fund, the Controller's department will assign the total capital amount to individual capital projects accounts which have been approved within the capital planning process.

In the case of contracts or grants in restricted funds, project directors must submit a budget, along with the supporting documentation, through the office of Institutional Development. The Institutional Development office will submit the grant to the Board for approval, or if a signed contract is unavailable, a letter of intent will be sufficient to present to the Board. Once Board approval has been given, the project director will secure an account number from General Accounting and prepare the budget input which will go through the campus Business office for review and then to the budget coordinator to be put into the Banner system.

## **DIVISION B GENERAL ADMINISTRATION**

## **ADMINISTRATIVE PROCEDURES**

Management at each College location will identify the approvers for each ORG number in the Banner system for the operating, auxiliary, restricted, capital and agency funds. The Banner finance system leader or Controller's department will add the approver's name to the ORG numbers in Banner.

After departments complete and approve their requisitions electronically through Banner, they will submit any required accompanying documents to the Business offices while Cosand Center departments will submit them to the Controller's department.

The campus Business offices and the Controller's department will review the documents for:

- appropriate accounting codes,
- availability of sufficient budget funds,
- adherence to other policies and procedures (for example, the attachment of required receipts to expense reports), and
- approval of appropriate Campus Chief Academic Officer for capital projects.

The campus Business offices and the Controller's department will contact and/or return to the originating departments those documents which are not properly signed, lack sufficient funds or are in violation of policies and procedures.

The appropriate supervisor or manager in the Controller's department must approve transactions which are charged to general ledger account codes.

### **B.12 Marketing And Communications** (R 06/16)

#### **B.12.1 College Identity** (R 06/16)

Marketing and communications administers both editorial and graphic standards. The College's logos and signature are approved by the Board of Trustees; currently approved versions should appear on all printed and other visual materials.

Campus marketing and communications coordinators will be responsible for administering the College's graphic standards at their location. A graphic standards manual, published periodically by marketing and communications, should be used to ensure consistency in logo use; acceptable design standards for print collateral and stationery; and acceptable writing style and internal references. An electronic version of the manual can be found on the intranet at <http://intranet.stlcc.edu/cc/communications.htm>.

The creation and use of unique department logos is unacceptable so as to preserve the integrity of the STLCC and STLCC/campus logos. Departments must use the STLCC logo with the department name as outlined in the graphic standards manual in the “logos and department names” section.

Exceptions to this directive are logos that are a requirement of an externally-funded grant program, such as Gateway to College, or logos that exist for the centers of excellence, such as the Plant & Life Sciences logo. New logos for the centers of excellence must be created by marketing and communications.

**B.12.2 Statement of Compliance - ADA Regulations and Affirmative Action** <sup>(R 06/16)</sup>

A statement regarding College compliance with the Americans with Disabilities Act, prepared by general counsel, must be included in all official College publications such as catalogs, schedules, program brochures, counseling and admissions materials and financial aid information. In addition, all materials must carry a statement indicating that the College is an equal opportunity employer. Publications and printed materials for public or general distribution must be reviewed by marketing and communications to ensure compliance.

**B.12.3 Missouri’s Open Meetings and Records (“Sunshine”) Law** <sup>(R 11/97)</sup>

As a public institution supported by taxpayers and legislative appropriations, the College has a responsibility to inform the public about programs, services, activities and the disposition of funds. The public has a right to know about any aspect of College operations, except personnel issues, real estate transactions and student information covered by the Buckley Amendment (Privacy of Records).

**B.12.4 Media Relations** <sup>(R 06/16)</sup>

The campus marketing and communications coordinators are responsible for contact with community media; and the Cosand Center marketing and communications department is responsible for contact with metropolitan and national media. Any employee who is approached by a reporter is encouraged to refer the reporter to the appropriate marketing and communications office. In all cases where employees have media contact, marketing and communications must be informed. Marketing and communications staff members are responsible for assisting employees in developing responses that are accurate and in compliance with legislation related to privacy of records and open meetings. Marketing and communications staff and general counsel are responsible for providing information regarding libel laws.

**B.12.4.1 Crisis Management - Public Information <sup>(06/16)</sup>**

Accurate Information is vital during a crisis management operation. The collegewide and appropriate campus marketing and communications coordinator, in conjunction with the General Counsel's office, will designate an official spokesperson for the College when a crisis has occurred involving the College. All staff will refer any and all questions to the designated spokesperson.

Marketing and communications will develop a schedule for press conferences and news releases in conjunction with the chancellor and the crisis management team.

Media will only be given access to the crisis area with the approval of the designated crisis management team. Marketing and communications will provide the appropriate escort.

**B.13 Safety <sup>(06/16)</sup>**

[BP B 22]

Administration is responsible for the College's safety policy and will –

- Ensure that employees are provided with a safe and healthy workplace, proper materials and safe equipment.
- Ensure that all employees receive adequate education/training in their respective positions and insist upon safe methods and practices at all times.
- Set a good example by compliance with the College's safety guidelines.

Department Heads and Supervisors are responsible for making safety a part of their daily concern and will –

- Be responsible for the three *E*'s of safety:
  1. Education and training
  2. Engineering to eliminate hazards
  3. Enforcement of the College's safety guidelines
- Be responsible for the safety activities of those under their supervision.
- Ensure that known hazards are reported and corrected immediately.
- Participate in safety activities and meetings as requested by administration.
- Set a good example by adhering to the College's safety guidelines.

Employees will have the responsibility for their personal safety and will --

- Report known hazards immediately.
- Participate in safety training programs as requested.
- Cooperate in the promotion of safe work practices and conditions.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

- Refrain from any work procedure or personal action(s) that might endanger themselves or fellow workers and report these concerns to their immediate supervisor.

All accidents should be reported immediately and investigated by the immediate work supervisor in accordance with the procedures established by the environmental health & safety specialist.

**B 13.1 Accident/Injury Reporting & Notification Procedures** <sup>(06/16)</sup>

In the event of a serious injury or other serious emergency contact college police and report the emergency and request the appropriate response by EMS, Fire, etc. College Police will immediately make the necessary notifications and coordinate the emergency response. If the college police are not available call 911.

**All College procedures regarding the reporting of injuries, blood borne pathogen exposure and the confidentiality of personal information will be followed as stated in the respective Board Policy and/or Administrative Procedure.**

**B13.1.1 Employee Injuries & Accidents that Occur on College Property** <sup>(06/16)</sup>

1. Injured employees will be directed to the College Police Department for emergency medical care. The college police department will assist the employee in completing the accident/injury report form. Within 24 hours of the incident, the college police department will fax the first page of the accident/injury report to:
  - The employee's supervisor
  - The human resources department, and
  - The environmental health & safety specialist

Employees involved in a work-related accident must inform his or her immediate supervisor as soon as practicable after the accident.

2. Should employees at the Cosand Center and all off-campus centers have an accident, they are to be directed to contact the Human Resources Department. Employees will then be directed to a nearby medical facility to receive treatment as soon as possible. The College Police Department fills out the accident/injury report form. Within 24 hours of the incident, the College Police Department faxes the first page of the completed accident/injury report to:
  - The employee's supervisor,
  - The Human Resources Department, and

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

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- The environmental health & safety specialist.
3. Post-accident drug and alcohol testing shall be required by St. Louis Community College for any employee when a work-related accident has occurred resulting in serious bodily injury or significant property/environmental damage. Medical attention will not be delayed in order to conduct testing; however, the employee must promptly, upon request from the College, provide the necessary authorization for obtaining hospital reports and any other document(s) which could indicate whether the employee was under the influence of a drug and/or alcohol at the time the requirement of testing arose.
  4. A certified third party laboratory with which the College has contracted shall administer the controlled substance and alcohol testing in accordance with Missouri and federal law. Urinalysis will test for the following non-prescribed illegal substances:
    - Amphetamines, Benzodiazepines, Cocaine
    - Methaqualone, Phencyclidine, Barbiturates
    - Cannabinoids, Methadone, Opiates
    - Propoxyphene

Each employee who is to be tested, and is undergoing prescribed medical treatment with prescription or other legal drugs, or is taking non-prescription drugs, should notify the testing facility of any such treatment, and should report the specific drugs or treatment that he or she is receiving. Certain legal non-prescription and prescription drugs can produce changes in persons that might indicate intoxication or illegal drug use, and could result in a positive test result.

5. Collection of a urine specimen for the purpose of drug testing must be completed using a chain of custody form and a split specimen sample kit. The collector completes a chain of custody form and prepares the specimen and paperwork for shipment.
6. Test results must be provided to the associate vice chancellor of Human Resources for reporting to the College. Test results reported to the College will be kept confidential. The HIPPA laws require that the College “limit protected health information to the minimum necessary to accomplish the intended purpose” of the information gathered. As such, the associate vice chancellor of Human Resources will only accept results of drug tests administered by a certified third party laboratory with which the College has contracted.



7. When there is no medical explanation for a positive result and the employee feels there has been a possible mistake, the employee has the option of having the split sample sent to a different laboratory for reanalysis. The initial result is still reported as positive to the College; however, the College is informed that a reanalysis has been ordered. If the report findings from the second test verify a negative result, the initial result is then verified negative also.
8. Any employee who tests positive for any of the illegal substances and/or alcohol listed above will be directed to the College's employee assistance provider. Employees who are currently suspended by the College may use vacation or sick leave to cover the period of suspension. The College is not responsible for payment of any charges in conjunction with such treatment. Should an employee engage in conduct that clearly obstructs the testing process, such as leaving the scene of an on-the-job accident or failing to report an injury immediately to his or her supervisor, will be subject to disciplinary action up to and including termination. In addition, any employee who refuses to submit to the testing procedure will be immediately terminated. Successful completion of the recommended treatment shall be necessary for the employee to return to his or her position. In addition, there will be random drug testing on the employee for a period of one year after returning to work to ensure the employee is remaining drug free.
9. An employee is subject to disciplinary action up to and including termination of employment for a second offense.
10. Following treatment and drug screening, the Human Resources Department obtains the diagnosis/work statement from the physician and documents status on the accident/injury report form completed by the employee.
11. NOTE: Injured employees must provide a physician's written release before returning to work. The release will also state, if any, limitations for job performance. A copy of the release must be provided to the work supervisor.
12. The environmental health & safety specialist is responsible for initiating an investigation of any hazardous equipment or working conditions that may have caused or contributed to the accident/injury and submitting the employment accident investigation report to Human Resources.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

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**B13.1.2 – Student Injuries & Accidents that occur on College Property** <sup>(06/16)</sup>

1. The injured student contacts College Police for assistance.
2. College Police fills out the first page of the Accident/Injury Report form.
3. If a hazardous condition on campus contributed to the accident/injury, College Police contacts the appropriate department to notify them of the condition.
4. College Police faxes the first page of the completed Accident/Injury Report form to the environmental health & safety specialist within 24 hours of the incident.

**B13.1.3 STLCC Owned Off-Campus Locations** <sup>(06/16)</sup>

1. Notify the Site Supervisor, Instructor, Administration or Security if present. The Cosand Center should notify security, if present, or the department manager.
2. Give first aid or call 911 if injury will require treatment beyond first aid.
3. If an employee: employee supervisor must be notified.  
If a student: assist in notifying relative or other person requested by student.
4. Complete an Accident/Injury Report form.
5. Within 24 hours of the incident fax the Accident/Injury Report form to:
  - College Police – if the Center has a campus affiliation.
  - Program Supervisor
  - Environmental health & safety specialist
  - Human Resources (if an employee)
6. The environmental health & safety specialist will initiate the appropriate investigation.
7. If at a practicum site the clinical site coordinator/instructor is to be contacted. The College Police are to be contacted, by the student, so that treatment, patient instruction and appropriate follow up can be given.

**B13.1.4 Non-owned STLCC Sites** <sup>(06/16)</sup>

1. Notify the Clinic site coordinator/instructor.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

- 
2. Give first aid (if emergency care is not available at the site) or call 911 if the injury will require treatment beyond first aid.
  3. If a student: assist in notifying relative or other person requested by student.
  4. The College Police are to be contacted, by the student, so that the Accident/Injury Report can be completed and treatment, patient instruction and appropriate follow up can be given.
  5. Within 24 hours of the incident the college Police faxes the Accident/Injury Report form to:
    - Program Supervisor
    - Environmental health & safety specialist
    - Human Resources (if an employee)
  6. The environmental health & safety specialist will initiate the appropriate investigation (if necessary) with Site Supervisor.

**B13.1.5 Intercollegiate Athletes <sup>(11/04)</sup>**

Intercollegiate athletes injured during practice and/or competition should report injuries to their coach and/or athletic trainer in order to receive treatment, patient instruction and so the appropriate follow up can be given.

**B13.1.6 Financial Responsibility <sup>(11/04)</sup>**

The College is not responsible for any expenses incurred due to a student injury.

Employee on-the-job injuries' medical costs will be paid by the College's workers' compensation program.

**B.14 Use of Social Security Numbers** <sup>(1/06)</sup>

[BP B.24]

The following are the general guidelines for the College's handling and use of Social Security Numbers. Nothing in this procedure is intended to prohibit or restrict the collection, use, and maintenance of Social Security Numbers as required or permitted by applicable law.

a. Unique Identification Number

- The College utilizes a college-wide unique identification number (UIN) system which assigns a UIN to each student, employee and other individuals associated with the College, such as contractors or consultants.
- The UIN is designed to be used as the individual's primary identification number instead of a Social Security Number. The use of the Social Security Number as the primary identification number will be discontinued, unless applicable law requires its use. The Social Security Number may continue to be stored as a confidential attribute associated with an individual.
- The UIN will be assigned at the earliest point of contact between the individual and the College. For example, the UIN will be issued when a student is admitted and when an employee is hired by the College. The UIN shall be used in all future electronic and paper data systems to identify, track, and service individuals to whom it is assigned.
- The UIN shall be considered the property of the College, and its use and governance shall be at the discretion of the College, within the parameters of applicable law.
- The UIN will be a component of a system that provides a mechanism for identification of individuals and a method of authentication.

b. Social Security Numbers

- The College shall use and collect Social Security Numbers only as reasonably necessary for the proper administration or accomplishment of the College's business, governmental, and educational purposes, including but not limited to the following:
  1. As may be required or permitted by law;
  2. As a means of identifying an individual for whom a UIN is not known; and,
  3. For internal verification or administrative purposes, including, but not limited to, the use of Social Security Numbers as a key to identify historical records such as those in student records and payroll/benefits.

- Social Security Numbers will be electronically transmitted only through encrypted mechanisms.
- Paper and electronic documents containing Social Security Numbers will be handled, used and disposed of in a secure fashion.
- Records containing Social Security Numbers or other confidential information will not be downloaded or stored on College or personal computers or other electronic devices that are not secured against unauthorized access.
- Social Security Numbers will be released by the College to entities outside of the College only:
  1. As required or permitted by law; or,
  2. When permission is granted by the individual; or,
  3. When the entity is acting as the College's authorized contractor or agent and adequate security measures are in place to prevent the unauthorized disclosure of information to third parties; or,
  4. On student transcripts unless a specific written request has been made by the student that such information be withheld; or,
  5. When the Office of General Counsel has approved the release.
- This procedure does not preclude the use by College employees, as needed during the execution of their duties for the College, of an individual's Social Security Number, if another means of identification is not available.
- The College shall limit access to records containing Social Security Numbers to those employees who need access for the performance of their job responsibilities.

c. Reduction in the Public Display of Social Security Numbers

- Grades and other pieces of personal information will not be publicly posted or displayed in any manner by either the UIN or Social Security Number.
- The Social Security Number shall not be displayed on documents that can be seen by the general public (such as time cards, rosters, and bulletin board postings) unless required by law. This section does not preclude the inclusion of Social Security Numbers on transcripts or on materials for federal and state data reporting.

d. Disclosure When the College Collects Social Security Numbers

- Each time the College requests an individual to disclose his or her Social Security Number, the College shall provide the notice required by Section 7 of the Federal Privacy Act of 1974 (5 U.S.C. § 552a), which requires that the institution inform the individual whether the disclosure is voluntary or mandatory, by what statutory or other authority the number is solicited, and what uses will be made of it.
- All forms on which persons are required to provide Social Security Numbers must now contain or have appended to them a statement explaining the College's request, i.e., the legal obligation on which the request is based, if there is one, and the use that will be made of the Social Security Number. Existing stocks of forms need not be reprinted with the disclosure notice; the notice may be appended to the form. Future forms and reprints of existing stock shall include the notice printed on the form.
- All College forms and documents that collect Social Security Numbers shall use the language included below. If situations arise that may necessitate different language, the Office of General Counsel will provide an appropriate alternative disclosure statement.

1. On Employment Forms:

*SSN \_\_\_/\_\_\_/\_\_\_ (required) The College is required by federal law to report income and Social Security Numbers for all employees pursuant to the Internal Revenue Service Code. Employee Social Security Numbers are maintained by the College for payroll, reporting and benefits purposes to federal and state agencies or for other benefits purposes. Failure to supply a Social Security Number may result in the withdrawal of an offer of employment and/or the denial of benefits.*

2. On Student Admissions Application and Other Voluntary Forms:  
*SSN \_\_\_/\_\_\_/\_\_\_ Disclosure of your Social Security Number (SSN) is not required for enrollment unless you are applying for financial aid. Providing a SSN will, however, speed up the processing of your admissions application since the College will not need to manually match your application with other materials such as transcripts and test scores. If you intend on taking advantage of any education-related tax deductions, it is important that the College has your SSN. The College is required by the IRS to supply them with the SSN of each tuition-paying student so that the IRS can certify education-related tax credits on your federal tax return. While providing your SSN is not required, the failure to supply your SSN may cause delays in processing your documents or have other ramifications. Please consult the Student Handbook or Course Schedule for further information.*
  
3. For Transcript Requests:  
*SSN \_\_\_/\_\_\_/\_\_\_ Disclosure of your Social Security Number (SSN) is not required to order a transcript(s). If you choose not to provide a SSN, the processing of your request may be delayed and may make it difficult to insure that your record is complete. This is particularly true for students who were originally enrolled under their SSN and/or other student number. You also have the option of NOT having your SSN printed on your transcript. However, this may make it difficult for receiving institutions to match your records or they may not accept transcripts without a printed SSN. If you choose this option and/or choose not to supply your SSN, the College is not responsible for any problems that may arise as a result, including but not limited to, problems resulting from the non-inclusion of your SSN on a transcript.*
  
4. On Student Forms Where Provision of SSN is Mandatory:  
*SSN \_\_\_/\_\_\_/\_\_\_ (required) Disclosure of your Social Security Number is required pursuant to the Internal Revenue Code. The Social Security Number is required to verify your identity.*

5. General Statement for Student Handbooks and Course Schedules:

*St. Louis Community College is committed to the proper handling of Social Security Numbers of its students, employees, and individuals associated with the College and the maintenance of said numbers as confidential information. At times the College will ask for your Social Security Number. Federal and state law requires the collection of your Social Security Number for certain purposes such as relating to employment and student loans. Whenever your Social Security Number is requested, the form used to collect your number will be marked as to whether this request is voluntary or mandatory.*

*While on some forms the provision of your Social Security Number may be voluntary, the failure to supply a Social Security Number may delay the processing of your documents or the receipt of other requested services from the College or other entities. The College shall not be responsible in any way for problems that may arise as a result of your failure to voluntarily supply a Social Security Number.*

*If you choose not to provide your Social Security Number when disclosure is voluntary, it may be difficult for the College to provide timely verification of your records for purposes such as:*

- *Licensing agencies such as, but not limited to, nursing, education, and medical boards;*
- *Educational institutions to which you may be applying for admission or transfer;*
- *Potential employers; and,*
- *Governmental and judicial entities.*

6. Where a Social Security Number is Requested on a Third Party Form:

*SSN \_\_\_/\_\_\_/\_\_\_ {if required, state reason} At times, the College may provide you with forms on behalf of third party benefit providers and other non-College organizations. Many of these forms require your Social Security Number. As private companies, it is their right to require you to provide your Social Security Number in order to provide you with the requested service. These services may include, but are not limited to, health and life insurance, retirement benefits, and employment verification. In addition, many state and federal forms also request your Social Security Number.*



e. Compliance

Any employee or student who has breached the confidentiality of Social Security Numbers will be subject to disciplinary action or sanctions up to and including discharge and dismissal.

**B.15 Protection of Instructional Resources Records** <sup>(06/16)</sup>

[BP B 25]

No employee shall reveal the identity of a library borrower or user to any requestor other than the borrower or user him or herself, or make known in any manner the contents of user or circulation and use records, except in accordance with a lawfully issued subpoena, court order or government investigatory document as provided by law. Receipt of a lawfully issued subpoena, court order or government investigatory document itself by the college must also be kept confidential if law enforcement authorities so indicate.

*User records* are maintained by the College and exist in the library to establish eligibility to access or borrow materials from the College, the MOBIUS Consortium, and other institutions; to access various electronic resources; and to provide other library operations and services. User information includes but is not limited to name, address and barcode identification.

*Circulation and use records* include all information that identifies a user as borrowing or accessing particular materials or information.

Any requestor who wishes to access only his or her own records may do so as provided by the online software systems or upon presentation of appropriate personal identification to a staff member. Staff shall refer all other requests to the appropriate Manager of Library Services or Director of Instructional Resources or a designee, who will consult with the office of General Counsel to determine the proper response. Requests for such information about users from other academic institutions should be referred to the user's home institution whenever possible.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

**B.16 Care of Payment Card Information** (N 6/09)

[BP B.26]

The College shall strive to adhere to the following twelve cardholder data security requirements of the Payment Card Industry Data Security Standard (PCI DSS):

1. Install and maintain a firewall configuration to protect cardholder data.
2. Do not use vendor-supplied defaults for system passwords and other security parameters.
3. Protect stored cardholder data.
4. Encrypt transmission of cardholder data and sensitive information across open, public networks.
5. Use and regularly update anti-virus software.
6. Develop and maintain secure systems and applications.
7. Restrict access to cardholder data by business need-to-know.
8. Assign a unique ID to each person with computer access.
9. Restrict physical access to cardholder data.
10. Track and monitor all access to network resources and cardholder data.
11. Regularly test security systems and processes.
12. Maintain a policy that addresses information security.

The College's adherence to the above security requirements shall be monitored by the College on a regular basis.

**B.17 Non-Discrimination Grievance Procedure for Individual  
Members of the Public (Non-Employees and Non-Students)** (06/16)

[BP B.9, B.10 & G.8]

This grievance procedure has been adopted by the College for use by members of the public, including but not limited to, campus visitors, program participants, and others who are neither employees nor students of the College. Employees and students of the College have access to alternative grievance and/or appeal procedures for complaints.

This procedure is designed to provide for prompt and equitable resolution of complaints alleging any action of discrimination on the basis of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, or status as a disabled or Vietnam-era veteran, including but not limited to, actions prohibited by Title II of the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

Complaints shall be sent to the non-discrimination/ADA Compliance Officer at the campus location at which the action complained of occurred or to the Employment Compliance Officer for complaints relating to employment, as listed below.

1. A complaint shall be filed in writing, and contain the following: name, address, telephone number and e-mail address (if available) of the person filing it, and a description of the alleged violation with as much detail as possible, including the date of the occurrence complained of, the person(s), and department involved.
2. A complaint must be filed within 30 calendar days of the action complained of by the complainant with the applicable compliance officer.
3. The compliance officer shall notify the non-discrimination/ADA Coordinator of the filing of a complaint.
4. An investigation shall be conducted by the compliance officer after the filing of a complaint. The investigation shall afford interested persons with an opportunity to submit evidence relevant to the complaint. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the compliance officer, and a copy forwarded to the complainant no later than 15 working days after the filing of the complaint.
5. The complainant can request a reconsideration of the case if he or she is dissatisfied with the resolution. The request for reconsideration shall be made to the Coordinator in writing within 10 working days after the date of the determination.
6. The Coordinator shall review the complaint file and may consider any additional information submitted by the complainant or the College in his/her discretion. The Coordinator shall render a decision within 15 working days after receipt of the request for reconsideration and a copy will be forwarded to the complainant.
7. Dates may be extended with the permission of all parties concerned.
8. "Working days" shall be defined as calendar days but do not include Saturdays, Sundays, College-designated holidays, and semester breaks.

**DIVISION B  
GENERAL ADMINISTRATION**

**ADMINISTRATIVE PROCEDURES**

---

9. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the responsible governmental department or agency.

**Non-Discrimination/ADA Compliance Officers and Employment Compliance Officer:**  
Cosand Center: (Employment Compliance Officer) Manager of Talent Management, 300 South Broadway, St. Louis, Missouri 63102. (314) 539-5214.

Florissant Valley: Campus Chief Student Affairs Officer, 3400 Pershall Road, St. Louis, Missouri 63135-1408. (314) 513-4250.

Forest Park: Campus Chief Student Affairs Officer, 5600 Oakland Avenue, St. Louis, Missouri 63110-1316. (314) 644-9114.

Meramec: Campus Chief Student Affairs Officer, 11333 Big Bend Blvd., St. Louis, MO 63122-5720. (314) 984-7607.

Wildwood: Campus Chief Student Affairs Officer, 2645 Generations Drive, Wildwood, Missouri 63040-1168. (636) 422-2008.

Corporate Services: Associate Vice Chancellor Of Workforce Solutions, 3221 McKelvey Road, Bridgeton, Missouri 63044. (314) 539-5360.

Non-Discrimination/ADA Coordinator: Vice Chancellor, Academic Affairs, 300 South Broadway, St. Louis, MO 63102. (314) 539-5288.

**C ALL COLLEGE EMPLOYEES**

*(These administrative procedures are applicable and considered in full force and effect for all employees unless specifically contrary to a provision(s) contained in the following: full-time faculty Joint Resolution, classified office and technical bargaining unit Resolution, and physical plant employees Resolution.)*

**C.1 Employees' Job Descriptions (R 06/16)**

Job descriptions are prepared and maintained by the Human Resources department. Job descriptions may be accessed through the College Intranet site.

**C.2 Employment (R 06/16)**

- a. All full-time and part-time continuing job vacancies must be listed on the College's job vacancy list for at least 10 working days unless waived by the Manager of Talent Management and/or Associate Vice Chancellor, Human Resources.
- b. All job vacancies on the job vacancy list must have a closing date of at least 10 working days from the time of the initial announcement. Job vacancies that are reposted after the initial closing date may be posted on the job vacancy list as "open until filled."
- c. The Human Resources department will be solely responsible for all internal and external advertisements of job vacancies.
- d. All applications for employment must be processed and reviewed by the Human Resources department before being considered by the hiring supervisor of the vacant position.
- e. The Human Resources department will be responsible for all required testing of applicants except where testing is authorized at campus locations.
- f. All persons appointed or promoted to any position must have at least the minimum qualifications required for that position.
- g. Internal candidates are responsible for providing a current application, résumé, and any other information advertised as required for the particular position.
- h. For all positions except faculty positions, two years of relevant full-time work experience may be substituted for a maximum of one year of academic study or a maximum of 30 credit hours toward fulfilling degree-equivalence. Only relevant full-time work experience above the minimum required for the position will be considered. The Associate Vice Chancellor, Human Resources, or his/her designee, must approve all substitutions.
- i. No offer of employment will be made to any applicant before the expiration of at least two working days after the job vacancy announced closing date.

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

- j. The campus chief academic officers and vice chancellors, or their designees, will be responsible for equating applicants' qualifications to the minimum eligibility requirements and for minimum salary placement.
- k. The Associate Vice Chancellor, Human Resources, or his/her designee, will be responsible for evaluating candidate profiles against the position requirements, and the Associate Vice Chancellor, Human Resources, or his/her designee, will determine the salary recommendations for new hires with consideration being given to internal equity.  
Offers of employment for all full-time and part-time continuing positions will be made only after consultation with the Associate Vice Chancellor, Human Resources, or his/her designee.
- l. Any offer of employment will be made with the clear understanding that the offer is subject to approval by the Board and that any work period before Board approval is considered temporary.
- m. For all full-time and part-time continuing employment recommendations, the following should be submitted in accordance with published timelines:
- Personnel & Payroll Assignment Status Sheet (PPASS);
  - Applicant Flow Data form;
  - College employment application;
  - Employee Information Sheet;
  - Copy of the recommendation to hire letter sent to the individual;
  - Federal and state withholding forms (W-4);
  - Direct deposit documents;
  - Interview questions;
  - Interview evaluation report;
  - Interview evaluation summation report;
  - Copy of rejection letter sent to unsuccessful candidates;
  - Reference check documentation;
  - Completed form SSA-1945 (statement concerning employment in a job not covered by social security) for full-time faculty and administrative/professional staff only;
  - Transcripts/certifications/licenses for positions with these requirements; and,
  - A completed I-9 must be submitted to Human Resources within 3 business days of employment.
- n. All recommendations for full-time and part-time continuing employment are to be submitted to the chancellor for Board approval.
- o. Applications for all positions will be retained for two years from the initial date of application.

p. Former employees will be considered for employment as if they were new applicants.

**C.3 Starting Date for Employees** (R 06/16)

The official Board minutes will indicate the actual first date of continuous employment of all employees, full-time and continuing part-time. All records will agree with Board minutes. Those responsible for employment of College employees will normally plan to have employment starting dates set which coincide with the day following the Board meeting at which the recommendation for employment is to be reviewed, or an alternate date agreed upon by the new employee and hiring manager.

For Part-time employees who are subsequently hired full-time, their "starting date" for calculating employee benefits will be the date the employee is hired as a full-time employee.

**C.4 Employment of Members of the Same Family** (R 3/98)

[BP C 7]

The College will not condone nepotism, but neither will it discriminate against employees or employees' families. Careful judgment on the part of all concerned is required at all times. In questionable cases, the Human Resources department will make an analysis and recommendation.

**C.5 Wage and Salary Administration** (R 10/11)

[BP C 3 & BP E 1, E 1.1 - E 1.8]

*(See Joint Resolution for Faculty)*

To ensure that the College's wage and salary rates are fair and competitive, comply with all mandated requirements, and are designed to attract and retain quality employees, the following guidelines will apply:

- The primary goals of the College's pay plan are to attract and retain quality employees and motivate employees to perform at above-average levels. The plan also is designed to ensure that the organization's pay policies and practices comply with all applicable federal and state laws and regulations and that employees' pay rates reflect the relative difficulty of their job duties and responsibilities.
- Employees' pay rates will be based on several factors, including the duties and responsibilities listed in position descriptions, position evaluation results, and surveys of wage and salary rates paid by other area employers and comparable educational institutions. The College will strive to keep its pay rates equitable and competitive and to administer its pay program in a fair and consistent manner.

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

- The Human Resources department will be responsible for the proper and fair administration of the salary program. In carrying out these responsibilities, the Human Resources department will base its decisions and actions on provisions approved for salary administration and will keep employees informed of the policies and procedures affecting their classification and rate of pay.
- Employees should bring their pay-related questions or complaints to the attention of their supervisor and the Human Resources department. The Human Resources department will investigate the matter and try to answer questions or resolve problems quickly and fairly.

Generally, wage and salary increases are effective July 1 of each year.

Position Classification

*(See Joint Resolution for Faculty)*

To provide a rational, consistent method for measuring the relative worth of jobs with the College, the following guidelines will apply:

- The value, and ultimately the pay rate, or classification of a position with the College will be based on results of job evaluations. The evaluation process is designed to produce a ranked ordering of positions or “position hierarchy” that reflects each position’s relative worth to the organization.  
These classifications will be used along with other factors, such as survey data on the other employers’ pay practices, to help establish equitable pay differentials between positions with different skill, effort, and responsibility requirements or working conditions.
- The Human Resources department will develop procedures designed to maintain an ongoing position classification effort and prepare and/or update a classification manual that will serve as a guide for future classifications.
  - A. The general approach used by Human Resources will consist of an examination of the functions and requirements of positions, as set forth in the position description, discussion of the desk audit conducted by the manager, total compensation, or his/her designee, followed by the classification of the position that indicates its relative worth compared with other positions at the College.
  - B. Employees are encouraged to raise any questions they may have about the classification process with their immediate supervisor and the Human Resources department. Employees who wish to request a review of the results of a classification of their job should notify their supervisor and the Human Resources department.



**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

C. An employee may request a position reclassification once within a 12-month period.

A position description will be prepared and kept on file for all employees.

<b>CLASSIFICATION REVIEW FOR NEW POSITION</b>	
<b>RESPONSIBLE PERSON</b>	<b>ACTION</b>
Supervisor	Complete and sign* <i>St. Louis Community College Proposed Position Description Guide</i> .
Appropriate Leadership Team Member	Review and sign* completed form.
Manager, Total Compensation or his/her designee	1. Review proposed description questionnaire. 2. May conduct desk audit. 3. Provide Associate Vice Chancellor, Human Resources with results.
Associate Vice Chancellor, Human Resources	Review classification package. Assign position to a range on salary schedule.
Manager, Total Compensation	Notify supervisor in writing of outcome.

\* Signatures indicate that the person signing attests to the validity of the information contained on the form.

<b>RECLASSIFICATION REVIEW</b>	
<b>RESPONSIBLE PERSON</b>	<b>ACTION</b>
Employee	Discuss request with supervisor. Complete and sign* the <i>St Louis Community College Proposed Position Description Guide</i> .**
Supervisor	Review and sign* completed form.
Appropriate Leadership Team Member	Review and sign* completed form.
Manager, Total Compensation or his/her designee	1. Conduct desk audit. 2. Discuss findings of desk audit and recommendations with the supervisor. 3. Provide Associate Vice Chancellor, Human Resources with results.
Associate Vice Chancellor, Human Resources and/or his/her designee(s)	1. Review reclassification package. 2. If reclassification is recommended, but no new salary range is assigned, then provide written notification to supervisor and employee of the recommended outcome and matter is completed. 3. If reclassification is recommended, and a new range on the salary schedule is assigned, forward recommendation to Chancellor for review by the Leadership Team.
Leadership Team	Review recommendation. 1. Recommend that reclassification be submitted to the Board for approval***; or 2. Request additional information. 3. Deny request for assignment of new salary range.

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

Manager, Total Compensation	Provide written notification to supervisor and employee of the recommended outcome and publish.
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- \* Signatures indicate that the person signing attests to the validity of the information contained on the form.
- \*\* Required if there has been a significant increase in performance responsibilities since the last position evaluation.
- \*\*\* The range and salary change are effective the day after Board approval.

The reclassification review will be completed in a timely manner.

**C.6 Transfers** (R 06/16)

Generally, position vacancies are filled on an open and competitive basis in accordance with established College employment procedures; however, the College reserves the right to transfer a qualified employee to another position, department, campus or site when it is deemed to be in the best interest of the College.

An employee may submit a transfer request to the manager of talent management whenever a vacant position is advertised or when the administration announces a transfer opportunity.

When the administration determines that a transfer is necessary, the administration will identify the departments, campuses or sites to be involved and notify employees of the qualifications required for consideration whenever a transfer opportunity is announced. In the event no transfer requests are submitted, subject to functional continuity, the least senior qualified employee based on hire date seniority within the affected classification will be transferred.

An employee who is transferred will retain his/her hire date seniority.

Transfer can occur to an equal or lower classification. Transfer of administrative and professional employees to a lower classification may result in a reduction in salary. A classified employee transferring to a lower classification will retain his/her current rate of compensation.

Transfers will be recommended by the appropriate College officer and require approval of the chancellor and the Board.

**C.7 General Grievance Procedure** (R 06/16)

[BP C 4]

*(This procedure is not applicable to employees who have another grievance procedure available to them.)*

The College recognizes, pursuant to Board policy, the right of individual employees to

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

seek redress of grievances. This grievance procedure is available to College employees who are not covered under the available grievance procedures within *Resolutions* approved by the Board of Trustees or otherwise do not have a grievance procedure available to them under any other College policy or procedure. Using the procedures set forth as follows, such employees may seek redress from a claim that the employee has suffered injury or damage, including termination of employment, because of a misinterpretation, misapplication or violation of any College policy, procedure, rule or regulation applicable to such employee.

Purpose

The purpose of this procedure is to secure at the lowest possible administrative level a prompt and equitable solution to an individual grievance for an employee who claims that he/she has suffered injury or damage because of a misinterpretation, misapplication or violation of Board policy and/or administrative procedures applicable to that employee.

Grievance Format

A grievance will be in written form and will contain the following information:

- a. Name, position title, department and location of the grievant;
- b. Date of occurrence or event on which grievance is based;
- c. Provisions of Board policy or administrative procedures which have been misinterpreted, misapplied or violated;
- d. The injury or damage suffered by the grievant;
- e. A statement of the facts surrounding the occurrence or event;
- f. The remedy or relief sought;
- g. Date of the initial submission of the grievance in writing.

General Provisions

- a. "Workdays" as indicated in this procedure will mean calendar days but will not include Saturday, Sunday, College-designated holidays or semester breaks.
- b. An employee may use an adviser to provide advice, assistance, consultation and support at any point during the grievance.
- c. A grievance not appealed to the next step within the specified time limits will result in a termination of the grievance.
- d. The time limits specified in this process may be extended only by mutual written agreement between the grievant and the appropriate party at each step of the process.
- e. The grievance and all related records will be maintained in a grievance file separate from the grievant's personnel file.
- f. All conferences which occur according to this procedure will not be conducted in public and will include only those individuals whose participation is required or

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

necessary to the consideration of the grievance.

- g. There will be no retaliation by any College employee toward any individual who initiates a grievance or who participates in the grievance process.
- h. A copy of the grievance and responses will be sent to the manager of employee and labor relations at each step of the process.
- i. This grievance process will be applicable for resolution of allegations of discrimination as prescribed under local, state, and federal mandates applicable to the College and/or Board Policy and Administrative Procedures unless other applicable grievance procedures exist.

Grievance Procedure

Step 1

Within 30 working days after the incident giving rise to the alleged grievance or within 30 working days of the date on which the employee should have reasonably known of such event or occurrence, the employee must submit in writing to his/her immediate supervisor the complaint and remedy requested.

Within five working days following receipt of the grievance, the supervisor will hold a conference with the grievant and make a good faith effort to resolve the grievance.

Within 10 working days following the conference, the supervisor will provide a written response or decision to the grievant.

Step 2

In the event the grievant is not satisfied with the response or decision at Step 1 and wishes to appeal the grievance, he/she must submit the grievance to the appropriate dean or director or equivalent location administrator within five working days following receipt of the response or decision given by the supervisor at Step 1.

Within five working days following receipt of the appeal, the administrator will hold a conference with the grievant and will provide a written response or decision to the grievant within 10 working days following the conference.

Step 3

In the event the grievant is not satisfied with the response or decision at Step 2 and wishes to appeal the grievance, he/she must submit the grievance to the appropriate campus chief academic officer or vice chancellor within five working days following receipt of the response or decision given by the administrator at Step 2.

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

Within five working days following receipt of the appeal, the campus chief academic officer or vice chancellor, or his/her designee, will hold a conference with the grievant and will provide a written response or decision to the grievant within 10 working days following the conference.

Step 4

In the event the grievant is not satisfied with the response or decision at Step 3 and wishes to appeal the grievance, he/she must submit the grievance to the chancellor within five working days following receipt of the response or decision given at Step 3.

Within 10 working days following receipt of the appeal, the chancellor, or his/her designee, will examine the record, conduct an investigation and may hold a conference or render a decision upon examination of the record. The chancellor, or designees, will render the decision to the grievant in writing within 10 working days following the conference or examination of the record.

Step 5

In the event the grievant is not satisfied with the response or decision at Step 4 and wishes to appeal the grievance to the Board of Trustees, the grievant must submit the grievance to the Board Chair within five working days following receipt of the response or decision given at Step 4.

The Board of Trustees will consider the grievance at its next regularly scheduled executive session and take such appropriate steps to review the grievance that it deems advisable which may, at the Board's discretion, include providing the grievant with a hearing at the earliest practicable executive session of the Board. However, when a grievance would otherwise constitute a contested case as defined by section 536.010(2), RSMo, the Board of Trustees will conduct a hearing on the grievance. The Board will notify the grievant of its decision in writing within 10 working days from the conclusion of its action.

**C.8 Reimbursement for Permissible Expenditures** <sup>(11/14)</sup>

[BP C 8 & F 8.4]

**C.8.1 Local Travel and Expense Reimbursement** <sup>(R 12/09)</sup>

[BP C 8 & F 8.4]

RESPONSIBLE PERSON/OFFICE	ACTION REQUIRED
Traveler	Complete <i>Local Expense Report</i> .

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

	<ol style="list-style-type: none"> <li>(1) For the convenience of the traveler, establish e-mail reimbursement notification;</li> <li>(2) Before attending any local conference, complete the <i>Request for Travel Authorization</i> form and obtain funder and supervisor approval;</li> <li>(3) Evaluate the choice of rental or personal vehicle usage.</li> <li>(4) Specify local mileage within the consolidated Metropolitan St. Louis area;*</li> <li>(5) Specify meal and mileage reimbursement for additional required work;</li> <li>(6) Specify class supply reimbursement;</li> <li>(7) Specify any other reimbursement for local business expenditures including college recruiting expenses and business meals; and</li> <li>(8) Forward to designated approver within time frame. **</li> </ol>
Designated Approver	Review, sign, date and forward paperwork to Business Office within appropriate time frame.
Business Office/Controller's Office	<ol style="list-style-type: none"> <li>(1) Audit <i>local expense report</i>.</li> <li>(2) Generate Banner invoice.</li> <li>(3) File <i>local expense report</i>.</li> </ol>
Bursar	Run a direct deposit report that includes e-mail notice.

\* The consolidated Metropolitan St. Louis area includes the following: the city of St. Louis; the counties of St. Louis, Jefferson, Franklin and St. Charles in Missouri; and the counties of Madison, St. Clair and Monroe in Illinois.

\*\* Local travel and expense reimbursement must be requested within 120 calendar days of the completion of the travel or the procurement of the non-travel related goods or service or by the official year-end, whichever comes first. Only those reimbursement requests that are filed in a timely manner will be reimbursed.

- Local Mileage

The College will reimburse employees for local mileage in the following two instances:

- when travel is required between two or more work locations in the same day and exceeds your normal commute;
- when traveling from one's residence to a temporary work location requires mileage greater than the mileage between one's residence and one's regular work location.

A temporary work location, which is irregular or short term, can be another campus, training/seminar or other business-related location. Those employees who elect overload, summer or part-time assignments or any paid assignment outside the scope of the employee's regularly assigned position will not be reimbursed for local mileage when traveling to or from the locations of such voluntary assignments. The College does not reimburse its employees for commuting expenses. Commuting is the travel between one's residence and one's regular job location or to and from voluntary assignments.

College employees are required to use the most cost effective choice: personal vehicle or College-contracted rental vehicle. Reimbursement for the College-contracted rental vehicle will be for the cost of the rental plus actual fuel costs. Insurance coverage is provided through the College's insurance contract, please waive coverage with the College-contracted provider. Should an employee elect the more expensive mode of travel, the reimbursement will be limited to the more affordable option. Receipts are required where appropriate. Reimbursement for use of personal automobiles for College business will be at the rate established by the Internal Revenue Service. The College website provides the trip optimizer tool necessary to evaluate the most cost effective option.

Administrative/professional employees and exempt classified employees may submit requests for travel reimbursement if they are required by their supervisor(s) to work beyond the ordinary workweek and if such additional work involves extra travel to the place of work.

Non-exempt classified employees will not receive such mileage reimbursement since they are paid for overtime work.

Local travel and expense reimbursement must be requested within 120 calendar days of the completion of the travel or the procurement of the non-travel related goods or service or by the official year-end, whichever comes first. Only those reimbursement requests that are filed in a timely manner will be reimbursed.

- Meal Reimbursement

A meal allowance of \$5 will be provided for classified employees who are required by their supervisor(s) to work in excess of 10 hours per day.

A College employee may be reimbursed up to \$10 for a lunch meal incurred within the consolidated Metropolitan St. Louis area when attending a conference or workshop not held on College property, and when a meal is not provided by the conference or workshop. This is not a meal allowance item and requires an itemized receipt for reimbursement.

Employee recruiting and business meals that are a responsibility of the job are reimbursable with approval by an appropriate budget authority. An itemized receipt is required that includes a statement of the business purpose for the meal and a list of the attendees.

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

A student athlete prospect’s on-campus meals may be reimbursed to the recruiter for actual meal expenses not to exceed \$10, in accordance with NJCAA bylaws Section (2)D.

Provisions of employee resolutions and classified unit agreements will be applicable to the respective unit employees.

LOCAL TRAVEL MEAL ALLOWANCE			
Location	Breakfast	Lunch	Dinner
On College Property	\$0	\$0	\$0
Off College Property	\$0	Actual up to \$10	\$0
On College Property – 10 Hour Day *	Meal Allowance of \$5		
Off College Property – 10 Hour Day *	Meal Allowance of \$5		

\* Classified Employees Only

**C.8.2 Non-local Travel and Expense Reimbursement (R 06/16)**

[BP C 8 & BP C 17]

RESPONSIBLE PERSON/OFFICE	ACTION REQUIRED
Traveler	<ol style="list-style-type: none"> <li>(1) For the convenience of the traveler, establish an e-mail reimbursement notification;</li> <li>(2) Complete the <i>Request for Travel Authorization</i> form, and obtain funder and supervisor approval before actual travel;</li> <li>(3) Complete Banner transmittal document and enter as a requisition for the following prepaid expenses:               <ol style="list-style-type: none"> <li>(a) Conference and registration fees (attach conference itinerary to reimbursement request);</li> <li>(b) Hotel;</li> <li>(c) Cash advance (if needed).</li> </ol> </li> <li>(4) Complete <i>Non-local Expense Report</i> within 14 working days after travel concludes or by the official year-end closing date. Attach a copy of the <i>Request for Travel Authorization</i>, conference itinerary, and all receipts for related business expenses. Reimbursement will not be made for unauthorized travel.</li> <li>(5) Forward to designated approver.</li> </ol>
Designated Approver	Review, sign, date and forward the <i>non-local expense report</i> to the Business Office.
Business/Controller’s Office	<ol style="list-style-type: none"> <li>(1) Audit <i>non-local expense report</i> and match with <i>Request for Travel Authorization</i> form.</li> <li>(2) Generate Banner invoice for expense reports except those with cash</li> </ol>



**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

	advances, and file. (3) Forward <i>non-local expense report</i> with cash advances to payroll.
Payroll	(1) Generate Banner invoice for expense reports with cash advances. (2) Pay Banner invoices for travel reimbursement. (3) File the <i>non-local expense report</i> with cash advance document.
Bursar	Run a direct deposit report that includes e-mail notice.

Timely requests for travel authorizations and reservations that provide for access to conference hotel rates and reduced air fare are encouraged. Late travel requests may be denied because of increased costs.

Non-local travel and expense reimbursement are charged to staff development, presidential/strategic initiative funds, agency, restricted accounts or other funds designated for travel, i.e., field trips, athletic travel. If any other funding source is proposed for non-local travel, the request for reimbursement must be approved by the Chancellor, Campus Chief Academic Officer or Vice Chancellors.

Non-local travel and expense reimbursement must be requested within 14 working days of return or by the official year-end, whichever comes first. Only those reimbursement requests that are filed in a timely manner will be reimbursed. Failure to file in a timely manner will be cause to deduct the full cash advance from the employee paycheck and will result in the loss of the right to future cash advances.

No expenses will be paid for an accompanying spouse, family member or friend. Any arrangement and expenses for personal, spouse, family or friend travel should not be charged to any of the College's accounts.

All reimbursed travel must be by the most direct route. Should a person travel by an indirect route for personal convenience, additional costs will be borne by the employee and reimbursement for expenses will be calculated accordingly.

- Air Travel

All employees are expected to travel by the most economical mode of transportation. All airline travel may be arranged through the College's approved contract vendor for travel or the traveler may use official airline websites to make travel reservations once a traveler has identified the most economical flights. Reimbursable air travel may include the cost of one (1) checked bag that complies with the airline weight limit. Airline reservations may be made only upon receipt of the completed and approved Request for Travel Authorization form. **Receipts are required.**

- Travel by Automobile

College employees are required to use the most cost effective choice: personal vehicle, College-contracted rental vehicle, or calculated tourist air fare.

Reimbursement for the College-contracted rental vehicle will be for the cost of the rental plus actual fuel costs. **Receipts are required.**

The College website provides the trip optimizer tool necessary to evaluate the most cost effective option. The contracted rental rates are most favorable in Missouri and the border states. Should an employee elect the more expensive mode of travel, the reimbursement will be limited to the more affordable option. Receipts are required where appropriate. All other incidental mileage incurred is not reimbursable. Mileage to and from the commercial transportation site is reimbursable. College business travelers should utilize the least expensive combination of travel and accommodations.

- Ground Transportation

Commercial ground transportation between the traveler's home/work site and the commercial transportation site, and between the commercial transportation site and the destination is reimbursable. **Receipts are required.** Some forms of mass transit may not provide a receipt. In this circumstance, the published fare schedule may be used as supporting documentation for the reimbursement.

- Automobile Rental at Destination

Rental of a mid-size or smaller vehicle is permissible with prior approval and signature of a College officer on the *Request for Travel Authorization* form. Automobile rental may be authorized when the traveler has multiple destinations, there are multiple travelers on College business, or when conference site lodging facilities are not available. The selection of the appropriate optional insurance coverage should be confirmed with the environmental health & safety specialist prior to travel. However, the College-contracted vehicle rental program includes appropriate insurance coverage and may provide the most affordable option within Missouri and the border states. Only rental days related to business will be reimbursed except when the weekly rate is less expensive; whichever rate is less should be used. **Receipts are required.**

- Lodging

Reasonable actual amount will be reimbursed. Reimbursement cannot exceed

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

single occupancy rate. If actual amount exceeds the single occupancy rate, the employee must attach to the *Non-local Expense Report* a statement provided by the hotel/motel showing the single occupancy rate. **Receipts are required.**

Employees who prepay lodging will be reimbursed upon return from the trip.

- Meal and Incidental Allowance (excludes alcoholic beverages)  
A meal allowance payment will be made to travelers in overnight travel status for actual meal and incidental expenses. In cases where a meal(s) is provided as part of the conference or registration cost, the meal(s) allowance expense will be disallowed. Actual breakfast expense up to \$10 may be reimbursed for travel commencing before 9:00 a.m.; actual lunch expense up to \$10 for travel commencing before 11:00 a.m.; and actual dinner expense up to \$30 for travel commencing by 5:00 p.m. **Receipts are NOT required.**

Non-local travel that does not include overnight accommodation will be reimbursed in accordance with local meal reimbursement guidelines. **Receipts are NOT required.**

- Conference Attendance  
All employees desiring to attend conferences must first complete the *Request for Travel Authorization* with approval of their immediate supervisor and other signatures as required by the site, in accordance with established travel procedures or other Board Policy. The decision regarding the number of individuals from a given department/division who may attend a particular conference will be made by the appropriate administrator. Meals included in conference registration are deducted from the meal allowance at the per meal rate.

Employees who prepay conference registration will be reimbursed upon return from the conference.

Employees attending conferences that offer a participant stipend for attendance and/or for making a presentation must apply the stipend to the travel costs associated with attending the conference and will be eligible for reimbursement of only those costs not covered by the stipend but eligible for reimbursement through these administrative procedures.

Employees who are not under contract with the College and attend conferences that offer a participant stipend will be eligible for travel reimbursement in

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

accordance with the College's travel guidelines and in accordance with the appropriate travel authorization.

- **Other Business Expenses**

Other business expenses may be reimbursed for actual dollar amount when receipts accompany the *Non-local Expense Report*. These expenses include long distance business calls, fax charges or required publications during non-local travel.

**Receipts are required.**

**C.8.3 Cash Advances** (R 2/07)

[BP C 8]

Cash advances are issued only to College employees.

Cash advances must be approved by the dean/director level or higher. The cash advance may be picked up in conjunction with a specific event no more than seven business days before the event. A *Non-local Expense Report* must be prepared and submitted within 14 working days following the event. Failure to submit the *Non-local Expense Report* within 14 working days will be cause to deduct the full cash advance amount from the receiving employee's paycheck. Non-local travel and expense reimbursement must be requested within 14 working days of return. All fiscal year reimbursement must be filed by the official year-end closing date. Only those reimbursement requests that are filed in a timely manner will be reimbursed.

Cash advances for non-travel, when there is a legitimate business need, will be administered in the same fashion as cash advances for travel.

**C.8.4 Special Regulations** (R 7/96)

[BP C 8]

At no time will any individual have the authority to establish special rates or certify for payment any expenses which do not conform with these procedures and/or in no case will the amount allowed be in excess of the maximum established by these procedures.

**C.8.5 Compliance** (R 7/96)

[BP C 8]

Compliance with these procedures is the responsibility of each individual. The appropriate authorization and reimbursement forms are available in the campus Business office or the Controller's department. Any questions regarding the completion of the forms or the accounting should be directed to the campus Business office or the Controller's department.

**C.9 Requests for Chartered Transportation (Surface and Air)** (R 1/01)

When chartered vehicles are required by the College, the following will occur:

- All current College blanket order/contract agreements will be checked to determine if the services required can be provided by one or more of the College's contract vendors. If there are multiple providers under contract able to provide these services, the originating office may contact the contract vendors to determine which can best meet its needs. Once a contract vendor has been selected, a requisition stating all requirements for the charter and referencing the blanket order/contract number should be initiated by the originating office after obtaining all appropriate approvals.
- If the College's current blanket order/contract agreements are unable to provide the services required and the estimated cost of services exceed the College's bid threshold, a requisition stating all requirements of the charter should be initiated after obtaining all appropriate approvals. This requisition will be electronically forwarded to Cosand Center Purchasing for bidding.
- Once the bidding process is complete, Cosand Center Purchasing will advise the originating office of the selected bidder and convert the requisition into a purchase order confirming all arrangements related to the charter.

**C.10 Operation of College Vehicles** (R 06/16)

- All drivers of College-owned/leased vehicles must have a valid operator's license.
- The operator and passengers of the vehicle must wear seat belts.
- The maximum driving time for one driver during a 24-hour period will be five hours.
- Drivers must not drive when the driving conditions are hazardous. This includes, but is not limited to, fog, heavy rain, snow or ice conditions. Essential vehicles (college police and maintenance) are exempt from this regulation.
- Team members who are approved to operate a College-owned/leased vehicle and who have participated in a competition or practice may not operate a College-owned/leased vehicle for a period of 24 hours after the event. An exception is granted for events within 20 miles of the campus of origin.

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

- If College-owned/leased vehicles are already on the road and weather conditions become hazardous, the coach/sponsor must stop the trip, delay or cancel travel planned and ensure the safety of all passengers and drivers.
- Picking up hitchhikers is not permitted.
- A driving record check of all operators of College-owned/leased vehicles will be performed annually by the environmental health & safety specialist. Driving records will be reviewed, and driving privileges will be granted in accordance with the following guidelines:
  - a. A maximum of three occurrences in the previous 36 months will be permitted. An occurrence is defined as a moving violation.
  - b. Any driving record reflecting any one of the following in the previous 36 months will result in immediate revocation of driving privileges:
    - DWI
    - DUI
    - a maximum of two accidents in which the College driver has contributed to or has been at fault (in accordance with the police report)
    - any administrative alcohol/drug suspension
    - failure to stop and report when involved in an accident
    - homicide or assault arising out of the operation of a motor vehicle
    - operation of a motor vehicle during revocation or suspension of a license
    - operation of a motor vehicle without a valid license or permit
    - active warrant for arrest (36-month rule not applicable).
  - c. Driving privileges will be reinstated when the following conditions are met:
    - When the driving record meets the normal review criteria, the driver will be placed on a 12-month probation. At the conclusion of the probationary period, the driver will be subject to the standard review procedures.
    - If during the probationary period, there are any occurrences or violations as stated in item *b* above, the driving privileges will be permanently revoked.

In the event of an accident:

- Check for injuries.
- Notify the police.
- Do not admit fault.
- Complete the “In Case of Accident” form.
- Exchange driver and insurance information.
- All accidents involving a College vehicle are to be reported to the Risk Manager of the College within 24 hours of the occurrence. This is to include accidents involving pedestrians, other vehicles or stationary objects.

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

The information to be reported will include the time, date, the location of the accident, the names of other drivers, any passengers, and any other parties involved. If there are injuries, include the name of the injured party, type of injury, names of any witnesses, and the circumstances of the accident.

This notification is to be by phone or by e-mail.

Failure to report an accident may result in the loss of driving privileges and/or other disciplinary action.

The following will apply for the operation of College-owned/leased vehicles with a capacity for 15 or more passengers:

- Operation of vehicles will be in compliance with the Missouri Uniform Commercial Drivers License Act where applicable.
- The campus logo will appear on both sides and rear of College-owned vehicles.
- College-owned vehicles will carry the proper College license plates.
- Regularly scheduled safety and maintenance inspections, in addition to the state inspection, will be performed. Records of these inspections will be maintained at the vehicle location and reviewed by the environmental health & safety specialist.
- Drivers of vehicles designed to carry more than 15 passengers will have a valid commercial drivers license.
- Vehicles will not be operated in regular competition with public and commercial carriers.
- Students and non-employee passengers will be required to sign the appropriate release form.
- When vehicles in this category are acquired, the environmental health & safety specialist will be given written notice to ensure proper insurance coverage.
- Fifteen passenger vans will not carry more than nine passengers, including the driver. For every 150 pounds of cargo, the passenger capacity is reduced by one passenger.
- Seating will be limited to a maximum of nine by the removal of unnecessary seats.
- Students will not be permitted to operate 15-passenger vans.

**C.11 Financial Responsibility** (3/98)

[BP H 20.7]

Employees are responsible for payment of their financial obligations to the College. These financial obligations may include, but are not limited to, travel advances, parking fees, book charges and personal checks returned from the bank. Failure to pay financial obligations will constitute authorization to withhold the amount due from the employee's payroll check.

When checks are submitted which are not honored by the bank, the College is obligated to require proper payment from the employee concerned. This added service is a cost to the College; therefore, an employee who presents a check within the College in payment of any financial obligation which for any reason is not honored by the bank upon which it is drawn will be assessed a fee of \$10 for processing services.

**C.12 Solicitation of Donations** (R 06/16)

[BP C 11]

All solicitation of donations and official College endorsement of related activities for the benefit of a non-employee or for an outside organization will be forwarded to the location's marketing and communications department. Marketing and communications will attempt to discern the appropriateness of the request within one week. General Counsel may be consulted in this determination. Once the request is deemed appropriate, the marketing and communications department will forward the request to the campus chief academic officer or vice chancellor for approval or denial. All donations for these purposes will be made through the campus Business office or the Cosand Center Bursar's office.

All requests for the solicitation of donations for the benefit of an employee will be forwarded to the location's marketing and communications department. Marketing and communications will attempt to discern appropriateness of the request within one week. Once the request is deemed appropriate, the marketing and communications department will forward the request to the campus chief academic officer or vice chancellor for final approval or denial. All donations for these purposes will be made through the Business office or the Cosand Center Bursar's office.

**C.13 Copyrights** (R 11/07)

[BP C 13]

**General**

Faculty and staff routinely create new written scholarship, course materials, literary



**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

works, computer software, artistic works and create other items of copyrightable work. Copyright is a narrow form of intellectual property protection. It protects only the fixed expression of an idea, not the idea itself. The federal copyright law provides that original works of authorship are protected by copyright automatically when they are fixed in tangible form. Often issues arise as to the ownership of copyright. The following procedures govern ownership of copyright of such works.

Ownership

Generally, under copyright law, the copyright to works created by persons in the course of their employment belongs to their employer rather than to the individual creator. Therefore, absent other agreements or institutional policies, works created by faculty members in the course of their teaching and research, or by staff members in the course of their jobs, are the property of the College.

However, as a matter of fundamental principle, the College encourages wide dissemination of scholarly work produced by members of the College community, including copyrightable works. Therefore, the copyright policy at the College—and most peer institutions—is that, except as provided for below, scholarship, literary works, computer software, artistic works and other items of copyrightable work created by faculty or staff are deemed to be the property of the writer/developer, who is entitled to determine how the works are to be disseminated and to keep any net income they produce.

In recognition of this long-standing practice, the College disclaims ownership of works by faculty and staff, or others participating in College programs, including visiting faculty, whether in traditional or nontraditional forms, except in the following cases:

- a. Assigned Tasks – For materials developed as the result of an assigned project with total funding by the College, rights of ownership abide with the College, although title to such materials may be assigned to the author at the option of the College. The word “funding” as used in this section means funds from the College’s resources and also funds from outside sources administered by the College.
- b. Outside Agreements – Where copyrighted materials are developed in the course of sponsored research funded by government contract, a grant or an outside agency approved by the College, ownership of the copyright will be determined by the terms of the agreement.
- c. Special Circumstances – Where the College makes an extraordinary investment in the

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

development of copyrighted material (by way of either financial or resources commitment) or the College enters into a written agreement with the writer/developer and that agreement makes provision for copyright ownership, the College will own the copyright of the works unless the parties agree otherwise.

Rights and Obligations of Faculty and Staff

Where there are no costs to the College associated with the production of creative works owned by a faculty or staff member, for example, leave, overtime costs, hiring of extra secretarial help, costs of tape, film, or other expendable materials and income accrues as a result of the commercialization or exploitation of work, no income shall accrue to the College. In the event that the College experiences costs as a result of the commercialization or exploitation of the product, the income shall accrue to the College until the College has recovered its costs.

Unless specifically covered by an agreement, assignment, contract, or grant entered into before initiation of the work, title to such materials remains with the author; but the author must grant the College a royalty-free right to reproduce and use such works within the College.

It is the responsibility of the author to make prompt disclosure of any copyrightable materials with commercial value to the College. The disclosure should be made to the appropriate dean, vice president or College officer.

Rights and Obligations of the College

In instances where title to the copyright rests with the College, the College, in recognition of the author's input, will provide to the author, upon written request, a copy of the material and the right of duplication for the author's own use.

Settlement of Disputes

Irreconcilable differences shall be referred for final disposition to a three-member panel consisting of the author or his/her representative, the vice-chancellor of education, or the chancellor if the vice-chancellor of Education is the author, or his/her representative, and a mutually agreed upon third member to be selected from the College community by the first two members.

**C.14 Telephone Use** (R 06/16)

Telecommunications will annually review all telephone charges and make such changes in service as may be necessary by changing circumstances. Critical evaluation is necessary to determine actual requirements for telephony service.

Each month Telecommunications will distribute long distance reports to those employees who have placed long distance calls using their assigned long distance authorization code. Personal long distance calls must be reimbursed to the College. Payment can be made to any campus Cashier office or the Bursar office at the Cosand Center. It is suggested that cash or checks not be sent through intercampus mail.

Although a reimbursement process is in place, the College encourages employees to obtain personal long distance calling cards or find other means for making these calls, such as a pay phone.

**C.14.1 Cellular Phones** <sup>(R 06/16)</sup>

**[BP C 10.2]**

- Individual requests for cellular instruments and services will be approved by the appropriate supervisor and administrative channel and must include approval by a member of the College Leadership Team.
- All cellular acquisitions will be coordinated by Cosand Center Telecommunications.
- Monthly billings for cellular service will be authorized for payment by Telecommunications. This authorization does not verify the validity of any calls or whether these calls constitute college business.
- All billing statements require call detail. This detail will be reviewed by departmental administration for appropriateness and validity.
- College Cellular Reimbursements – All employee personal calls made from College cellular equipment that generate call charges will be reimbursed by the employee to the College. The reimbursement amount will equal the charge as noted on the call detail listing that accompanies monthly billing. Calls shown with no charge will be reimbursed to the College at the average rate of fifteen cents per minute.
- Personal Cellular Reimbursements – Reimbursements for College business use of a personal cellular phone will be made on a per call basis. Calls made under the user's base plan (free calling) are not subject to reimbursement. The per minute reimbursement (for both peak and off-peak) will not exceed the average per minute rate charged for College-provided cellular phones. Telecommunications will update this rate annually based on rates charged by the College's current cellular service provider.

Reimbursements for personal cellular service will require submission of the

actual detail call listing provided by the cellular service company. This detail will show the date and time of the call, an identification of the call (either the number dialed or incoming call designation), call length, and the cost of the call.

Reimbursement approval will be performed at the administrative level of the employee.

No personal reimbursements will be allowed for any other charges on the cellular service bill. This includes taxes, fees, special service charges and features.

Roaming charges and long distance charges are eligible for reimbursement if documentation is submitted showing that regular phone service was not available and immediate calling was necessary.

Guidelines for Determination of Need

- Use must be productive and cost effective.
- A cellular phone should be used only when necessary to conduct College business.
- Use of personal cellular phones for College business should be reviewed and evaluated based on the position's need.

This procedure applies to cellular phones and those instruments used as portable, two-way communication devices.

**C.15 Computer Use** (R 3/06)

[BP C 10, C 10.1]

In keeping with the mission of the College to be an institution of teaching and learning, the College provides access to computing and information resources to students, employees and other authorized users. Access to the College's facilities and information technology resources is a privilege granted by the College and may be granted based on the following factors:

- relevant laws and contractual obligations,
- the requester's need to know,
- the information's sensitivity,
- the risk of damage or loss on the part of the College, and
- derived educational benefit.

All members of the College are bound by local, state and federal laws relating to copyright security and other statutes regarding media, as well as College policies and procedures. The College reserves the right to extend, limit, restrict or deny computing privileges and access to its information resources to students, faculty, staff and the general public.

**C.15.1 Levels of Access** (R 06/16)

[BP C 10, C 10.1]

Employees with a need to access the College's computers and various networks, including the LAN with Internet and e-mail access, must seek access approval through the immediate supervisor.

Students may have a need to access the Internet and various campus networks. This access is governed by *St. Louis Community College Computer Systems and Network Use Policy Student Guidelines*.

**C.15.2 College Responsibility - System Administrators** (R 06/16)

[BP C 10, C 10.1]

System administrators will:

- Provide adequate security measures to protect the College's information resources;
- Treat information about and stored by the system's users as confidential, subject to section 5, Enforcement Guidelines;
- Inform users of all current guidelines and procedures governing the use of College information technology;
- Maintain LAN network and may adopt additional guidelines and procedures for

use of these systems. (Any additional guidelines and procedures adopted by system administrators must be consistent with policy and procedures and must be approved by the chief information officer, or a designee, before adoption.)

The College may keep automated logs of user activity.

**C.15.3 User Responsibilities** <sup>(R 06/16)</sup>

[BP C 10, C 10.1]

- Adhere to all relevant college and information technology operating guidelines.
- Each user will be issued a system user identifier and is required to establish a confidential password. It is the user's responsibility to maintain the password's security. The user is accountable for all system access which occurs through the use of the user identifier and password.
- The user is to take appropriate steps to ensure the protection, confidentiality and security of the systems or any related materials and to satisfy the obligations of the access agreement. The appropriate steps include, but are not limited to, the non-disclosure of student information as defined by the Family Education Rights and Privacy Acts (FERPA) or confidential College information.
- The College has purchased certain software products which are licensed to the institution. In situations where that license allows off-site use and that use will be to benefit the College, as determined by a College officer, employees will be extended the privilege for off-site use pursuant to the license agreement. (Refer to Board policy entitled "Conflict of Interest.")
- The College reserves the right to determine what constitutes misuse of the College's information technology and resources. Misuse of information technology and information resources includes, but is not restricted to, the following:
  - plagiarism
  - invasion of privacy
  - harassment
  - unauthorized on-line service use
  - copyright violations (loading or downloading software)
  - violations of state, local or federal laws.

**C.15.4 Enforcement Guidelines** <sup>(3/98)</sup>

[BP C 10, C 10.1]

The College reserves the right to monitor and record the usage of all information technology. The College has the right to use information gained in this way in

disciplinary procedures in accordance with Board policies/administrative procedures and/or in criminal or civil actions. Misuse may result in revocation of access privileges and may be subject to appropriate disciplinary action up to and including termination of employment. The College may pursue criminal or civil action as it deems necessary.

**C.16 Staff Exchanges** (R 3/98)

[BP C 14]

An exchange employee will remain the employee of the sending organization.

- Such employee will receive the scheduled salary and fringe benefits to which he/she is entitled as an employee of that organization.
- Liability insurance agreements between the exchanging organizations will be established before any exchange.
- The calendar of the receiving organization will be totally followed by the exchange employee. The effective date of assignments will be determined by each organization's calendar.
- The effective date of administrative exchanges will be agreed upon by the participating organizations.
- The exchange employee will be expected to serve the full term of exchange agreement.
- The employee exchange will be limited to permanent employees.
- The exchange employee will be expected to return to the sending organizations at the end of the exchange assignment.

**C.17 Staff Development - International Experiences, As Well  
As Alaska and Hawaii** (R 3/06)

[BP C 16 & C 21.10]

The administration recognizes that international experiences in staff development will be funded as other travel for staff development. The following are guidelines and criteria for the use of staff development funds for international experiences and travel to Alaska and Hawaii.

- The request will be formalized with a proposal, including the purpose and value of the international experience. (Generally, a travel request form or basic Article XXXII plan will not be sufficient.)
- The proposal will show clear links to the individual's job responsibilities.
- The proposal will include a plan indicating how the applicant will apply the experience in his/her position with the College.
- A report will document the experience and its contribution to the College. A suggested format for the report and instructions on the required documentation of expenses are available from the International Education office.

**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

- Funds allocated under Article XXXII of the faculty *Joint Resolution* are subject to this same process.
- All travel requests outside the 48 contiguous United States must be approved by a College officer and the chancellor and sent to the International Education office for appropriate reporting.

International Education programs of the College are subject to the guidelines and operation of the particular program, and they are not based on staff development funding. As such, the above criteria do not apply.

**C.18 Employee Evaluation** (R 3/98)

[BP C 19]

**C.18.1 Faculty and Administrative/Professional Employees** (R 3/98)

[BP C 19]

Evaluation of faculty and administrative/professional employees will be administered in accordance with published guidelines and procedures.

**C.18.2 Classified Employees** (R 3/98)

[BP C 19]

Each classified employee's progress will be reviewed upon the completion of the first three months after the Board-approved effective date of employment and thereafter between May 1 and June 15 of each year. The appropriate form will be prepared by the supervisor and reviewed with the employee.

**C.18.3 Probationary Period** (R 3/98)

[BP C 19]

The probationary or working test period will be regarded as an integral part of the evaluation process and will be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for dismissing any employee whose performance does not meet the required work standards. During the probationary period, an employee does not have the right to appeal dismissal or other disciplinary action.

**C.18.4 Department Chairs** (06/16)

[BP C 19]

Evaluation of department chairs will occur at a minimum of every three years. The campus chief academic officer at Florissant Valley, Forest Park, Meramec and Wildwood will make recommendations to the vice chancellor for academic affairs. Faculty will be included according to published guidelines. Faculty members may



**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

request that the dean institute the process if they present a need to do so.

**C.19 Complaints from Students Concerning Employees (R 3/98)**

The College believes it important that student complaints about any employee made to a supervisor be promptly communicated to the accused employee. In order that student concerns may be appropriately addressed and in order that employees may be aware of perceptions about their performance, the following steps should be followed:

RESPONSIBLE PERSON	ACTION
College employee hearing complaint	<ol style="list-style-type: none"> <li>1. Advise student to make concerns known to the accused employee or to the accused employee's supervisor.</li> <li>2. Provide the student with the information and the appropriate procedures necessary to go forward with the complaint:               <ul style="list-style-type: none"> <li>Names</li> <li>Phone Numbers</li> <li>Room Numbers</li> </ul> </li> <li>3. Advise student to prepare written complaint should he/she wish to go to the supervisor.</li> </ol>
Supervisor	<ol style="list-style-type: none"> <li>1. Review the written complaint (or verbal if written is not presented) with the student, assuring him/her that the issue will be discussed with the accused employee.</li> <li>2. Discuss complaint with the accused employee.</li> </ol>

**C.20 Confidentiality of Personnel Files (R 3/06)**

[BP C 20]

One official master personnel file on each active employee will be maintained at the Cosand Center by the Human Resources department. Employees will have the right to inspect their file and to obtain a copy of the contents with the exception of placement records. The file review will be conducted in the presence of administrators, or their designees, responsible for the maintenance of the personnel file.

The official personnel file will contain applications for employment and records relative to compensation, payroll deductions, evaluations and other such documentation as may be considered pertinent for responding to inquiries from the Board of Trustees and from state and federal authorities. Records and documents maintained in employees' personnel files should be signed and dated by the originator of the record or document.

Employees may place materials which are relevant to their employment in their personnel

file. However, voluminous materials may not be placed in the personnel file. A summary sheet referencing such material may be placed in the file.

Supervisors and administrators, or their designees, having direct responsibility for an employee's performance are entitled to inspect the employee's personnel file. No other persons or agencies may have access to information in the personnel file unless authorized by the employee, state or federal mandates or if subpoenaed or ordered for release by a court of law.

Personnel files for inactive employees will be maintained by the Human Resources department and will be kept at the Cosand Center. The personnel files of inactive employees will, at a minimum, contain the documents specified for retention under the state's record retention guidelines.

**C.21 Paid Leaves** (R 3/98)

[BP C 21]

In order to receive compensation while absent for purposes authorized without salary deductions, the employee must notify his/her immediate superior of his/her absence within the first two working hours, if possible.

Compensation herein provided to be paid during absence will be paid only when the administrative head of the department certifies on the time report that such absence was due to illness, injury, acute bereavement, quarantine or other purpose specifically authorized. Deductions will be made for all time absent from work unless such absence without loss of salary is specifically provided for in the personnel regulations covering absence from duty.

**C.21.1 Full-time 12-Month Administrative / Professional Employee Vacation** (R 3/06)

[BP C 21.1]

Vacation must be taken within the context of the needs of the College and will be scheduled in advance for times approved by the appropriate College officer, or his/her designee. Requests for more than a normal year's vacation accrual to be taken consecutively must be approved by the appropriate College officer. Vacation may be taken in increments of no less than two hours.

Employees who are employed as part of a restricted grant or project must utilize all accrued vacation earned during the grant or project period unless the costs of vacation are included in the funding of the grant or project.

**C.21.2 Classified Employees Vacation** <sup>(R 5/98)</sup>

[BP C 21.3]

Vacation must be taken within the context of the needs of the institution and will normally be scheduled in advance at times approved by the appropriate College officer. Vacation should be taken each year except in extenuating circumstances.

In case of severance, accrued vacation pay will be included in the last check and will be limited to not more than the aforementioned maximum vacation accrual.

Additional vacation time may be accrued for 36-week employees who work additional time according to their appropriate rate.

Thirty-six week employees may use accrued vacation during the break between the fall and spring semesters and during spring break. Upon completion of the 36-week period, an employee may request payment for any remaining vacation accrued.

**C.21.3 Medical Leave** <sup>(R 06/16)</sup>

[BP C 21.4]

**Supervisors will report any medical absence exceeding 3 consecutive days to human resources.**

Medical Certificate

A medical certificate may be required by the employee's immediate supervisor or College officer to validate a person's absences charged to medical leave. A medical certificate may be required to assure the College that an employee is able to perform his/her duties after a paid or unpaid medical leave.

Medical Leave Accrual

Full-time faculty and administrative/professional employees will accrue medical leave at the rate of 1.2 days or 9.6 hours per pay period worked. For new employees or part-time employees commencing full-time service, employment on/or before the 15th of the month is required for accrual to begin.

Full-time classified employees will accrue medical leave at the rate of 4.44 hours per bi-weekly pay period worked. For new employees or part-time employees commencing full-time service, employment on or before the first Friday of the bi-weekly pay period is required for accrual to begin.

Thirty-six-week Classified Employees Medical Leave

Medical leave will accrue at the rate of 1.2 days or 9.6 hours for each month of

employment. Additional medical leave may be accrued for 36-week employees who work additional time. Medical leave may be accumulated to no more than 100 days or 800 hours for 36-week employees.

Faculty Medical Leave

- The day will be divided into three blocks of time -- morning, afternoon, evening.
- If a full-time faculty member has a responsibility only in one block and is absent for that block -- one day of medical/personal leave will be charged (8 hours).
- If a full-time faculty member has responsibilities during two of the three daily blocks and misses one of the two -- one-half day of medical/personal leave will be charged (4 hours).
- If a full-time faculty member has responsibilities during two of the three daily blocks and misses both of the blocks -- one day of medical/personal leave will be charged (8 hours).
- If a full-time faculty member has responsibilities during all three blocks -- medical/personal leave will be charged for 1/3, 2/3 or 3/3 day, depending on block(s) missed (2.6 hours, 5.3 hours, 8 hours).
- For medical leave reporting purposes, the College recognizes that full-time faculty members have a normal workweek of a minimum of 35 hours and that a significant part of the full-time faculty member's responsibilities to the College may occur off campus and, as a result, outside of the "blocks of time" indicated above. Therefore, whenever a medical/personal leave is reported for a full-time faculty member, eight hours will be charged for each full day of absence and a prorated amount for each partial day. If a full-time faculty member, for example, is absent for an entire five-day workweek, the faculty member will be charged five full days of leave.

**C.21.4 Personal Leave** (R 3/98)

[BP C 21.5]

A written request for personal leave must be submitted and approved by the requesting employee's immediate supervisor at least 24 hours in advance of taking the leave. Such days will be deducted from the employee's accumulated medical leave.

Thirty-six-week Classified Employees Personal Leave

Three days or 24 hours per year for 36-week employees may be used as personal leave, charged against medical leave accumulation. An employee who has completed at least 10 full consecutive years of service may use one additional day per fiscal year for personal reasons; such day will be deducted from accrued medical leave.

**C.21.5 Professional Development Leaves – Administrative /  
Professional Employees** (R 3/98)

[BP C 21.10]

a. Short-term Leaves

Short-term leaves may be granted for professional growth and development activities such as professional conferences, institutes, workshops, short courses, training programs, institutional studies/investigations, external work exchanges and seminars which extend longer than one week but not more than six weeks.

Leaves will be granted only for an appropriate purpose when the interests of the College will be served and when approved by the chancellor, or his/her designee.

General Procedures for Short-term Leaves

- Short-term leaves at full pay for up to six weeks may be granted to eligible administrative/professional employees who are regular full-time employees of the College and who have completed at least two years of service.
- Eligible applicants will normally submit a separate detailed written proposal for each leave requested, normally at least 45 days in advance (60 days in advance if submittal of registration fees, motel reservations, etc., are required).
- Employees on short-term development leave will be considered the same as employees on regular assignment for purposes of placement on the salary schedule for administrative/professional employees and for accrual and maintenance of eligibility of all applicable conditions of employment and fringe benefits.

Application, Review and Approval of Short-term Leaves

- Each application will completely describe the professional activity, including the following information:
  - Title of project or activity
  - Location
  - Start and end dates
  - Registration fees, and such other costs for which reimbursement is being requested.
- The leave application will describe the expected benefits to the College and to the applicant.
- The application will be submitted to the immediate supervisor, who will forward it through normal management channels to the College officer with

- recommendations by the intermediate supervisor.
- The appropriate College officer will approve or disapprove the request, in whole or in part, and with such stipulations or modifications as said officer may deem proper, after consultation with the chancellor.
  - Approval or disapproval of such leaves is at the complete discretion of the College, and denial of such leaves is not subject to the grievance procedure.

Short-term Leave Report

- A report and an abstract summarizing the results of the professional development activity will be presented to the employee's immediate supervisor within 30 days after return from the leave.
- The activity report, together with evaluative comments, will be routed through normal management channels to the applicable College officer for review/evaluation and transmittal to the Chancellor's office.
- The chancellor will provide the Board of Trustees with an annual summary report concerning short-term professional development leave results.

b. Long-term Leaves

Long-term leaves may be granted for such professional growth and development activities which extend beyond six weeks duration.

Stipulations

- The eligibility requirement for six years of service is interpreted as contracted service and includes periods of medical leave or personal leave not in excess of three months. It does not include periods between formal termination and re-employment but may include years before a termination and subsequent to a re-employment.

After the first long-term leave, another long-term leave will not be granted until the recipient has completed six additional years of service beyond the fiscal year in which the long-term leave was taken.

- Those employees who have been recipients of short-term leaves are not eligible for any type of leave until at least one year from the date of return from the short-term leave. Administrative/professional employees who have been awarded a long-term leave of any time period normally will not be eligible to apply for a short-term leave until at least one year from the date of return from the long-term leave.

General Procedures for Long-term Leaves

- An invitation to apply will be announced on an annual basis. Institutional priorities may be included with this announcement.
- Approved requests from the campuses or Cosand Center will be submitted by the vice chancellors to the chancellor for final review and approval on or about December 30th of each year. Normally, recommended leaves will be submitted to the Board of Trustees for consideration and action during its regularly scheduled meeting in February.
- Each request will stand on its own merit and the number of leaves for the College will not be allocated on a location basis.
- Employees on long-term leave will be allowed to continue their present group insurance coverage when permitted by the insurance carrier, under the same conditions as though they were not on long-term leave.
- Medical leave days will accrue under the same conditions as though employees were in residence.
- A long-term leave will be considered the same as a regular assignment for placement on the salary schedule.
- Normal contributions to the Public School Retirement System (PSRS) will be continued for the employee who is on leave for up to six months at full pay. An employee on long-term leave exceeding six months may elect not to make PSRS of Missouri contributions. Before this election is made, he/she should carefully review his/her personal situation and fully understand any loss of benefits that might occur as a result of this election.

Generally, the state retirement system does not apply during a leave of absence except where compensation is paid during the leave. However, special consideration may be requested from the Public School Retirement System by an employee on an unpaid leave of absence to continue participation in the PSRS with corresponding contributions being made by the College.

Application, Review and Approval of Long-term Leaves

- Each application will contain the following information:
  - A complete description of the proposed long-term leave activity, including:
    - Title of project
    - Location
    - Start and end dates
    - Anticipated compensation beyond College contractual obligation.

- A statement of how the leave will benefit the College and the applicant.
  - An application will be submitted to the immediate supervisor who will forward it through normal management channels to the applicable College officer with evaluative comments by supervisors.
  - The College officer may recommend to the chancellor approval or disapproval of the request, in whole or in part and with such modifications as such officer may deem necessary.
  - The chancellor may make appropriate recommendations to the Board.
  - Approval or disapproval of such leaves is at the complete discretion of the College, and denial of such leaves is not subject to the grievance procedure.
  - A calendar to be published annually will include institutional priorities and the deadline dates for submission of applications and the review process.
- Normally, the chancellor's recommendations will be submitted to the Board of Trustees at the March meeting.

Long-term Leave Report

- A full and complete report of the long-term leave, including an abstract written to the activities and objectives outlined in the application, will be presented to the appropriate College administrator 30 days after return to regular assignment.
- The long-term leave report will be evaluated by the immediate supervisor who will forward it through normal management channels to the applicable College officer with evaluative comments by intermediate supervisors.
- The College officer, after review of the report, abstract, critique and recommendations, will forward one copy of all materials to the chancellor. An abstract of each report will be routed to all administrative/professional employees. A record copy of the complete report will be maintained for review by interested employees.
- The chancellor will provide the Board of Trustees with an annual summary report concerning the results of long-term leave activities.

**C.22 Unpaid Leaves <sup>(R 3/98)</sup>**

[BP C 22.1 - C 22.3]

Short-term unpaid leaves are leaves of absence for periods of less than two consecutive weeks. They can be recommended by an appropriate administrator and granted by an officer of the College.



**C.22.1 Unpaid Leaves of Absence - Certificated Employees** <sup>(R 3/98)</sup>

[BP C 22.1 - C 22.3]

At the beginning of each academic year, a determination will be made as to the number of weeks certificated employees are expected to be on duty. When a certificated employee goes on an unpaid leave of absence, the number of weeks in the leave will be determined and will be subtracted from the total of such weeks to determine the fractional part of the annual salary due the certificated employee.

A full-time employee on an unpaid leave, whether partial or full leave, may continue to carry group insurance coverage by paying the full premium for the period of the leave.

**C.22.2 Unpaid Leaves of Absence - Classified Employees** <sup>(R 06/16)</sup>

[BP C 22.1 - C 22.3]

a. Notification of Leave

Supervisors will report any medical absence exceeding 3 consecutive days to human resources via a leave of absence notice, indicating the last day worked and the period of time during which the employee is requesting a leave of absence without pay.

b. Employee Benefits During Unpaid Leaves of Absence

An employee may continue group insurance plans for which eligible for a period up to one year by paying the full cost subject to the provisions of the plan. The employee must make arrangements with the College's Insurance office for making such payments in advance of the date premiums are due. All other employee benefits, such as medical leave, vacation leave, maintenance fee waiver and holidays, will not accrue to the employee during a leave of absence without pay.

A full-time employee on unpaid leave, whether partial or full leave, may continue to carry group insurance coverage by paying the full premium for the period of the leave. Only full-time employees are covered under the Non-certificated Employees Retirement Plan.

c. Reinstatement on Termination of Leave

At the termination of a leave, the employee immediately will be offered a position of status equal to the one held at the commencement of the leave. The responsibility of offering such a position will be that of the Cosand Center or the campus where the person was employed before the leave. Each campus and the Cosand Center will establish its own procedures for such reemployment.

d. Salary on Returning from Leave

Classified personnel who return from an approved leave of absence will return to the College at the same classified range and step, rather than at the same dollar amount that they were receiving when they went on leave of absence.

**C.23 Lump-sum Payment of Vacation Upon Termination of Employment** <sup>(R 3/98)</sup>

- a. Full-time Probationary and Non-probationary Employees *(Excluding 36-Week Administrative/Professional Employees and Probationary Office and Technical and Physical Plant Employees)*

When an employee leaves the College's employment, his/her annually allocated personal leave and/or accrued vacation days may not be used to extend his/her termination date. Except under extenuating circumstances, the last day worked is the date of termination, and the dollar value of any unused vacation due, in accordance with applicable Board policies/administrative procedures and/or bargaining agreement provisions, will be paid the employee in a lump-sum payment in his/her final paycheck.

- b. Full-time Temporary Externally-funded Employees

Externally-funded employees, upon termination of employment with the College, will not be eligible to receive a lump-sum payment for any unused accumulated vacation unless vacation costs are included in the project grant. Accumulated vacation days must be used before the date of separation.

**C.24 Termination of Benefit Contribution** <sup>(3/98)</sup>

Upon separation from employment with the College, the College will cease to make contributions on behalf of the employee for all benefits, including insurance coverage, i.e., medical, dental, life, etc., unless otherwise authorized under provisions of Board policies/administrative procedures or state and federal laws.

**C.25 Educational Benefits for Employees and Employees' Families**  
<sup>(R 06/16)</sup>

[BP C 23]

Educational benefits are limited to maintenance fees. All other educational costs are the responsibility of the enrollee.

**Current Benefit-Eligible Full-Time Employees and Retired Full-Time Employees With 10 or More Years of Service:** All current and retired full-time employees of the College and certain immediate family members may attend credit and non-credit courses

offered by the College without payment of maintenance fees. This benefit is also available to the surviving spouse of a deceased full-time employee.

**Part-Time Continuing Employees and Adjunct Credit Faculty:** All part-time employees of the College (except short-term substitutes, continuing education teachers of non-credit courses, student employees and College work study employees) who have an active work assignment in Banner for a spring, summer or fall term will be entitled to participate in the maintenance fee waiver program for that term. The maintenance fee waivers may be used by any combination of oneself, one's spouse or one's dependent children.

**Family Members Defined:** Immediate family members will include the spouse and any dependent children. For purposes of a dependent child, the current Internal Revenue Code tests for dependency apply and must be met. For purposes of a retired employee and a deceased full-time employee's surviving spouse, such employee must have served with the College for at least 10 years. For eligible employees/dependents who are receiving scholarship funds, grant or veterans' educational benefits, the College waiver would be applied only to the unpaid balance not covered by these sources.

**Continuing Education Faculty:** Continuing education teachers of non-credit courses who are employed during a semester or summer session may enroll in that session for up to four credit hours, with a waiver of maintenance fees.

**Temporary Employees:** Part-time temporary employees who work more than 60 hours in a semester may enroll in that session for up to four credit hours with a waiver of maintenance fees. The waiver cannot be applied until 60 hours have been worked.

**Benefit Administration:** The College will administer the maintenance fee waiver form as a controlled numbered document available only from the Human Resources department and the campus Business offices. Employees will certify on the maintenance fee waiver forms: (a) that dependent(s) using the waiver will be claimed as dependent(s) for federal income tax purposes and (b) if it is later determined that is not the case, the employee will agree to reimburse the College and be subject to disciplinary action.

The Business office and the Human Resources department are responsible for certifying on the maintenance fee waiver form whether the employee is full-time, part-time or temporary. The Human Resources department is responsible for monitoring any abuses in the maintenance fee waiver program.

All individuals applying for waiver of fees will be subject to the same rules, regulations and entrance requirements governing regular students admitted to the College.

**C.26 Retirement System** (R 4/03)

[BP C 24.1 - C 24.3]

**Full-time Certificated Employees**

Full-time certificated employees are required to participate in the Public School Retirement System (PSRS) of Missouri during the regular contractual year. They are also required to participate in PSRS for summer sessions, intersession, overload and extended time. Non-certificated classified employees who become certificated or move to a certificated position may elect to either remain in the Non-certificated Employee Retirement Plan (NCERP) or to participate in the Public School Retirement System of Missouri (PSRS).

**Full-time Non-certificated Classified Employees**

All full-time non-certificated classified employees of the College will participate in the Non-certificated Employee Retirement Plan following the completion of 13 full bi-weekly payroll periods of employment.

**Thirty-six-week Non-certificated Classified Employees**

Thirty-six-week non-certificated classified employees will become members of the Non-certificated Employee Retirement Plan; however, those 36-week classified employees who already have membership in the Public School Retirement System of Missouri will continue in that plan.

**C.27 Group Insurance** (R 3/98)

[BP C 27]

**C.27.1 Active Employees** (R 4/03)

[BP C 27]

**Enrollment** - Full-time employees are eligible to enroll in any of the College's group insurance plans within the first 31 calendar days following the initial date of Board-approved full-time employment or during annual election periods. The employee's effective date of coverage will be governed by the terms of each insurance plan in which the employee enrolls. New employees will be provided with applications and plan descriptions on the first day of work. Completed enrollment applications must be submitted directly to the Human Resources department by the employee within the required application time period.

An employee's premium payments will be made through payroll deduction and in accordance with the College's Internal Revenue Code, section 125, Salary Reduction Program. Salaried employee deductions will be made on a monthly basis; hourly employee deductions will be made twice each month with one-half of the monthly premium deducted each time.

**C.27.2 Employees on Leave of Absence** <sup>(R 4/03)</sup>

[BP C 27]

During any period of a paid leave of absence, including sabbaticals, an employee's insurance coverage will automatically continue in effect, and premium payments due for such coverages will be collected through payroll deductions.

Employees on an approved unpaid leave of absence may elect continuation in any insurance plan in which the employee is enrolled; however, continued coverage in the long-term disability plan is limited to three months. An employee must pay the full monthly premium costs, including that portion of the premium normally paid by the College for any plan(s) elected for continuation. Employees should elect continued coverage before the beginning of the unpaid leave of absence when possible. In any case continued coverage must be elected no later than 10 calendar days after the unpaid leave of absence period begins. If a timely continuation election is not made, plan coverage(s) will terminate at the end of the month in which the unpaid leave of absence begins.

If an employee does not elect continued coverage in a plan(s) during an unpaid leave of absence, the employee must request reinstatement of coverage for such plan(s) within 31 days following return to work from the leave of absence. Upon return to work and a request for reinstatement, evidence of insurability from the employee may be required for certain plans depending upon the duration of the unpaid leave of absence.

The College will resume cost-sharing of insurance premiums at the point when the reason for an employee's unpaid leave of absence no longer exists. In the case of a leave of absence due to an on-the-job injury or work-related illness covered by Workers' Compensation, the College will continue to cost-share insurance premiums with the employee.

**C.27.3 Terminated Employees** <sup>(R 3/98)</sup>

[BP C 27]

Effective Dates - All insurance coverages automatically terminate on the last day of the month in which an employee's full-time employment terminates.

Continuation Privileges - Health insurance coverage which includes medical, dental and vision coverages may be continued in accordance with various federal and state statutes, Public School Retirement System of Missouri regulations and College policies.

A full-time employee whose employment terminates due to disability, following at least 10 years of full-time employment, and at the time of termination is receiving long-term disability benefits may continue to participate in the College's medical plan only until the earlier of (1) attainment of age 70 or (2) long term disability benefits cease.

Premium Payments - The former employee must pay the full premium costs, including any applicable administrative costs, for continued medical coverage in accordance with any applicable statutory or regulatory requirements or College policy or procedure.

Insurance contracts will at all times govern with regard to insurance benefits.

**C.28 Workers' Compensation** <sup>(R 06/16)</sup>

[BP C 27]

An employee drawing Workers' Compensation income benefits may exercise either of the following options:

- The employee's normal College payroll check may be adjusted so that the total of the Workers' Compensation benefits and the payroll check will be equal to the employee's normal pay. This will continue until all medical leave and vacation days accrued to the employee have been used.
- The employee may take an unpaid leave of absence and not use accrued medical leave or vacation days.

Workers' Compensation income checks are prepared by the College's third party administrator and mailed to the Human Resources department for the signature of the associate vice chancellor of human resources or the controller. The checks are then mailed to the employee by the Human Resources department. The employee's supplemental vacation or medical leave checks (if applicable) are processed by the

College Payroll department.

**C.28.1 Transitional Work Program** <sup>(6/03)</sup>

[BP C 27.1]

When an employee's work-related injury also meets the criteria for a "serious health condition" under the Family and Medical Leave Act (FMLA), the employee may be placed on FMLA leave under Board Policy C.21.6, to run concurrently with a worker's compensation absence. In appropriate circumstances, an employee may be able to return to work in his/her regular position or an equivalent position, using available FMLA leave on a reduced leave schedule or an intermittent leave basis.

When an employee with a worker's compensation injury is unable to return to his/her usual position but has been certified by an authorized medical provider as capable of returning to a transitional duty assignment, but declines such an assignment when it is offered, the employee may remain on FMLA leave, but may lose worker's compensation payments. In addition, an employee not on FMLA leave who has been certified by an authorized medical provider as capable of performing an available transitional duty assignment but elects not to participate may be subject to disciplinary action, up to and including termination of employment.

In accordance with Board Policy 27.1, for a work-related injury, the employee's supervisor or other appropriate department representative, in conjunction with the Human Resources department, shall consider and attempt to provide a transitional duty assignment for an injured employee whenever practicable. An effort will be made to retain as many of the normal functions of the position to which the employee is assigned as possible, while allowing the employee to work within the restrictions identified by the authorized medical provider.

Determinations as to whether it is appropriate and practicable to offer a transitional duty assignment must be addressed on a case-by-case basis. Such factors as the employee's physical restrictions and limitations, work availability and demands, flexibility in scheduling and other interests of the College will be considered when reviewing the possibility of a temporary transitional duty assignment.

**C.29 Moving Expenses** <sup>(R 1/01)</sup>

[BP C 30]

Payment for moving expenses will not be an entitlement; in all cases, it will be an option to be agreed upon between the Board of Trustees and the new employee.

- The Human Resources department should provide the new employee with a copy of the agreement which specifies the terms of the approved moving expenses.

- Included in the terms of the agreement should be the following:
  - the dollar limit of the approved moving expenses,
  - the types of approved expenses,
  - whether expenses of family members are covered, and
  - clarification of any special conditions or limitations.
- The Human Resources department should also provide the new employee with a copy of the IRS publication regarding moving expenses so that the new employee understands that the payments may be considered taxable income and subject to payroll withholdings.
- The Human Resources department will send a copy of the agreement to the payroll supervisor so that the Payroll department is made aware of potential payroll transactions.
- The Human Resources department will ask the General Accounting department to prepare a requisition for the moving of household goods. The requisition will be charged to the new employee's organization code and account code 6225.
- The Human Resources department will ensure that arrangements for moving of household goods will be coordinated through the College's Purchasing department in compliance with applicable Board policies/administrative procedures.
- The new employee will prepare a *Non-local Expense Report* for the reimbursement of any other moving expenses. The employee will send the completed *Non-Local Expense Report* to the Associate Vice Chancellor, Human Resources for approval.
- The Human Resources department forwards the *Non-local Expense Report* to the Payroll department for processing. The Payroll department will withhold, if necessary, payroll-related taxes per the current IRS regulations.
- The Payroll department will follow the current IRS regulations to report moving expenses after the end of the calendar year as a part of the W-2 process.

**C.30 Reporting Fraud, Abuse or Misuse of the College's Resources or Assets** (N 3/11)

[BP C.10]

The college provides channels through which concerns regarding fraud, abuse or misuse of the college's resources or assets can be voiced. It is important to address concerns at the lowest possible level. Employees are encouraged to report concerns to their immediate supervisor. If the employee feels it is inappropriate or they are uncomfortable with reporting their concerns to their immediate supervisor, the employee should raise the issue with their manager, department chair, dean, or director. An employee who is unsure to whom they should voice their concern should contact the director of the human resources department.



**DIVISION C  
ALL COLLEGE EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

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When you contact any one of the above, you can expect that:

- you will be treated with dignity and respect
- your communication will be protected to the greatest extent possible
- your concerns will be seriously addressed

All reports involving a violation are treated seriously and will be fully investigated to determine the facts and resolution appropriate under the circumstances.

Examples of fraud, abuse or misuse of assets include, but are not limited to:

1. Forgery or unauthorized alteration of documents or computer records;
2. Falsification or misrepresentation of reports internally to management or externally to regulatory agencies;
3. Falsification or misrepresentation of time sheets, travel claims for reimbursement or other expense reimbursement claims;
4. Authorizing or receiving compensation for time not worked;
5. Misappropriation of funds, supplies or other assets;
6. Engaging in unauthorized activity that results in a real or apparent conflict of interest;
7. Unauthorized use or disclosure of confidential, proprietary, or protected information to unauthorized individuals;
8. Removal of St. Louis Community College property, records or other assets from the premises without supervisory approval;
9. Unauthorized use or destruction of college property, records or college assets, and
10. Taking information and using it or providing information to others that would lead to identity theft.

**D FACULTY**

**D.1 Initial Salary Placement for Full-time Faculty**

[BP D 1]

In an effort to maximize internal equity and ensure salary rates which are fair and competitive, the initial salary step placement recommendation for full-time faculty will be based on rank assignment and years of related work experience.

A 1.5 percent salary increase above the minimum salary for the rank will be recommended for each year of related experience which exceeds the minimum required for the rank up to a maximum of 10 percent. In all cases, salary placement will be on a step in the appropriate rank which is closest to, but does not exceed, the percentage credit given for work experience above the minimum required.

This procedure will be followed in all cases except in instances where prevailing market conditions clearly indicate an undersupply of qualified human resources in the relevant field.

**D.2 Faculty Promotion in Academic Rank** (R 06/16)

- a. Certification of Eligibility for Consideration for Promotion in Academic Rank  
*Joint Resolution*, Article XX, states that a full-time faculty member may be considered for promotion if he/she meets the minimum qualifications for the next higher academic rank and if he/she has served or will have served at least three years in his/her current academic rank. These minimum academic and/or experiential qualifications are listed for each academic rank in three categories in the *Joint Resolution*, Article XIII. Minimum academic and/or experiential qualifications for Specialized Career Fields may be used only where faculty responsibilities are in clearly recognized programs aimed at immediate job entry at the technical or paraprofessional level.

Faculty Application

All full-time faculty who intend to apply for promotion in rank must submit by October 1 a statement indicating their eligibility for consideration for promotion, based upon the specific categories of minimum qualifications for the next higher academic rank. If an individual faculty member does not meet a specific minimum requirement, but plans to seek a waiver (as is provided for in the *Joint Resolution*, the reasons for request of a waiver should be included).

The statements submitted by faculty members will be reviewed and transmitted by the department chair (where applicable) and verified by the appropriate dean or director before transmittal to the campus chief academic officer.

#### Campus Chief Academic Officer Certification

Certification of eligibility or approval of waiver will be made by each campus chief academic officer by November 1 and is required before a faculty member may submit an application for promotion to the Division Promotion Committee.

#### Waiver Requests

These definitions and guidelines will be used in consideration of waiver requests:

- Years in Rank  
Years in rank will be interpreted to mean the years of full-time experience in a particular rank in the College, including the current year.
  
- Years of Experience
  1. College teaching experience includes experience from St. Louis Community College and other colleges on a one-for-one basis; other teaching experience on a one-for-three basis except for initial placement of teacher education faculty for which other teaching experience will be counted on a one-for-two basis;\* part-time teaching equivalency on a one-for-thirty credit hour basis. Not more than one year of college teaching experience may be credited for any 12-month period. Up to one-half of the teaching experience requirement may be fulfilled by related experience on a one-for-three basis.  
\* Full-time high school teaching before employment by the College will be converted on a one-for-two basis for faculty members who were employed on a full-time basis before April 13, 1976.
  2. Related experience (business, industry, etc.): Up to one-half of this requirement may be fulfilled by college teaching experience on a one-for-one basis. All related experience must be earned before May 15 of the year in which the faculty member applies for promotion.
  3. Graduate Hours/Degrees: Substitutions are not permitted beyond the in-service provisions allowed in the *Joint Resolution*.

b. Criteria for Promotion (Explanation)

The following criteria will be used by the various committees in evaluating the relative merit of faculty who are certified as eligible applicants for promotion in academic rank:

1. Teaching, Instructional Resources, and/or Counseling Effectiveness

This item is the most central and important of the five criteria. Two components will be used to evaluate teaching, instructional resources and/or counseling effectiveness:

- a. Actual classroom, instructional resources, and/or counseling performance will be considered the primary indicator of this criterion.
- b. Other indicators include:
  - course/curriculum/instructional material development and/or services;
  - development and/or improvement of instructional resources and student services programs and materials;
  - professional assistance to students and employees beyond normal performance of duties;
  - positive and constructive working relationships with others;
  - attendance, punctuality, and reliability.

2. Professional Growth and Development

Each faculty member should show reasonable success in keeping up with new developments in the field. Indicators of professional growth and development might include enrollment in professional course work; participation in and contributions to seminars, workshops, and conferences related to the subject area; independent readings in books and journals; publication of critiques, reviews, articles, or books; active participation in professional organizations; and consultation.

3. Contributions to Department and Division Activities

Contributing to the department or division includes more than just membership. It involves constructive participation in all aspects of department/division activity. While the list below is not all inclusive, it does illustrate the kind of indicators in assessing contributions to the department or division:

- working on departmental or division committees;
- developing programs and activities which benefit the department or division;
- accepting teaching schedules that adequately cover departmental or divisional needs;
- responding to departmental or divisional inquiries and requests fully and promptly;
- attending to administrative, record-keeping, and reporting responsibilities;
- advising other faculty members on work-related problems.

4. Contributions to Campus and Collegewide Activities

Contributing to campus/collegewide activities also includes more than mere membership. It involves active participation and involvement in various campus/collegewide operations. Indicators of campus/collegewide contributions include but are not limited to:

- support and sponsorship of the operation of a student club or activity;
- participation in regional and national professional organizations and conferences as a representative of the campus/College;
- participation on campus/collegewide councils and committees;

5. Contributions to the Community

An important criterion in the promotion process is the contributions a faculty member makes to the community. The primary indicator is participation and leadership in community activities.

Criterion Weighting

For purposes of evaluation, the five criteria will be weighted as follows:

Teaching, Instructional Resources and/or Counseling Effectiveness*	60%
Professional Growth and Development	15%
Contributions to Dept/Div Activities*	10%
Contributions to Campuses/Collegewide Activities	10%
Contributions to Community	<u>5%</u>
TOTAL	100%

\*Department Chairpersons or Equivalents - Performance of duties and responsibilities as department chairpersons should not be included as part of the faculty promotion process. Evidence in support of criterion (1) should apply only to that proportion of duties associated with teaching instructional resources or counseling activities. Evidence in support of criterion (3) should include contributions to the department/division other than those normally associated with department chairperson responsibility. Recognition of administrative performance will be included in the promotional evaluations and recommendations of the deans or appropriate administrator.

c. Promotion Committees

Two kinds of promotion committees will be established for the purpose of considering the relative merit of the certified applicants for promotion to the rank of associate professor and professor. Applicants for promotion to assistant professor will be considered through normal administrative channels only. Applicants for promotion to associate professor and professor will be reviewed by the appropriate divisional committee and by appropriate administrative staff. In addition, applicants for promotion to professor will be reviewed by the Campus Promotion Committee.

- Division Promotion Committee

Each Division Promotion Committee will consist of not fewer than three nor more than five full-time elected faculty members on continuing status to be elected by the full-time divisional faculty for one-year terms. The appropriate dean or director will convene the first meeting of the committee at which time a chairperson will be selected from the committee.

To the extent possible, the committee should be representative of the various disciplines, and every reasonable effort should be made to ensure diverse representation. If necessary, each campus chief academic officer may add one or two members to any division committee in order to accomplish this purpose. These committees will be constituted by the end of the fourth week of classes each fall semester.

Function of Division Committees

The charge to each of the Division Promotion Committees is to review the applications to the rank of associate professor and professor.

After whatever study, review and discussion the committee deems necessary and appropriate, each member of the committee is to complete a confidential evaluation for each applicant. The committee will then develop a composite evaluation summary for each applicant based upon these confidential forms, including a list of the applicant's most significant strengths and weaknesses. Upon the completion of this task, the applications, the confidential evaluation forms, the composite evaluation summaries, and the strengths and weaknesses will be forwarded to the appropriate dean or director. Copies of the strengths and weaknesses of applicants for rank of professor will also be forwarded to the Campus Promotion Committee.

- Campus Promotion Committee

The Campus Promotion Committee for Florissant Valley, Forest Park and Meramec will consist of the campus chief academic officer, who will serve as non-voting chairperson; two other administrators appointed by the campus chief academic officer; one full-time faculty member on continuing status to be elected by the full-time faculty of each division, and one NEA representative. The Campus Promotion Committee for Wildwood will consist of the campus chief academic officer, who will serve as non-voting chairperson, three full-time continuing professors, and one NEA representative. If there are not three professors available, one may be chosen from another campus. The term of office of the committee members will be one year.

Every reasonable effort should be made to ensure diverse representation. If necessary, the campus chief academic officer may add one or two members to the committee in order to accomplish this purpose.

The Campus Promotion Committee will be constituted prior to the end of November of each academic year.

Function of Campus Committee

The charge to the Campus Promotion Committee is to review the applications for promotion and the listing of strengths and weaknesses of candidates for the rank of professor. After whatever study, review and discussion the committee deems necessary and appropriate, each member is to evaluate each applicant on the five criteria.

The campus committee will prepare an evaluation of each applicant for promotion to the rank of professor. The evaluation summaries for professors will be arranged in order of total promotion points with strengths and weaknesses attached and forwarded to the respective deans or administrator.

d. Application by Faculty Member

Each faculty member who is eligible for consideration for promotion must submit an application for promotion to the appropriate dean or director. This application must include a narrative limited to eight single-spaced, typewritten pages which should identify prominent examples and illustrations of the individual's accomplishments in the five criterion areas for the years in current rank.

Faculty members will be responsible for ensuring that the application for promotion includes, as attachments, all evaluation forms, including self-evaluations, student evaluation summaries, peer evaluations, and supervisory/administrative evaluations. Faculty members may also attach such other documents that may have a bearing on the consideration of their promotion.

Applicants for promotion may not add or delete information or exhibits in the application for promotion after the application deadline.

Each campus will retain the packet of information listed below as part of each faculty personnel file:

1. certification of eligibility forms, including effective date in current rank,
2. all administrative letters of recommendation (all ranks) (department chair and

- appropriate administrator required),
3. division committee evaluation summary signed by the chair (associate professor),
  4. campus or College committee evaluation summary signed by the chair (professor),  
and
  5. faculty narrative (associate and professor).

This packet is required for chancellor review and recommendation. Items 1-4 are retained in the faculty personnel file in Human Resources.

All other application materials will be returned to the faculty members by September 1 of the subsequent academic year.



**DIVISION D – FACULTY****ADMINISTRATIVE PROCEDURES**e. Administrative Review

<b>RESPONSIBLE PERSON</b>	<b>ACTION TAKEN</b>
Department chair	Prepare letter of recommendation.
Dean/Campus Chief Student Affairs Officer	<ol style="list-style-type: none"> <li>1. Furnish each applicant with division or appointed committee composite evaluation summary.</li> <li>2. Forward applications for promotion to rank of professor to the campus committee unless applicant elects to withdraw it within five days.</li> </ol>
Dean/Campus Chief Student Affairs Officer	<ol style="list-style-type: none"> <li>1. Review the committees' evaluations and prepare recommendations for each applicant with strengths and weaknesses.</li> <li>2. Compile packet of certificate eligibility forms, letters from department chairs, evaluation summaries from division and campus committees.</li> <li>3. Write recommendation with strengths and weaknesses.</li> <li>4. Forward packet to campus chief academic officer.</li> </ol>
Campus Chief Academic Officer	<ol style="list-style-type: none"> <li>1. Review applicant submissions, reports of the division and campus committees and the recommendations of the deans.</li> <li>2. Submit a letter for each candidate with the packet (d pages D6-D7) to the chancellor with a cover memorandum containing the campus chief academic officer's recommendation for the campus, including a summary of recommendations for promotion rank, the name, current rank, effective date and department.</li> </ol>
Chancellor	<ol style="list-style-type: none"> <li>1. Review packet for each applicant.</li> <li>2. Consult with the campus chief academic officer.</li> <li>3. Submit final recommendations to the Board of Trustees before the regular monthly meeting in May.</li> <li>4. Forward to each applicant the composite evaluation summary of the campus committee and the administrative recommendations.</li> </ol>
Board of Trustees	Consider applicants recommended by the chancellor and make decision with respect to promotion in academic rank.

f. Promotion Time Schedule

DATE	ACTION
1 <sup>st</sup> week in October	Eligibility applications are due.
1 <sup>st</sup> week in November	Campus chief academic officer will complete certification of eligibility.
2 <sup>nd</sup> week in January	All applications for promotion must be submitted to the appropriate dean/campus chief academic officer.
3 <sup>rd</sup> week in January	Division Promotion Committee begins evaluations.
1 <sup>st</sup> week in February	Division Promotion Committee completes evaluations.
2 <sup>nd</sup> week in February	Applicants are furnished with Division Promotion Committee evaluation summary.
3 <sup>rd</sup> week in February	Last date for applicants to voluntarily withdraw from the promotion process. Campus committee begins evaluations of candidates for promotion to rank of full professor.
3 <sup>rd</sup> week in March	Campus committee completes evaluations.
2 <sup>nd</sup> week in April	Dean/campus chief academic officer completes evaluations.
3 <sup>rd</sup> week in April	Campus chief academic officers make recommendations to chancellor.
1 <sup>st</sup> week in May	Applicants and Promotion Committee chairpersons are notified of recommendations to be forwarded to the Board of Trustees and are furnished with campus committee evaluation summary.
May Board Meeting	Decision by Board of Trustees.

**D.3 Salary and Negotiated Fee Payments for Continuing Education Instructors** <sup>(R 3/98)</sup>

[BP D 3.6]

All persons employed to teach non-credit Continuing Education courses will be paid according to the non-credit salary schedule for Continuing Education. Those part-time instructors who teach credit courses will be placed appropriately on the part-time faculty salary schedule for standard credit hour courses.

Those persons from the community engaged to participate in a special Continuing Education non-credit conference or short course program where the normal salary schedules are not appropriate may be paid on a negotiated fee basis. In each instance, the fee must be reasonable, comparable to the going rate for similar services and must be covered by a contract or letter of agreement.

**D.4 Payment of Faculty** (R 06/16)

Faculty members on an academic year contract may choose to be paid in either 10 or 12 equal monthly payments. This choice is to be made at the time the contract is signed.

- Payments will be made in accordance with a time schedule published at the beginning of the academic year.
- Changes in the choice made on the contract by faculty members will be made only where there are extenuating circumstances or termination of employment with the College. On termination of employment, the employee on a 12-pay basis may request the payments due at the end of the contract date be made on the termination date of the contract.
  - The request for these exceptions should be sent in writing to the campus chief academic officer or campus chief student affairs officer (counseling) stating the reasons for the request.
  - The request, if approved by the campus chief academic officer or campus chief student affairs officer (counseling), will be transmitted to the campus Business office which will send it to the Payroll department for implementation.
- Payroll checks will be distributed in accordance with the published time schedule.

**D.5 Faculty Pay Schedule - Summer Session** (R 3/98)

A faculty member who is teaching during the summer session will be paid according to his/her employment status, i.e., part-time or continuing faculty.

A faculty member under initial contract who teaches in the summer session preceding his/her first contract year will be paid at the appropriate part-time rate.

**D.6 Department Chairpersons and Program/Curriculum Coordinators or Directors** (R 5/09)**D.6.1 Campus Organization – Departments** (R 06/16)

Each campus may designate chairpersons for faculty departments with the goal of achieving relative equity of duties and responsibilities while recognizing that the position of department chairperson varies greatly. These duties and responsibilities

may depend in varying degrees upon:

- Number of faculty members to be hired and evaluated
  - by providing recommendations regarding the hiring, scheduling, and evaluation of all full-time faculty;
  - by providing recommendations for hiring, scheduling and evaluating many of part-time faculty members.
- Utilization of the department chairperson as a primary source of faculty input for
  - helping to revise or improve policy or procedures;
  - arriving at and communicating department consensus;
  - implementing new procedures.
- Dealing with faculty, student and, when appropriate, parent/guardian concerns caused by a comprehensive campus with diverse programs serving diverse students in an emerging consumer environment.
- Employees requiring supervision.
- Number of students served.
- Number of courses and course sections offered, including new courses or programs.
- Number of laboratories supervised and amount of equipment and supplies.
- Number of curriculums or programs managed.
- Number of student applicants who must be examined according to specific criteria for certain programs.
- Number of special situations existing in departments such as:
  - off-campus courses
  - team-taught courses
  - inter-divisional and inter-departmental offerings
  - intersessions, mini-sessions, Saturday courses, etc.
  - clerical sites
  - external auditing or accreditation agencies
  - advisory committees
  - cooperative education programs
  - practicum supervision
  - internship coordination.

#### **D.6.2 Department Chairpersons** <sup>(R 06/16)</sup>

A department chairperson normally is a faculty member who will be on continuing status. The dean recommends the appointment and leadership responsibilities for department chairpersons. Department chairpersons serve on a semester appointment. Changes may be made on the recommendation of the dean and approval of the campus chief academic officer or campus chief student affairs officer (counseling).

Department chairpersons are typically designated for specific subject matter areas or disciplines within a division. These responsibilities will include both day and evening programs throughout the academic year and additional periods as may be assigned and as related to the department chairperson's area of responsibility. Approved priorities within these responsibilities may vary from department to department and may shift during the academic year or from year to year.

### Educational Leadership

The department chairperson:

- Provides leadership in the department to ensure currency and relevance of programs.
- Assists the dean with orientation and in-service training for instructors.
- Assists the dean with staffing needs through consultation with appropriate faculty in the area by screening applications and interviewing candidates for part-time and full-time faculty positions and making recommendations to the dean.
- Coordinates review of curriculum in the area of responsibility
  - by organizing a systematic evaluation and review of curricula with colleagues formulating recommendations concerning curriculum;
  - reviewing and making recommendations for catalog revision and cooperating in the development of instructional and informational materials for the subject matter area of responsibility;
  - assisting in professional accreditation of programs where appropriate;
  - participating in articulation efforts for the area with two- and four-year institutions and with high school districts;
  - developing liaison with local industry and assessing community needs.
- Reviews full-time and part-time faculty performance within area of responsibility and prepares evaluation reports for submission to the faculty member and the dean.
- Coordinates departmental needs with Instructional Resources for varied instructional materials and services.
- Acts as a communication and coordination link to other instructional programs within the College, which relate to the specific area of subject matter responsibility.
- Facilitates communications between the dean and the departmental faculty.
- Assists in working with citizens' advisory committees in fulfilling and improving programs.

### General Administration

The department chairperson:

- Plans, develops and recommends course schedules during the fall, spring and

summer semesters to the dean and other administrators (where applicable) and recommends teaching assignments for all full-time and part-time faculty within the area of responsibility.

- Assists in the routine inventory of instructional equipment and orders supplies for the subject area.
- Assists the dean in the development and management of the budget for the area of responsibility.
- Assists the dean in the selection and supervision of classified employees and student assistants.
- Assists students in program adjustment during enrollment periods.
- May provide training and job placement assistance for students.
- May provide supervision of laboratories.
- Coordinates and reviews safety procedures, where appropriate, for compliance with OSHA regulations.
- Assists Physical Plant in equipment inventory.
- Directs student advisement activities of department faculty where appropriate.
- Coordinates textbook selection.
- Proposes, secures approval for, and applies program-specific policy and procedure for selective admission to and dismissal from career and technical programs, where appropriate.

#### Other Responsibilities

In addition to the responsibilities specified above, the department chairperson will accept such other appropriate duties as are assigned by the dean or delegated by policy and/or procedural revisions.

#### **D.6.3 Selection of Department Chairpersons** <sup>(R 06/16)\</sup>

- A vacancy in a department chair position which occurs as a result of resignation, termination or removal, or for other reasons will be announced by the campus chief academic officer/campus chief student affairs officer (counseling).
- The dean of the appropriate division will be responsible for encouraging the nomination, including self-nomination, of appropriate candidates for the position from within the campus. If no nominations or only one nomination is made, then candidates may be solicited from the other campuses. In the absence of at least one candidate acceptable to the dean and campus chief academic officer/campus chief student affairs officer (counseling), external candidates may be asked to apply.
- A committee composed of not more than six faculty members will be appointed by the dean. One of the members will be appointed chairperson.
- The committee will develop a proposed format and questions to be asked of all

candidates for consideration and approval by the dean.

- The dean will arrange for the committee to have a private interview with each candidate to discuss the responsibilities of the position.
- After the completion of the interviews, the individual faculty members on the committee will present written statements of their perceptions of each candidate's strengths and weaknesses to the dean.
- The dean may conduct such interviews as he/she may deem necessary, and may, at his/her discretion, meet with the committee to review the candidates under consideration.
- The dean will submit a report of the screening process and recommend one candidate to the campus chief academic officer/campus chief student affairs officer (counseling).
- The vice chancellor for academic affairs/vice chancellor for student affairs (counseling) after conferring with the dean and the chancellor, will submit a recommendation to the chancellor for ultimate action and appointment by the Board of Trustees.

#### **D.6.4 In-service Development** <sup>(R 3/98)</sup>

As circumstances permit, department chairs are encouraged to develop skills in:

- consistent evaluations
  - visitations
  - reliable and valid measures and language;
- budget development and control
  - personnel
  - operating
  - capital;
- schedule development and academic planning;
- educational leadership; and
- curriculum and assessment.

#### **D.6.5 Program Coordinator/Director** <sup>(R 06/16)</sup>

A program coordinator/director is a faculty member who assists the department chairperson and/or division dean in the coordinative and administrative responsibilities associated with a specific program or curriculum. Program coordinators/directors will only be named where called for in accreditation guidelines or with campus or collegewide initiatives. They will report directly to the dean for those matters prescribed in such guidelines. Program coordinators/directors will ordinarily be recommended for one-year appointments, although semester appointments may occur under specific circumstances.

### General Educational and Administrative Leadership

Coordinator duties may include assisting in those duties defined as general educational and administrative leadership, some of which may be shared between the coordinator of a program and the department chair for an area, except as noted above for program directors. Coordinators are encouraged to develop skills in:

- reviewing and evaluating the program/curriculum;
- developing and recommending program/curriculum course schedules and recommending employees;
- routine inventorying and ordering of instructional equipment and supplies for the program/curriculum;
- directing student advisement activities where appropriate;
- working with the program/curriculum advisory committee;
- coordinating review of safety procedures in relationship to the program/curriculum.

### Specific Responsibilities

Coordinator duties may include specific responsibilities in accordance with program/curriculum goals and objectives defined for a given year. Coordinators may be designated as responsible for:

- recruitment for the program/curriculum;
- proposal writing aimed at securing external funding;
- acting as liaison and communication link between faculty and/or designated employees in other areas of the College for purposes of program development;
- acting as liaison and communication link between community agencies/groups (having some relationship to the program/curriculum/and the College).
- proposing, securing approval for, and applying program-specific policy and procedures for selective admission to and dismissal from career and technical programs/curricula, where appropriate.
- assuring that all accreditation requirements are met and maintaining communication as necessary with the accrediting agency.

### Other Responsibilities

In addition to responsibilities specified above, program coordinators may accept such other appropriate duties as are assigned by the department chairperson in consultation with the division dean or delegated by policy and/or procedural revisions.

## **D.7 Faculty Responsibilities** (R 06/16)

Faculty are responsible for instruction; providing for, encouraging and facilitating student



learning; college service; and professional development.

Course Instruction

The faculty will provide instruction and appropriate learning experiences in accordance with the stated mission and philosophy of the College and in accordance with the established and approved course profiles. The faculty member should acquaint all students with the course requirements during the first week and provide each student with periodic evaluations of his/her progress. Each member of the faculty is required to post and maintain ten approved hours per week for student consultation, assist in registration, maintain necessary records and attend all scheduled faculty and committee meetings.

Course Profiles

The teaching faculty is responsible for preparing and maintaining up-to-date course profiles. Refer to district curriculum committee (DCC) guidelines provided on the DCC Blackboard site for all roles and responsibilities associated with the development of curriculum.

College Calendar

Members of the faculty will be on duty in accordance with the College Calendar as established by official action of the Board of Trustees.

Credentials

It is the responsibility of each faculty member to see that his/her personnel file is up to date and maintained in the Human Resources office. This office will handle all employment records for the College. Official evidence is required for advancement on the salary schedule or in rank.

College Service

Each member of the faculty is expected to participate in the committee work or special projects of the College. Committee assignments for the campus will be made by the campus chief academic officer or campus chief student affairs officer (counseling) and appointments for the College will be made by the chancellor.

**D.8 Faculty Teaching Loads** (R 3/13)

Most workload guidelines are in the *Joint Resolution*.

Music Formula

- Faculty members involved in presentation of musical programs may be granted two hours of released time per semester providing there are at least two programs per semester.
- For a major production such as an opera, three hours of released time per production may be granted.

Publications Formula (Newspaper, Yearbook, etc.)

- For sponsorship of the newspaper, faculty may be allowed released time each semester and extended time during the summer (the latter for two issues).

Drama Formula

- The director (stage, musical, technical) may be granted up to a total of three credit hours released time for each production.

Other Released Time

At the discretion of the campus chief academic officer or chief student affairs officer (counseling), a faculty member may receive released time up to a maximum of 50 percent for other special activities or projects, for example, other publications or curricular initiatives. The chancellor must approve released time assignments for special projects of more than 50 percent.

Formula for Maximum Assigned Time for Full-time Faculty to Coach

<u>Sport</u>	<u>Contact Hours Per Season</u>		
	<u>Men</u>	<u>Women</u>	<u>Combined</u>
Baseball	11	-	-
Basketball	16	16	-
Soccer	9	9	-
Softball	-	11	-
Volleyball	-	9	-

Recreational Supervision	One workload contact hour per 30 hours
Intramurals and Sports Club Activities	One workload contact hour per 30 hours

Certain assignments will not follow the procedures defined in previous sections, and the actual assignment will be determined by the campus chief academic officer or chief student affairs officer (counseling) upon advice from the appropriate members of the faculty and administrative staff.

Other Workload Guidelines

The following courses will be considered as approved composition/writing courses for workload computation purposes:

ENG:020	Developmental English
ENG:030	Introduction to College Writing
ENG:050	Academic English for Non-native Speakers
ENG:051	English Grammar
ENG:060	Academic English for Non-native Speakers II
ENG:061	English Grammar for Non-native Speakers II
ENG:070	Academic English for Non-native Speakers III
ENG:100	Career English
ENG:101	College Composition 1
ENG:102	College Composition 2
ENG:103	Report Writing
ENG:110	Creative Writing

- ENG:114 Writing Plays and Film Scripts
- ENG:224 Fiction Writing
- ENG:225 Poetry Writing
- ENG:229 Intermediate Writing Workshop
- ENG:233 Writing Creative Non-Fiction
- MCM:110 Journalism 1: Writing and Reporting
- MCM:112 Feature Writing

**D.9 On-site Evening/Weekend Supervision** (R 06/16)

The chief academic officer of each campus will designate administrators and/or professional employees to provide on-site evening/weekend supervision when classes are in session.

**D.10 Allocation of Faculty Administrative Time** (R 3/98)

Normally, department chairs and program coordinators will have no more than half their load assigned for administrative duties, equating to a maximum of 15 credit hours for the academic year not to exceed nine credit hours in any given semester. In areas with other than a normal 30 credit hour academic load, the assigned administrative hours will not exceed one-half of the normal teaching load.

**D.11 Extended Time Assignments - Department Chairs and/or Program Coordinators** (R 3/98)

Faculty members may serve as department chairs and/or program coordinators during the summer on extended time assignments.

**D.12 Faculty Projects - Research and Development** (R 3/98)

Faculty may receive released, overload or extended time assignments to conduct special projects. Forty hours of work is expected for each credit hour of released or extended time.

**D.13 Textbook Selection** (R 06/16)

RESPONSIBLE PERSON/DEPARTMENT	ACTION REQUIRED
Department Chair	<ul style="list-style-type: none"> <li>• Obtain textbook adoption form from the Bookstore.</li> <li>• Distribute textbook adoption forms to faculty.</li> </ul>
Department Chair	Based on Mo. Rev. Stat.170.132, inform faculty of the need to give preference to educational materials, including textbooks and collateral materials, which are available in either Braille format or electronic format at no greater cost than for regular materials.
Faculty	<ul style="list-style-type: none"> <li>• Ask vendors/publishers if they provide the textbooks</li> </ul>

	<p>and collateral materials in either Braille format or electronic format at no greater cost than for regular materials.</p> <ul style="list-style-type: none"> <li>• Give preference to materials available in these formats at no greater cost than for regular materials when the quality of such materials is not diminished.</li> <li>• Complete the textbook adoption form for each course and section they are teaching and/or for any courses and sections specifically requested by the department chair.</li> </ul> <p style="text-align: center;">OR</p> <p>Fill out the textbook adoption form indicating that no books are requested.</p> <ul style="list-style-type: none"> <li>• Return completed form to department chair.</li> </ul>
Department Chair	Sign textbook adoption form and return to the Bookstore.
Department Chair	Sign any modifications to book orders.

**D.14 Sabbatical Leave - Full-time Faculty (R 06/16)**

a. Sabbatical Leave Application and Evaluative Criteria

- Each sabbatical leave application submitted by a faculty member will include a comprehensive statement which emphasizes the objectives of the proposed leave and the activities which will be carried out to achieve these objectives. The application will demonstrate the professional value of the project and a well-conceived plan for the individual’s professional development. The application should include the reasons why such leave is necessary to complete the objectives and activities effectively.
- Each application will be evaluated by the campus Sabbatical Leave Committee and by the appropriate supervisors in relation to the following criteria:
  1. Does the proposal give promise of increasing the individual’s professional effectiveness?
  2. Does the proposal provide sufficient justification that the College will benefit from the proposed activity?
  3. Does the applicant have a record of quality professional service to the College?
  4. Does the applicant present evidence of professional preparation, achievement and/or experience sufficient to carry out the proposal?
  5. Does the proposal have the support of professional colleagues?
  6. Does the proposed project reflect the equivalence of one semester full-time faculty work?
  7. How will the results be measured?
- The campus Sabbatical Leave Committee will rate each application using the written submission on each of the first two criteria on a scale of one (low) to 20

(high) and items three through six on a scale of one (low) to 10 (high), and will provide evaluative comments on the seventh item.

b. Allocation

- The number of sabbatical leaves available for a specified fiscal year will be allocated to the campuses as prorated for the number of full-time faculty at each campus. Such number will be the base allocation for each campus.
- After the Board of Trustees approves the sabbatical leave awards, if any campus receives and/or recommends fewer awards than its base allocation, the remaining sabbatical leaves in the base will be carried forward one year only for that campus.

c. Review Process and Timetable

- All faculty eligible to apply for sabbatical leave will be notified by Friday of the first week of class of the fall semester by the campus chief academic officer or chief student affairs officer (counseling) and advised of the collegewide seminar schedule.
- By September 15 the vice chancellor for academic affairs will coordinate a collegewide seminar on the process for developing, evaluating, and awarding sabbatical leaves. Faculty are encouraged to seek advice and mentoring from their supervising dean and colleagues who have taken a sabbatical leave or served on a review committee.
- The date applications are due will be published in the campus newsletters, College electronic mail or bulletin board, and any other appropriate media.
- Sabbatical leave applications may be submitted to the campus chief academic officer up to the end of the first week in October of the year preceding the academic year during which the leave would be taken.
- The vice chancellor for academic affairs will coordinate a collegewide conference for campus sabbatical leave committees. Current College and campus priorities or focus will be clarified and campus practices will be shared.
- Members of the campus Sabbatical Leave Committee will be appointed by the campus chief academic officer for two-year terms such that about one-half of the terms expire each year. The campus chief academic officer will designate the committee chairperson who will convene the committee and facilitate the process. The campus chief academic officer will designate an academic dean to serve as an ex-officio member. Annually, STLCC-NEA will provide nominees in accordance with the *Joint Resolution*, Article II-G, for one-year appointments.
- The committee will review and evaluate the applications submitted by faculty members. This evaluation will be based on the criteria described in the section of administrative procedures entitled “Sabbatical Leave Application and Evaluative

Criteria.” Following committee discussion, each committee member will rank order the applications. In addition to the total evaluation points and rank order for each application, the committee will determine if an application should not be recommended. The recommendation of the Sabbatical Leave Committee will reflect all of these components.

It is the responsibility of the committee to inform faculty whose applications are not recommended of weaknesses in the proposal. The committee chair will be available to respond to applicants’ questions about the proposal. The review will be completed no later than the last workday in October.

- Each dean will make a recommendation on application of faculty whom he/she supervises with consideration of the committee’s report, and such recommendations will be forwarded with applications and the committee’s report to the campus chief academic officer no later than November **15**.
- After reviewing the deans’ recommendations and the work of the Sabbatical Leave Committee, the campus chief academic officer will formulate a preliminary recommendation and identify any concerns about applications. The campus chief academic officer will meet with the Sabbatical Leave Committee to discuss concerns about any application(s) or discrepancies among the recommendations. The campus chief academic officer will rank order the applications being recommended for approval. Additional or alternate applications may be approved for the purpose of allowing the campus president to exercise discretion in substituting for up to two of the higher priority applications, if at a later time approved leaves cannot be utilized. The campus chief academic officer will make appropriate recommendations to the vice chancellor for academic affairs by December 1 or the first workday of the month.
- In considering the substitution of alternates, such decisions must be made no later than one month before the beginning of the semester for which the original leave was approved for the faculty member who is not using the sabbatical leave.
- The chancellor will review the recommendations and supportive materials presented by the vice chancellor for academic affairs before submitting appropriate recommendations to the Board of Trustees concerning the proposed granting of sabbatical leave during the ensuing academic year. After review of the recommendations and supportive materials presented by the vice chancellor for academic affairs, the chancellor will meet with the vice chancellor for academic affairs if he/she has concerns about any application(s) or if discrepancies exist among the recommendations.
- The Board of Trustees will consider approval of the recommendations for sabbatical leaves at its regularly scheduled meeting in the month of January, or later if it deems it necessary to do so.

- Sabbatical leave applications which are not approved in any given year do not carry into the following year or years and do not have priority over any new applications which may be received.
- Faculty members who do not use a Board-approved sabbatical leave will not be eligible to apply for another sabbatical leave for three years, unless the reason for failure to use the leave is for medical purposes or for the convenience of the College.

d. Sabbatical Leave Report

- A faculty member who is granted a sabbatical leave is expected to carry out the activities and to achieve the stated objectives as presented in the application. If, after Board approval, conditions change before the start of approved leave, the faculty member has the obligation to notify his/her supervisor of any proposed revisions in activities and/or objectives as promptly as possible. Under these circumstances, the campus chief academic officer either may approve the modified plan or else may cancel the proposed leave before the start of the semester or academic year.

If conditions change after the start of said leave, the faculty member must notify his/her supervisor immediately of any proposed revisions in activities or objectives. The campus chief academic officer may approve the modified plan or else may take such other action as he/she deems to be necessary and proper to protect the interests of the College.

- A full and complete report, including an abstract of the sabbatical leave project written to the objectives outlined in the proposal, will be submitted by the faculty member to the supervising dean within one month from the beginning of the semester after returning from sabbatical leave.
- The report and abstract will be reviewed and evaluated by the supervising dean who will recommend to the campus chief academic officer any action necessary as a result of the sabbatical. Any discrepancies or failures to comply with the proposal objectives and activities will be noted.
- The campus chief academic officer will review each report, abstract, and associated evaluative materials and will forward same to the vice chancellor for academic affairs, together with any comments or recommendations deemed necessary, within seven weeks from the beginning of the semester after return from sabbatical leave. The vice chancellor for academic affairs will provide recommendations to the chancellor.
- By January 1 of each year, or earlier if possible, the chancellor will provide the Board of Trustees with an annual summary report concerning the sabbatical leaves taken during the previous academic year.



- The sabbatical leave reports for the College will be placed in each campus library.

**D.15 Professional Development - Article XXXII** (R 06/16)

[BP C 16]

*(See also Division C administrative procedures entitled “Reimbursement for Permissible Expenditures” and “Staff Development - International Experiences, As Well As Alaska and Hawaii.”)*

- a. The College budget coordinator establishes a budget under a unique fund and organization number for each dean. The amount of the budget is \$1,000 for each full-time faculty member for which the dean is responsible.
- b. The faculty member is responsible for completing the professional development plan. The dean is responsible for approving the professional development plans and signing the appropriate payment documents (*Purchase Orders, Request for Payments, expense reports, Interdepartmental Orders, etc.*) being charged to the unique cost center. Purchases of books, subscriptions, software, supplies, and other materials under this program remain the property of the College. Purchases of personal computers or any other capital items are not allowed under this program. Plans including travel covered by the procedure entitled *Staff Development – International Experiences, As Well As Alaska and Hawaii* require approval of the chancellor.
- c. Unused funds will be allocated within the division if a faculty plan is not submitted/approved by December 1 or if a balance from the \$1,000 remains. The reallocation may not exceed \$1,000 additional to any individual. See Appendix E of the Joint Resolution for process for consideration of funding above \$1,000.
- d. The dean is responsible for tracking the payments approved for each full-time faculty member reporting to him/her to ensure that each full-time faculty member has access up to the \$1,000, but not more than the \$2,000 fiscal year limit.
- e. The Controller’s office will provide a spreadsheet for the tracking of the \$1,000 limit.
- f. If the expenditure requires amounts to be charged to other account(s) besides the unique cost center number for this program, then those amounts and corresponding account number(s) must be specified and signed by the appropriate authorized signer on the payment documents.
- g. If the payment document involves a tuition reimbursement, the payment document along with a copy of the *Professional Development Application* must be sent to the Human Resources department after the dean’s approval, but before it is processed for payment, to ensure that any such payments will be in compliance with the Internal Revenue Code.
- h. The dean maintains the completed spreadsheet on file in the division for reporting purposes.
- i. In July the deans will submit year-end spreadsheets to the vice chancellor for academic affairs, with copy to the Human Resources department, to document Article

XXXII compliance and usage.

**D.16 Staffing Guidelines** (R 3/98)

As a basis for determining the full-time teaching faculty requirements at each campus, the following staffing guidelines will be applied:

- The campus average student credit hour workload for full-time faculty members will be 375 per semester.
- Student credit hours taught by full-time teaching faculty as part of their regular teaching assignment will normally not exceed 75 percent of the total student credit hours generated on each campus.

**D.17 Faculty Dismissal** (R 06/16)

When it has been administratively determined that sufficient cause has occurred to reasonably warrant dismissal, the appropriate dean will reduce such charges to writing and will immediately consult with the affected faculty member. Where cause is determined to be inefficiency or incompetency in the line of duty, evidence must be available substantiating adequate evaluations and reasonable administrative consultations with the faculty member in prior attempts to alleviate cause.

After consultation with the appropriate dean and upon the review of the dismissal charges, the campus chief academic officer/chief student affairs officer (counseling), or his/her designee, will furnish the faculty member with a written notice of the intent to dismiss. This notice will clearly identify the reasons for such action and the dismissal date.

After receiving notice from the campus chief academic officer/chief student affairs officer (counseling) that he/she is being recommended for dismissal, the faculty member may initiate a grievance appeal.

**Seniority**

Seniority will be computed on the basis of the most accumulated continuous full-time service to the College as determined from the initial date of full-time employment. Seniority will not be broken by unpaid leaves of absence, by employment by the College in a non-faculty position, or by periods of part-time or pro-rata employment, but such time will not be counted in computing seniority. In instances where a faculty member assumes responsibility on an interim basis as an administrator for a period not to exceed one semester and where they continue to discharge their normal teaching responsibilities, they will continue to accrue seniority for that time period and be paid for the additional responsibilities on an overload basis.

- Seniority will continue to accrue during all paid leaves of absence and during periods of layoff.
- Seniority will not be accumulated for part-time or pro-rata faculty employment.
- Seniority accumulation will be broken by termination from the College. In such cases, the latest appointment date of full-time continuous service will be used for calculating seniority.
- Only the two-semester academic year contract appointment will be used to determine accumulated seniority.
- Seniority will be computed to the nearest accumulated semester of continuous full-time service. Any break in eligible employment during the semester, either in full or in part, will disqualify that semester from seniority accumulation.
- While the continuing faculty list is in seniority order by instructional department or equivalent unit at each campus, seniority accumulation is calculated on the basis of full-time continuous service to the College.
- The December 1 seniority listing will include the fall semester of the year in which the list is published.

Additional seniority ties may result from (a) downward movement on the seniority list or (b) upward movement on the seniority list due to reinstatement of accumulated seniority credit for administrative service performed. In those cases, seniority will be determined as follows:

- Faculty members moving down the seniority list into a tie with a single incumbent of a particular seniority level will be considered tied on the seniority list.
- Faculty members moving down the seniority list into a tie with a group of incumbents of a particular seniority level who had previously developed seniority rank by the drawing of lots will be considered tied with the highest faculty member ranked in that seniority grouping.
- Faculty members moving up the seniority list into a tie with a single incumbent of a particular seniority level will be considered tied on the seniority list.
- Faculty members moving up the seniority list into a tie with a group of incumbents of a particular seniority level who had previously developed seniority rank by the drawing of lots will be considered tied with the lowest faculty member ranked in that seniority grouping.

All seniority ties will remain in effect unless and until the department is subject to reduction in force action. At such time all seniority ties within that department will be broken by the drawing of lots.

**E ADMINISTRATIVE/PROFESSIONAL EMPLOYEES****E.1 Payment of Administrative/Professional Employees** <sup>(R 3/98)</sup>

[BP E 1.3 - E 1.5]

All administrative/professional employees on a 12-month contract basis will be paid in 12 equal monthly payments on the last working day of each calendar month, beginning in July and ending in June.

The last working day, as defined for payment purposes, is normally the last day of the calendar month or the preceding Friday if the last day of the calendar month falls on a Saturday or Sunday. If this date falls on a scheduled holiday, payment will be made the last working day before the holiday.

**E.1.1 Workforce Solutions Group/Corporate Services Temporary Hourly Employee Pay Scale** <sup>(R 06/16)</sup>

[BP E 1.8]

The Workforce Solutions Group/Corporate Services pay scale will apply only to temporary hourly, externally funded professional employees hired by Workforce Solutions Group/Corporate Services.

- a. A College officer, or designee, will authorize all personnel actions under the pay scale. Exceptions to the pay scale will only be made with the approval of Human Resources and a College officer, or designee, and must be justified with supporting documentation. Such exceptions will be submitted to the Board for ratification.
- b. Employees will only be compensated for hours worked and will not be eligible for any additional benefits in the form of vacation time, College-paid medical benefits, holiday, medical, bereavement leave, etc. Employees may be eligible for maintenance fee waivers for courses taken at the College with prior approval of Workforce Solutions Group/Corporate Services management. Decisions on maintenance fee waivers will be determined in the best interest of the College.
- c. Employees will be classified as non-exempt employees under the Fair Labor Standards Labor Act and will be paid overtime for all hours worked over 40 in a workweek.
- d. Employees will be paid the corresponding pay rate for their job assignment and must possess the education, skills and experience required for the assignment as listed on their approved position description. Changes in job assignments will be documented in the employee's personnel file and the employee will be paid the corresponding pay rate for the new job assignment. Employees with multiple assignments will be paid the corresponding rate for the number of hours worked on each assignment. Multiple assignments will also be documented in the employee's

## **DIVISION E**

## **ADMINISTRATIVE PROCEDURES**

### **ADMINISTRATIVE/PROFESSIONAL EMPLOYEES**

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- personnel file.
- e. Employees designated as “lead workers” may be paid a 5 percent hourly pay differential for lead activities if deemed appropriate for the size and scope of the assignment. This designation will be considered an exception to the pay scale and such exceptions will be submitted to the Board for ratification.
  - f. The Human Resources department, in conjunction with Workforce Solutions Group/Corporate Services, will periodically advertise for current as well as anticipated employment opportunities in a variety of approved newspapers, publication job hot-lines and other appropriate advertisement vehicles and evaluate applicants to develop a diverse pool of anticipated staffing requirements.
  - g. Upon employment, the Human Resources department will maintain an official personnel file of all individuals employed in Workforce Solutions Group/Corporate Services which will include a completed employment application, tax forms, personnel assignment forms and all other appropriate employee documentation.
  - h. Employees will complete a bi-weekly time sheet reflecting hours worked and assignments which will be approved and signed by Workforce Solutions Group/Corporate Services management before submission to Payroll for processing.
  - i. For tax purposes, Workforce Solutions Group/Corporate Services will assign the official work location for employees. In all cases, employee tax liabilities are the sole responsibility of the employee and not the College.
  - j. Employees will be compensated for travel time as straight time hours worked for travel time from one job assignment to another that occurs in the course of the work day. Employees will not be compensated for travel time to and from their job assignment to their home. Excessive travel time which is outside the normal workday and required by the location of the job assignment will be compensated up to a maximum of two additional hours per day with prior approval of Workforce Solutions Group/Corporate Services management. Compensation will be at a straight-time rate for the job assignment.
  - k. Full-time faculty members of the College may secure approved released time from their campus chief academic officer, vice chancellor for academic affairs and chancellor to assume an assignment with Workforce Solutions Group/Corporate Services that is deemed in the best interest of the College. Faculty members will continue to be compensated in accordance with the terms of their contract during the period of their assignment with Workforce Solutions Group/Corporate Services.
  - l. Employees hired in accordance with this pay scale will be submitted by the Human Resources department to the Board for ratification on a semi-annual basis.

Human Resources will work with Workforce Solutions Group/Corporate Services and full-time faculty to develop mutually acceptable procedures for the application of applicable pay scales in the compensation of faculty who assume additional assignments with Workforce Solutions Group/Corporate Services.

**E.2 Additional Compensation** (R 3/98)**E.2.1 Teaching and/or Coaching Activities** (3/98)

[BP E 1.2]

When an administrative/professional employee accepts an assignment for teaching and/or coaching activities, he/she will certify in writing to his/her supervisor that the assignment will not interfere with the full discharge of his/her administrative/professional duties.

**E.2.2 Interim Appointments** (R 3/98)

If an administrative/professional employee position is officially declared vacant and a replacement appointment is not anticipated for 30 or more days, an acting or interim appointment may be made to that position. In addition, such appointments may be made at the discretion of the College in cases involving the temporary absence of an administrative/professional employee for periods of 60 or more days. All interim appointments must be recommended through the appropriate officer of the College and forwarded to the chancellor for approval and recommendation to the Board of Trustees.

If the interim appointee regularly holds a position with a lower classification than the interim position, a salary adjustment will be awarded for the period of the interim appointment. The interim salary will be 10 percent above the current salary of the appointee or the minimum salary for the interim position, whichever is greater, except that the adjusted interim salary of the appointee will not exceed the maximum of the range for the interim position.

If the interim appointee regularly holds a position with an equal or higher classification than the interim position, no salary adjustment will be awarded.

**E.2.3 Additional Administrative/Professional Responsibilities** (R 06/16)

When administrative/professional employees are requested to assume some of the primary performance requirements assigned to another position for a period in excess of 30 working days, they will be eligible to receive a responsibility factor increase in salary ranging from 5 to 10 percent during the period such duties are assigned. The

## DIVISION E

## ADMINISTRATIVE PROCEDURES

### ADMINISTRATIVE/PROFESSIONAL EMPLOYEES

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increase must be recommended by the employee's immediate supervisor and the appropriate vice chancellor or campus chief academic officer and forwarded to the Associate Vice Chancellor, Human Resources for review and recommendation and then to the chancellor for approval and recommendation to the Board of Trustees.

### **E.3 Administrative/Professional Employee Grievance Process** (R 06/16)

[BP E 3]

#### **E.3.1 Purpose** (R 06/16)

The purpose of this procedure is to secure, at the lowest possible administrative level, prompt and equitable solution to individual grievances of administrative/professional employees.

#### **E.3.2 Definitions** (R 06/16)

Grievance--A grievance is an allegation by an administrative/professional employee that he/she has suffered injury or damage because of a misinterpretation, misapplication, or violation of Board policy and/or administrative procedures.

A grievance will be written and contain the following information:

- a. name of aggrieved employee,
- b. a statement of facts upon which the grievance is based,
- c. identification of all provisions of Board policy or administrative procedures alleged to be violated,
- d. the date on which the event first occurred,
- e. the date of the initial submission of the grievance in writing,
- d. such other information which the grievant deems relevant, and
- f. the remedy or relief requested.

Grievant--A grievant is the individual administrative/professional employee filing a grievance.

Days--A day means a calendar day except a Saturday, Sunday, a scheduled holiday, or recess observed by the College.

Advisor--The grievant's advisor will be the person selected by the grievant to provide advice, support and consultation at any point during the grievance process.

**E.3.3 Miscellaneous Provisions** <sup>(R 6/07)</sup>

- a. Extension of the time limits provided in this grievance procedure may be extended only by mutual written consent of the parties.
- b. Failure of the administration to render a decision at any step of this procedure within the specified time limits will permit the grievant to proceed to the next step.
- c. Failure of the grievant to appeal a decision at any step within the specified time limits will constitute a termination of the grievance.
- d. The initial filing of the grievance should occur at the lowest appropriate administrative level at which a recommendation or action has been initiated or occurred leading to the grievance.
- e. No reprisals of any kind will be taken by the Board of Trustees or by any member of the administration against an employee because of his/her participation in this grievance process.
- f. A grievance may be withdrawn in writing at any time without prejudice or precedent.
- g. All meetings and hearings under this process will not be conducted in public and will include only the parties and their designated representatives, if any, as well as necessary witnesses.
- h. Consideration will be given to the grievant's work responsibilities when scheduling grievance conferences.
- i. This grievance process will be applicable for resolution of allegations of discrimination as prescribed under local, state, and federal mandates applicable to the College and/or Board policy and administrative procedures unless other applicable grievance procedures exist.
- j. All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

**E.3.4 Grievance Steps** <sup>(R 06/16)</sup>

Any grievance will be presented through the following procedure although the grievant is urged to discuss the matter informally with the immediate supervisor before filing a formal written grievance.

**Step 1**

Within 30 days after the event or occurrence giving rise to the alleged grievance, or within 30 days from the date on which the administrative/professional



## **DIVISION E**

## **ADMINISTRATIVE PROCEDURES**

### **ADMINISTRATIVE/PROFESSIONAL EMPLOYEES**

---

employee should have reasonably known of its occurrence, the grievant will present the grievance in writing to the immediate supervisor; however, the initial filing of the grievance should occur at the lowest appropriate administrative level at which a recommendation or action has been initiated or has occurred leading to the grievance.

The immediate supervisor will hold a conference with the grievant within five days after receipt of the grievance, conduct an investigation and render a decision to the grievant in writing within 10 days after the conference.

#### Step 1-A

In the event that the grievant's immediate supervisor reports to a director or dean, and the grievant is not satisfied with the decision at Step 1, the grievant may, within five days after receiving the decision, present an appeal in writing to the director or appropriate dean. With this appeal will be included a copy of the original grievance and the reply received in Step 1.

The director or dean will hold a conference with the grievant within five days after receipt of the grievance, conduct an investigation and render a decision to the grievant in writing within 10 days after the conference.

#### Step 1-B

In the event that the director in Step 1-A reports to a second level director and the grievant is not satisfied with the decision at Step 1-A, the grievant may, within five days after receiving the decision, present an appeal in writing to the second level director. With this appeal will be included a copy of the original grievance and the reply received in Step 1-A.

The director will hold a conference with the grievant within five days after receipt of the grievance, conduct an investigation and render a decision to the grievant in writing within 10 days after the conference.

#### Step 2

In the event the grievant is not satisfied with the decision at Step 1, or Step 1-A or Step 1-B, if applicable, the grievant may, within five days after receiving the decision, present an appeal in writing to the campus chief academic officer/chief student affairs officer or appropriate vice chancellor. With this appeal will be included a copy of the original grievance and the reply received in Step 1.

The campus chief academic officer/chief student affairs officer or vice chancellor, or a

## DIVISION E

## ADMINISTRATIVE PROCEDURES ADMINISTRATIVE/PROFESSIONAL EMPLOYEES

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designated representative, will hold a conference with the grievant within five days after receipt of the grievance. The campus chief academic officer/chief student affairs officer or vice chancellor, or the designated representative, will conduct an investigation and render a decision and the reasons for that decision, in writing, within 10 days after the conference.

### Step 3

In the event the grievant is not satisfied with the decision at Step 2, the grievant may, within five days after receiving the decision, present an appeal in writing to the chancellor. With this appeal will be included a copy of the original grievance and the replies received in Step 1 and Step 2.

Within 10 days after receipt of the grievance, the chancellor, or his/her designated representative, will conduct an investigation and may hold a conference with the grievant or render a decision upon examination of the record.

The chancellor, or his/her designated representative, will render a decision to the grievant, in writing, within 10 days after the conference or examination of the record.

### Step 4

In the event the grievant is not satisfied with the decision at Step 3, the grievant may exercise one of the following alternatives, depending upon the nature of the grievance.

All grievances may be appealed using Alternative *a*. Grievances involving dismissal may be appealed using Alternative *b* only with the written consent of the chancellor.

#### Alternative a:

The grievant may submit an appeal in writing to the Board of Trustees within five days after receiving the decision in Step 3. With this appeal will be included a copy of the original grievance and the replies received in Steps 1, 2, and 3 and such other statements or information which the grievant deems relevant.

The Board will consider the grievance at its next regularly scheduled executive session and take such appropriate steps to review the grievance that it deems advisable which may, in the Board's discretion, include providing the grievant with a hearing at the earliest practicable executive session of the Board. However, when a grievance would otherwise constitute a contested case as defined by section 536.010(2), RSMo, the Board of Trustees will conduct a hearing on the grievance. The Board will notify the grievant of its decision, in writing, within 10 days from the

## **DIVISION E**

## **ADMINISTRATIVE PROCEDURES ADMINISTRATIVE/PROFESSIONAL EMPLOYEES**

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conclusion of its action.

### Alternative b:

The grievant may request the naming of an independent advisory fact-finder only for those grievances concerning dismissal and only with the written consent of the chancellor to utilize this alternative. The grievant and the chancellor will attempt to find an impartial fact-finder who is mutually acceptable. In the event that they cannot agree on a mutually acceptable fact-finder, they will select one by alternately striking names from a list furnished by the Federal Mediation and Conciliation Service with the last name remaining being the fact-finder.

The fact-finder will hold a hearing within a reasonable time after being appointed, but in no event more than 20 days from appointment. The fact-finder will prescribe the hearing procedure, and the hearing will be held as agreed upon by the grievant and the administration or if no agreement can be reached, as specified by the fact-finder.

The fact-finder will issue an advisory recommendation, in writing, no later than 20 days from the end of the hearing. Said advisory recommendation will include findings of fact and separate conclusions and recommendations. The fact-finder will limit the advisory recommendation strictly to the application and interpretation of the provisions of Board policy and/or administrative procedures and will be without power or authority to make recommendations:

1. contrary to, or inconsistent with, or modifying or varying in any way terms of Board policy or administrative procedures, or
2. limiting or interfering in any way with the powers, duties and responsibilities of the Board under applicable law.

At its next regularly scheduled meeting, the Board, in executive session, will consider the grievance and the advisory recommendations of the fact-finder. The Board may accept (in whole or in part), modify or reject the fact-finder's recommendatory findings of fact and conclusions. The Board, at the written request of the grievant, will conduct a hearing at this time and will notify the grievant, in writing, of its decision and the reasons for its decision within 10 days following the date of such hearing.

The fact-finder's fees and other expenses will be payable in equal amounts by the Board and the grievant.

**F CLASSIFIED EMPLOYEES**

**F.1 Part-time Continuing Employees** (R 06/16)

[BP F 1]

Part-time continuing employees are employed on a less than full-time basis and must be scheduled for less than 40 hours per week.

- Part-time continuing employees must meet all requirements as set forth in their job classifications.
- They must complete an online application.

Employment of part-time continuing employees must be recommended by the appropriate College officer and submitted to the Board for approval.

**F.2 Full-time Temporary Employees** (R 06/16)

[BP F 1]

Full-time temporary employees are employed for a limited period of time to meet temporary staffing requirements, including externally-funded projects.

- Full-time temporary employees must meet all requirements as set forth in their job classifications.
- They must complete an online application.

**F.3 Part-time Temporary Employees** (R 06/16)

[BP F 1]

Part-time temporary employees are employed for a limited period of time to meet temporary staffing requirements, including externally funded projects, and must be scheduled for less than 40 hours per week.

Part-time temporary employees should meet all requirements as set forth in their job classification and must complete an online application.

Such employees should be hired only when the needed services cannot be provided by continuing employees or for externally funded projects.

**F.4 Salary Payments for Full-time and Part-time Employees** <sup>(R 3/98)</sup>

[BP F 2 & F 3]

*(For full-time office and technical unit and physical plant unit employees, see applicable Resolutions.)*

Full-time employees will be paid based on the salary schedule currently in Board policy, and part-time employees will be paid on the hourly rate schedule currently in Board policy. Payments will be made on a bi-weekly basis, every other Friday. The employee will thus receive 26 payments on an annual basis. If a scheduled payment should fall on a holiday, the payment will be made the last working day before the holiday. Classified employees who are required to work on any holiday will receive the pay for said holiday plus one and one half times the hours worked. Payments are normally on a one-week delay basis. The payment when issued is for work performed for the two-week period ending the Saturday before the payment date. Social Security, group insurance, retirement plan and other approved withholdings will be deducted regularly from paychecks.

**F.4.1 Workforce Solutions Group/Corporate Services Temporary Hourly Employee Pay Scale** <sup>(R 06/16)</sup>

[BP F 3.1]

The Workforce Solutions Group/Corporate Services pay scale will apply only to temporary hourly, externally funded employees hired by Workforce Solutions Group/Corporate Services.

- a. A College officer, or designee, will authorize all personnel actions under the pay scale. Exceptions to the pay scale will only be made with the approval of Human Resources and a College officer, or designee, and must be justified with supporting documentation. Such exceptions will be submitted to the Board for ratification.
- b. Employees will only be compensated for hours worked and will not be eligible for any additional benefits in the form of vacation time, College-paid medical benefits, holiday, medical, bereavement leave, etc. Employees may be eligible for maintenance fee waivers for courses taken at the College with prior approval of Workforce Solutions Group/Corporate Services management. Decisions on maintenance fee waivers will be determined in the best interest of the College.
- c. Employees will be classified as non-exempt employees under the Fair Labor Standards Labor Act and will be paid overtime for all hours worked over 40 in a workweek.
- d. Employees will be paid the corresponding pay rate for their job assignment and must possess the education, skills and experience required for the assignment as listed on their approved position description. Changes in job assignments will be

**DIVISION F  
CLASSIFIED EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

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documented in the employee's personnel file and the employee will be paid the corresponding pay rate for the new job assignment. Employees with multiple assignments will be paid the corresponding rate for the number of hours worked on each assignment. Multiple assignments will also be documented in the employee's personnel file.

- e. Employees designated as "lead workers" may be paid a 5 percent hourly pay differential for lead activities if deemed appropriate for the size and scope of the assignment. This designation will be considered an exception to the pay scale and such exceptions will be submitted to the Board for ratification.
- f. The Human Resources department, in conjunction with Workforce Solutions Group/Corporate Services, will periodically advertise for current as well as anticipated employment opportunities in a variety of approved newspapers, publications, job hot-lines, Internet sources and other appropriate advertisement vehicles and evaluate applicants to develop a diverse pool of applicants to meet anticipated staffing requirements.
- g. Upon employment, the Human Resources department will maintain an official personnel file of all individuals employed in Workforce Solutions Group/Corporate Services which will include a completed employment application, tax forms, personnel assignment forms and all other appropriate employee documentation.
- h. Employees will complete a bi-weekly time sheet reflecting hours worked and assignments which will be approved and signed by Workforce Solutions Group/Corporate Services management before submission to Payroll for processing.
- i. For tax purposes, Workforce Solutions Group/Corporate Services will assign the official work location for employees. In all cases, employee tax liabilities are the sole responsibility of the employee and not the College.
- j. Employees will be compensated for travel time as straight time hours worked for travel time from one job assignment to another that occurs in the course of the work day. Employees will not be compensated for travel time to and from their job assignment to their home. Excessive travel time which is outside the normal workday and required by the location of the job assignment will be compensated up to a maximum of two additional hours per day with prior approval of Workforce Solutions Group/Corporate Services management. Compensation will be at a straight-time rate for the job assignment.
- k. Full-time faculty members of the College may secure approved released time from their campus chief academic officer, vice chancellor for academic affairs and chancellor to assume an assignment with Workforce Solutions Group/Corporate Services that is deemed in the best interest of the College. Faculty members will

continue to be compensated in accordance with the terms of their contract during the period of their assignment with Workforce Solutions Group/Corporate Services.

1. Employees hired in accordance with this pay scale will be submitted by the Human Resources department to the Board for ratification on a semi-annual basis.

Human Resources will work with Workforce Solutions Group/Corporate Services and full-time faculty to develop mutually acceptable procedures for the application of applicable pay scales in the compensation of faculty who assume additional assignments with Workforce Solutions Group/Corporate Services.

#### **F.5 Compensation for Additional Services Performed by Exempt Employees for Non-College Functions** <sup>(R 3/98)</sup>

Certain exempt employees may be scheduled to provide additional services outside of their regularly scheduled workdays when external groups or organizations are using College facilities. Although these employees are not eligible for overtime compensation, they are eligible for additional compensation for services performed outside their normal work schedules for non-College activities or functions. This compensation will be in the form of a flat rate based upon the length and type of service performed by the employee or employees. Additional services will be approved by the employee's supervisor and the rates of pay approved by the appropriate administrator.

#### **F.6 Placement on the Office and Technical Salary Schedule** <sup>(R 3/98)</sup>

[BP F 4]

It is the College's practice to place office and technical employees at the minimum salary of the range for the position for which they are being considered. However, in some cases, when external market conditions warrant or when the prospective office and technical employee has qualifications clearly above the established minimum requirement, starting salary above the minimum may be justified.

- a. External Market Conditions - Primary emphasis is placed on the difficulty of placing and retaining qualified personnel due to scarcity posed by extreme external demand. This will fluctuate as economic and technological patterns change.  
Guideline: Placement up to the midpoint of the range when documented external market conditions dictate that it is necessary in order to obtain and retain qualified staff. The percentage above the minimum will be on an individual case-by-case basis.
- b. Additional Related Work Experience in an area whose function closely parallels the area or department where the vacancy is located.  
Guideline: One percent for each two years of experience beyond minimum

requirements up to a maximum of 10 percent.

**F.7 Thirty-six-week Classified Employees** (R 3/98)

[BP F 2 & F 8.2]

Classified employees who are employed for a 36-week period:

- a. Are placed on the full-time 36-week employee salary schedule currently in Board policies. Payments will be made for the 36 weeks involved on a bi-weekly basis.
- b. Are employed on a full-time basis for 36 weeks per fiscal year, with the College determining the schedule and the weeks that will be worked between July 1 and June 30.
- c. May extend their regular, 36-week assignment if mutually agreed upon by the employee and his/her supervisor and approved by the appropriate College officer. During this extended 36-week assignment, benefits will be prorated in accordance with Board policies.

**F.8 Class Attendance by Full-time Classified Employees** (R 06/16)

Under normal circumstances, attendance in courses offered by the College will fall outside the established working hours for each employee. Under unusual circumstances and when it is in the best interests of the College, employees may be permitted to attend classes during the regular workday provided that they meet a full eight-hour work assignment for that day. Such arrangements must be recommended by the immediate supervisor and approved by the campus chief academic officer or the appropriate college leadership team member.

**F.9 Layoff** (R 3/98)

[BP F 10]

*(For full-time office and technical unit and physical plant unit employees, see applicable Resolutions.)*

**F.9.1 Notice of Layoff** (R 3/98)

[BP F 10]

In every case of layoff for non-unit classified office and technical employees, the College will give at least a 30 calendar day written notice of the action to the employee and will certify therein that the layoff is for reasons not reflecting discredit on the employee. Whenever possible, a 45-day notice of the action will be given.

**F.9.2 Order of Layoff** (R 6/10)

[BP F 10]

If a layoff is required, the following types of employees will be laid off, subject to



functional continuity, in the order as listed:

- Temporary employees will be laid off first.
- Part-time continuing employees will be laid off before full-time probationary employees.
- Full-time probationary classified employees will be laid off on the basis of seniority before full-time continuing employees in an equal or lower job classification.
- Full-time continuing classified employees will be laid off on the basis of the less senior employee first within equal or lower job classifications.

**F.9.3 Seniority** (R 1/01)

[BP F 10]

The Human Resources department will maintain a list of full-time continuing employees by job classification and by location within the College. This listing will be used in determining seniority for purposes of layoffs. An employee's seniority will be based upon the Board-approved date of initial employment, provided, however, that no employee will be placed on the seniority listing until he/she has completed the probationary period of 180 calendar days.

**F.9.4 Displacement** (R 3/98)

[BP F 10]

Any full-time continuing employee scheduled for layoff may displace the least senior employee in an equal or lower job classification if he/she is qualified to do the work according to the job description. Displacing of the least senior employee by a more senior employee in the same job classification or in a higher job classification may require a transfer to a different department within that location or a change of shift. If the senior employee refuses such transfer or change in shift, he/she will then forego his/her right to displace the less senior employee, and the senior employee will be laid off. A layoff will not result in the promotion of any employee to a higher job classification.

**F.9.5 Transfer After Layoff** (R 3/98)

[BP F 10]

When a classified employee is laid off, and there are other locations within the College having a full-time opening(s) in an equal or lower job classification, the laid-off employee will be given strong consideration for either temporary or permanent transfer to the location with the job vacancy. Such transfer will be considered only if the laid-off employee meets all qualifications for the vacant position and if the employee has

performed satisfactorily in previous College employment.

**F.9.6 Recall** (R 3/98)

[BP F 10]

Non-unit classified employees will be recalled in the reverse order of their layoff and in accomplishing the recall, and to the extent possible, the College will transfer employees, who, in the process of layoff, have been transferred to different job classifications or different shifts. Notice of recall to laid-off employees will be made by telephone, or if said employee cannot be reached, by certified mail to his/her last known address. If said employee fails to return to work within 10 working days of the postmark date of such letter, all recall rights of such employee will be terminated. It will be the employee's responsibility to keep the College informed of changes in telephone number and mailing address. Employees will be eligible for recall for no more than 18 months.

**F.10 Grievance Process for Non-unit Classified Employees** (R 06/16)

[BP F 13]

*(For full-time office and technical unit and physical plant unit employees, see applicable Resolutions.)*

Adjustment

Good faith efforts will be made to resolve employee grievances at the earliest possible step. Should any difference arise between the College and any employee as to the meaning or application of Board policy or administrative procedures, said grievance will be settled through the grievance procedure.

Definitions

A "grievance" is defined as an alleged violation, misinterpretation or improper application of Board policy and/or administrative procedures. A grievance will be in written form, and include the following information:

- a. Date and nature of the grievance, location, job classification and employee involved, and identification of the provisions of Board policy and/or administrative procedures under which the grievance is entered.
- b. Remedy sought.
- c. Date of submission.

A "grievant" is defined as any employee filing a grievance. Multiple grievances filed simultaneously over a common occurrence or event may be processed in a joint action.

## **DIVISION F CLASSIFIED EMPLOYEES**

## **ADMINISTRATIVE PROCEDURES**

---

### Extension of Time

The time limits provided in the grievance procedure may be extended only by mutual written consent of the parties.

### Days Defined

Days as referred to throughout the grievance procedure will be working days but will not include Saturdays, Sundays, or holidays recognized by the College.

### Advancement/Termination of Grievances

Grievances not appealed within the prescribed time limits will be considered settled on the basis of the last decision made by the College and will not be eligible for further appeal. The aforesaid will not apply if the time limits are extended by mutual written consent of the parties.

### Grievance Advisor

A grievant may select an advisor to provide advice, support and consultation at any point during the grievance procedure.

### Reprisals

No reprisals of any kind will be taken by the Board or by any member of the administration against an employee because of his/her participation in the grievance process.

### Grievance Procedure

If a grievance arises, it will be resolved through the procedure described below. However, this procedure does not preclude prior discussions between an employee and his/her supervisor to resolve the difference.

#### Step 1

- a. A grievance, to be timely, must be submitted to an employee's immediate supervisor within 10 days of the occurrence giving rise to the grievance or within 10 days of the date on which the employee should have reasonably known of such occurrence.
- b. A conference between the employee and his/her immediate supervisor will be held within five days of the initial presentation of the grievance.
- c. The employee's immediate supervisor will issue a written response to the employee and a copy to the Associate Vice Chancellor, Human Resources within three days following the conference.

**DIVISION F  
CLASSIFIED EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

- d. If the employee is not satisfied with the response issued and wishes to proceed with his/her grievance, he/she must give written notice of such intent to the appropriate administrator within three days of receipt of the response or within six days of the Step 1b conference if no response is given by the College.

Step 2

- a. The appropriate administrator, or his/her designee, will conduct a conference with the employee and his/her immediate supervisor within three days following receipt of written notice.
- b. The appropriate administrator, or his/her designee, will issue a written response to the employee within three days following the conference.
- c. If the employee is not satisfied with the response received and wishes to proceed with his/her grievance, he/she must give written notice of such intent to the appropriate college administrator within three days following receipt of the response or within six days of the Step 2a conference if no response is given by the College.

Step 3

- a. The appropriate college administrator, or his/her designee, will conduct a conference with the employee within three days following receipt of written notice from the employee.
- b. A written response will be issued by the College to the employee within three days following the conference.
- c. If the employee is not satisfied with the response and wishes to proceed with his/her grievance, he/she must give written notice of such intent to the Associate Vice Chancellor, Human Resources within three days of receipt of the response or within six days of the Step 3a conference if no response is given by the College.

Step 4

- a. The Associate Vice Chancellor, Human Resources, or his/her designee, will conduct a conference with the employee within three days following receipt of written notice from the employee.
- b. A written response will be issued by the College to the employee within three days following the conference.

Step 5

If the employee is not satisfied with the decision received at Step 4b, he/she may exercise one of the following alternatives:

- a. The employee may submit an appeal in writing to the Board of Trustees within three days from receipt of the response or within six days of the Step 4a conference if no

**DIVISION F  
CLASSIFIED EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

---

response is given by the College. With this appeal should be included a copy of the original grievance, the decisions previously received under this procedure, and such other statements or information which the employee deems relevant. The Board will consider the grievance at its next regularly scheduled executive session and take such appropriate steps to review the grievance that it deems advisable, which may, in the Board's discretion, include providing the employee with a hearing at the earliest practicable executive session of the Board. However, when a grievance would otherwise constitute a contested case as defined by section 536.010(2), RSMo, the Board of Trustees will conduct a hearing on the grievance. The Board will notify the employee of its decision, in writing, at the conclusion of its action.

- b. The employee may request the naming of an independent advisory fact-finder only for those grievances concerning dismissal. Such a request must be made in writing to the Board at the time of filing of the appeal set forth in Step 5a and within the time limits there specified. The employee and the chancellor, or his/her designee, will attempt to find an impartial fact-finder who is mutually acceptable. In the event that they cannot agree on a mutually acceptable fact-finder, they will select one by alternately striking names from a list furnished by the Federal Mediation and Conciliation Service with the last name being the fact-finder.

The fact-finder will hold a hearing within a reasonable time after being appointed but in no event, more than 20 working days from appointment. The hearing will be held on a date and time as agreed upon by the employee, the College, and the fact-finder or, if no agreement can be reached, as specified by the fact-finder.

The fact-finder will issue an advisory recommendation, in writing, no later than 20 days from the end of the hearing. Said advisory recommendation will include findings of fact and separate conclusions and recommendations. The fact-finder will limit the advisory recommendation strictly to the application and interpretation of the provisions of Board policy and/or administrative procedures and will be without power or authority to make recommendations: (1) contrary to, or inconsistent with, or modifying or varying in any way terms of policy or procedures; or (2) limiting or interfering in any way with the powers, duties, and responsibilities of the College or its Board under applicable law.

At its next regularly scheduled meeting, the Board, in executive session, will consider the grievance and the advisory recommendations of the fact-finder. The Board may accept (in whole or in part), modify or reject the fact-finder's recommendatory findings of fact and conclusions. The Board, at the written request of

**DIVISION F  
CLASSIFIED EMPLOYEES**

**ADMINISTRATIVE PROCEDURES**

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the employee, will conduct a hearing at this time and will notify the grievant, in writing, of its decision and the reasons for its decision at the conclusion of such hearing. The fact-finder's fees and other expenses will be payable in equal amounts by the College and the employee.

**G EDUCATIONAL PROGRAMS AND REQUIREMENTS****G.1 Non-credit Programs** <sup>(5/98)</sup>

[BP G 2]

Requirements, development and approval of non-credit programs and courses are distinct and separate from credit programs.

**G.2 Curriculum Development and Review** <sup>(R 06/16)</sup>

[BP G 3]

**G.2.1 Exploratory Phase** <sup>(R 4/03)</sup>

[BP G 3]

- a. The apparent need for a new curriculum/program comes to the attention of College personnel. This information may develop as the result of suggestion by an existing advisory committee, from faculty members or from direct contact from the community or potential employers.
- b. Interested faculty member(s) and/or an academic administrator will conduct a study to determine the feasibility of offering a particular curriculum. Using methods such as a needs assessment, tech scan or discussions with potential employers, such a study should include the following kinds of information:
  - appropriateness of this type of curriculum for the College as determined by the skill level required of graduates and by evidence, if it exists, of similar programs successfully offered by other community colleges;
  - the estimated additional cost (staff, facilities, equipment) required; and/or,
  - the relationship of this program to existing and proposed curricula.
- c. Those investigating the possible program should consult with relevant faculty and administrators at the other campuses and with the vice chancellor for academic affairs.

**G.2.2 Proposal and Approval** <sup>(R 06/16)</sup>

[BP G 3]

All curriculum-related proposals are submitted to the Campus Curriculum Committee for ultimate submission to the District Curriculum Committee. The faculty will initiate curriculum changes. These proposals are then approved/disapproved by the department chair and the dean responsible for that academic area. Appropriate faculty, department chair(s), dean(s) and curriculum committees from the other three campuses review the curriculum proposal and approve/disapprove. The proposal then is forwarded to the District Curriculum Committee for its deliberation and approval/disapproval.

Following internal review/approval/processing, all program-related proposals will be submitted to the Board of Trustees for approval and then to the Coordinating Board for Higher Education, the Department of Education, and the Higher Learning Commission when appropriate.

### **G.3 Advisory Committees** (R 5/98)

[BP G 4]

#### **G.3.1 Function** (R 5/98)

[BP G 4]

Each committee has the responsibility to do the following:

- provide counsel to the faculty and the administration of the College concerning an appropriate career program;
- suggest types of educational and technical services needed by the community and offer advice for the maintenance and development of the program;
- share in periodic program evaluation, revision and updating as required;
- serve as community and professional representatives in assisting the College in maintaining programs that meet both student and community needs;
- provide the vital link needed to keep career programs relevant to the needs of the student and to the ever-changing needs of society;
- keep the College informed of the need for curriculum and course evaluation and revision, equipment replacement and expansion, and professional development of the instructional staff;
- represent the College's program to the community and the relevant industry;
- assist the College in identifying part-time instructors from the field.

#### **G.3.2 Membership** (R 06/16)

[BP G 4]

The number of members appointed to any one committee is flexible; however, there will normally be no fewer than six members nor more than 12. The faculty of the program, the division dean responsible for the program, the dean responsible for career programs and the campus chief academic officer and the district director of curriculum and assessment will serve as ex-officio members of the committee. If the Advisory Committee serves programs at more than one campus, faculty and administrators from those campuses also will serve as ex-officio members.



## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

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Committee members should possess current knowledge in their fields of specialization. Committee members will work with the department and the College to ensure that the curriculum keeps pace with the employment requirements and new trends in specific programs. In addition, committee members should be drawn from a wide variety of industrial settings; excessive numbers of graduates of our program should not serve on the committee; and committees should reflect ethnic and gender diversity.

All members are appointed by the Board upon the recommendation of the chancellor for a period of two years. Committee members may be reappointed by the Board for additional terms.

#### **G.3.3 Meetings** (R 4/03)

[BP G 4]

Committee meetings will be called by the dean, or designee, as often as needed, but at least once a year. Committees that serve programs located on more than one campus will rotate on a two-year cycle to each of the campuses. Advisory committees for programs offered at only one campus will be coordinated by that campus.

#### **G.4 Academic Calendar** (R 06/16)

[BP B 5 & G 5]

By November 1 of the year preceding the Academic Calendar, the College Academic Council will forward its recommendation to the Leadership Team through the vice chancellor for academic affairs. The chancellor will recommend a calendar for Board approval.

Following Board approval the academic calendar will be published online for all employees in the college *Catalog*, class schedules, newsletters, and Board minutes by end of the semester in which it is approved.

#### **G.5 Admissions Criteria for Credit Programs** (R 06/16)

[BP G 7]

##### a. Applicant Status

- Regular Student

As a regular student you may:

- Work towards a degree or certificate, or apply for a selective admissions program.
- Apply for federal financial aid, the A+ program, or veteran's benefits.
- Participate in intercollegiate athletics.

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

- Apply as an international student with F-1 student visa status.

To apply as a regular student:

- Submit an application for admission.
- Submit transcripts from high schools and/or colleges attended; if applicable, submit GED test scores. High school transcripts or GED scores are not required if a student has earned 15 or more hours of transferable college credit.
- Former students must submit transcripts from all colleges attended since last enrollment at St. Louis Community College. College transcripts must be mailed directly to St. Louis Community College by the transfer institution.

- General Student

As a general student you:

- Need no transcripts.
- Cannot be processed for federal financial aid, A+ benefits or veteran's benefits.
- Cannot be awarded a degree or certificate or apply for a selective admissions program.
- Cannot participate in intercollegiate athletics.
- Cannot apply as an international student with F-1 student visa status.

To apply as a general student:

Submit an application for admission (no transcripts required.)

- Admission Criteria for Selective Admissions Career and Technical Programs

With the approval of the relevant dean(s), the campus chief academic officers and the vice chancellor for academic affairs, career and technical programs may develop and apply additional requirements for admission.

#### b. Entry Status

- New College Student

Students who have never attended college must complete electronically an application that includes such information as former academic experience, educational goal, and intention to earn a certificate or associate degree and intended degree program. After an absence of one academic term (excluding summer), applicants will be required to update their admissions file.

- Transfer Student

Transfer students who have never attended St. Louis Community College must

**EDUCATIONAL PROGRAMS AND REQUIREMENTS**

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complete electronically an admissions application that includes such information as former academic experience, educational goal, intention to earn a certificate or associate degree and intended degree program. After an absence of one academic term (excluding summer), applicants will be required to update their admissions file. Transfer students wanting regular status must submit official transcripts from every college and university attended. Transcripts must be mailed from the other schools directly to the Admissions/Registration office.

- Re-entry Student

Former St. Louis Community College students not enrolled during the preceding academic term (excluding summer) may be re-enrolled by contacting the Admissions/Registration office and updating their admissions file. Students may be required to resubmit applicable transcripts from high school as well as from colleges or universities if they have not been enrolled in the preceding five years.

c. Unique Entry Status

- Still in High School – Dual Enrollment

High school juniors and seniors may attend classes through the dual enrollment program, which provides students an opportunity to take courses not offered in their high school or to continue a course series beyond the level offered in high school. Dual enrollees will be required to follow all College policies and procedures and must:

1. have a cumulative high school grade average of *C* or better;
2. obtain written permission to enroll from a high school official;
3. select a course not normally available at the high school;
4. obtain a signed permission form from a parent or legal guardian; and
5. Apply to the Access Office for disability-related accommodations and services if applicable. Documentation of a disability that meets the College's requirements will be required. It should be noted that the requirements and types of accommodation at the postsecondary level are based on the Americans with Disabilities Act (ADA) and Section 504 and are often significantly different than the Individuals with Disabilities Education Act (IDEA).

- Still in High School – Dual Credit

High school freshmen, sophomores, juniors and seniors may receive college credit for specified classes at high schools participating in the College's dual credit program. Dual credit students will be required to follow all College policies and

**EDUCATIONAL PROGRAMS AND REQUIREMENTS**

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procedures and must:

1. Juniors and seniors must have a cumulative high school grade point average of 2.5 or higher (on a 4.0 scale), sophomores may enroll in dual credit with a 3.0 or higher (on a 4.0 scale), and freshmen must have a 3.0 (on a 4.0 scale) and a 90<sup>th</sup> percentile scaled score on the ACT or SAT entrance exam;
  2. obtain written permission to enroll from a designated high school official and from a parent/guardian;
  3. meet the College's requirements for entry into the course; and
  4. pay a non-refundable fee for the course in accordance with Board Policy H.20 – Fees and Fines; and
  5. Apply to the Access Office for disability-related accommodations and services if applicable. Documentation of a disability that meets the College's requirements will be required. It should be noted that the requirements and types of accommodation at the postsecondary level are based on the Americans with Disabilities Act (ADA) and Section 504 and are often significantly different than the Individuals with Disabilities Education Act (IDEA).
- Early High School Graduate  
High school students who have completed their graduation requirements before their actual date of graduation may be admitted, provided a letter of completion is received from the high school principal, or designee.
  - Non-traditional High School Graduates  
Applicants for admission who have completed a home schooling or other educational course of study that is not accredited by a state board of education or by one of the accrediting agencies listed in the International Registry of Accredited Schools are eligible for admission as a general student, provided they are at least 17 years of age.

To apply for regular status they must meet the following criteria:

- Provide official high school transcripts,
- Meet the federal “ability to benefit” test scores on Accuplacer, or
- Complete six credit hours of college level (100 level or above) coursework with a “C” or better in each course.

Under extenuating circumstances, applicants who do not meet the above criteria may be considered for admission by the administrator responsible for admissions.

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

- Non High School Graduate

Students who have not graduated from high school are eligible for admission as a general student provided that they are at least 17 years of age.

To apply for regular status they must meet the following criteria:

- Provide official high school transcripts,
- Meet the federal “ability to benefit” test scores on Accuplacer, or
- Complete six credit hours of college level (100 level or above) coursework with a “C” or better in each course.

Under extenuating circumstances, applicants who do not meet the above criteria may be considered for admission by the administrator responsible for admissions.

#### **G.5.1 International Student Admissions** (R 06/16)

[BP G 7.1]

- a. International students, unless admitted under a contract or agreement establishing alternative requirements, must fulfill the following requirements for admission:
  - Complete the requirements for admission as a regular student;
  - Request the “International Student” information packet from the campus Admissions and Registration office and follow the procedures outlined;
  - Must have completed the equivalent of a 12-year elementary and secondary school program; (An equivalent to the U.S. *B* average or better is required for courses taken at the secondary school level.)
  - Submit transcripts of their high school and college work; (These records must include the following information translated into the English language: descriptive titles of courses studied, final grades in each course and an explanation of the grading system.)
  - If prospective students are still residing outside of the United States, must have on file 60 days before the start of classes all admission requirements and required documents; (Prospective students presently attending a college or high school in the United States must submit all materials 30 days before the start of classes.)
  - Score 500 or above on the written TOEFL (Test of English as a Foreign Language), or 61 on the internet-based TOEFL. The applicant must have taken the test within the last two years;
  - If prospective students are already in the United States, must submit a grade average of 3.0 on all course work completed at English language centers or for intensive English courses completed at other colleges or universities; (Students in regular academic programs at all other accredited institutions must have

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

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earned a cumulative grade point average of 2.0.)

- Must submit a financial statement which certifies that they have adequate funds to carry them under normal conditions through their course of study without the need for local financial assistance; (This form must be notarized and completed within the last four months.)
  - Purchase the College's health insurance plan for international students, unless they can show proof of coverage through a comparable medical insurance plan. (The plan must include repatriation and medical evaluation.) Students must submit verification documents to the Admissions office before they can register for classes.
- b. Acceptance - When the above admission requirements are met, designated student affairs staff on the appropriate campus will review the file, send a letter of acceptance and issue and sign an *I-20* form. Accepted students must sign the *Conditions of Enrollment* form provided by the campus Admissions and Registration office.
- c. Students with College Degrees - Normally, international students possessing a degree or degrees from a U.S. college or university will not be considered for acceptance. However, the campus chief student affairs officer will review students' requests for admission involving exceptional circumstances. Students should explain these in writing for consideration. Transcripts will be evaluated in the same manner as those of other students. (See Administrative Procedure titled "Evaluation of Educational Credit.") Students must submit a bulletin or syllabus covering the content of college or university courses for consideration of transfer credit.
- d. Part-time Students - International students on student visas attending another educational institution who plan to enroll as part-time, unclassified students must submit the following:
- Admissions application;
  - Proof of English proficiency before enrollment;
  - A letter from the international student advisor where the student is currently attending. (The letter must certify that the student is in good standing and has permission to enroll part-time at the College.)

Part-time students on visas other than student visas need to provide the first two items above and a copy of a visa valid for the duration of scheduled classes.

**G.5.2 Course Placement** <sup>(R 11/15)</sup>

[BP G 7.2]

**Enrolling in Courses**

Before enrolling for credit in courses\* numbered 100 or above, students will show evidence of having the necessary basic skills in reading in one of the following ways:

- Completion of at least RDG:030 or ENG:070 with a grade of “C” or better.
- Appropriate ACT/SAT scores (an ACT score of 18 in reading or an SAT critical reading score of 500).
- Appropriate transcribed developmental or transfer level courses.
- Appropriate placement test scores.
- Conferred degree – associate degree or higher from a college or university recognized as accredited by STLCC.

\* Exceptions to these requirements may be approved for individual courses by the District Curriculum Committee.

Other course-level prerequisites are identified on course profiles, in Banner and in the College catalog.

Course placement procedures support students in making progress in meeting their educational goals. In addition to the ACT and SAT scores, STLCC uses a computerized adaptive placement test to determine students’ placement into courses based on their academic preparedness. All or part of the placement tests may be waived if a student can provide academic credentials or written documentation for one of the following:

- A college degree from a regionally accredited institution in the United States or a college degree from an educational institution outside of the United States that is deemed by the College to meet standards for awarding degrees that are comparable to accreditation standards.
- A college transcript or grade report documenting successful completion (with a “C” grade or higher) of reading, writing or mathematics course prerequisites.
- An appropriate ACT score earned within the last 3 years:
  - A reading score of 18 or above to waive the reading test
  - An English score of 18 or above to waive the English test
  - A math score of 22 or above to waive the math test
- An appropriate SAT score earned within the past 3 years:
  - A critical reading score of 500 or above to waive the reading test
  - A writing score of 500 or above to waive the writing test

- A math score of 580 or above to waive the math test

Before enrolling for credit in courses, international students and students with limited English proficiency will show evidence of having the necessary basic skills in reading and writing by completing the ACT/ESL Compass test with scores greater than 41 on the grammar portion, with above 37 on the reading, and with above 55 on the listening portion. Placement of international students and students with limited English proficiency in credit courses may also be approved by ESL faculty based upon additional review of writing samples and interviews by ESL faculty and/or other qualified staff.

Note on Prerequisites: Students must meet mathematics prerequisites for mathematics courses with courses, ACT test scores, or placement test scores that are no more than three years old.

#### Retesting

Prior to beginning a course in reading, English, or math, students may retake the appropriate portion of the placement test at a cost of \$10 per attempt. Before retesting, the student will be encouraged to utilize review materials available online or on campus and must present a receipt for payment of the fee to the Assessment Center.

A student may only retest reading, English, or math sections two (2) total times in a calendar year and may only test once per day.

If, in the opinion of a department chair an additional retest is warranted, a student may be granted written permission for appropriate retesting. In all other cases, the College's placement tests may not be retaken to determine course placement once a student has enrolled in a reading, writing or math course sequence.

#### **G.5.3 Residency Requirements** (R 5/98)

[BP G 7.3]

A resident student of the district may be any of the following:

- a. An unemancipated minor who has not attained the age of 21 and is under the legal care, custody or support of an individual(s) residing within the district.

1. The College will assess in-district fees for this student.
2. If the College requires the student to submit documentation proving dependency upon individual(s) having legal custody, the student must submit such



## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

documentation to the Admissions, Registration and Records office before the official semester starting date.

3. Once residency has been established, the student may continue to qualify for resident status so long as he/she remains continuously enrolled, excluding summer terms, in the College even if the individual(s) having legal custody of the student ceases to hold resident status. Otherwise, the student will be assessed the prevailing maintenance fee for out-of-district or out-of-state.

- b. An emancipated minor residing in the district who has not attained the age of 21 and who is not under the legal care, custody or support of another individual.

Emancipation may be documented through:

- marriage (license required);
- court action (legal ruling required);
- abandonment (legal ruling required); or
- alienation (legal ruling required).

Emancipation may not be granted for:

- mere absence of student from domicile of individual(s) having legal custody; or
- students taken as an income tax deduction by a second party other than the spouse.

- c. An adult who has attained the age of 21 and has established residence within the district.

1. A non-immigrant unemancipated minor alien student, holding a visa type *B*, *F*, *H* (except *H-1B*), *J*, *M*, *O-2*, *P* or *Q* and who is a legal dependent of an individual(s) who holds permanent alien status or who holds a visa in a category other than those specified above and who lives within the district.
2. A non-immigrant alien holding a visa in a category other than those specified above will be assessed in-district fees if he/she has established residence within the district.

#### **G5.3.1 Burden of Proof** <sup>(R 5/98)</sup>

[BP G 7.3]

The burden of proof to establish eligibility for resident status rests completely with the student. The factual criteria used to determine resident status is as follows:

- Missouri voter registration.
- Missouri domicile lease/deed.

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### **EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

- Missouri automobile registration.
- Missouri driver's license with current address.
- Missouri personal property tax receipt.
- Marriage license and any of the above documentation identifying district residence of spouse.
- Paycheck from employer with employee's home address as part of check information.
- Proof of checking account with home address printed on checks.
- Utility bill showing home address.

#### **G5.3.2 Change of Residency** (R 06/16)

[BP G 7.3]

Any student who does not meet in-district residency requirements and is assessed out-of-district or out-of-state fees in the first academic term may, after enrollment for the first term, apply to be classified as a district resident and thereafter be assessed the in-district maintenance fee if the student resides within the boundaries of the district and provides adequate proof of residency and emancipation.

The enrollment services office requires the student to complete the standard application form for classification as a district resident.

The enrollment services office may require a standard affidavit of non-support form.

At the time of admission, the student should be notified of the maintenance fee rate, and the rate assessed may be reviewed by the enrollment services office and appealed through normal administrative channels.

#### **G.6 Students with Disabilities** (R 4/12)

[BP B.10 & G.8]

A student with a disability must contact the Access Office at his/her campus of enrollment in order to begin the formal request for the accommodation process. The student must present appropriate documentation of disability that supports requested accommodations. Determination of appropriate documentation will be made by the Access Office. Upon completion of the application for Access Office Disability Support Services, the student will meet with Access Office staff to discuss needs, arrangements, responsibilities, etc. If, because of the student's disability, he/she requires secretarial or other assistance in understanding or preparing the Application for Access Office Disability Support Services, this will be provided upon request.

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

In determining the College's ability to offer reasonable accommodation to an otherwise qualified "student" with a disability, each request for an accommodation will be evaluated on a case-by-case basis by the Access Office. Factors to be examined include, among others:

- The academic and technical standards required for admission or participation in an education program or service;
- The purpose and nature of the program, course and/or service;
- The precise education-related abilities and functional limitations of the applicant or student and if the accommodation(s) provide a reasonable opportunity for equal access;
- The nature and cost of the accommodation upon the operation and educational mission of the College, course, program, service and/or activity; and other federal, state and local regulatory requirements.

St. Louis Community College provides reasonable accommodation pursuant to the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, and other relevant laws. These policies provide information regarding the accommodation process for students using service animals.

St. Louis Community College ("STLCC") policies permit qualified students with disabilities to use service animals and other authorized animals in STLCC facilities and on STLCC campuses in order to ensure that qualified students with disabilities can participate in and benefit from STLCC services, programs and activities, and to ensure that STLCC does not discriminate on the basis of disability pursuant to the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 and all other applicable laws.

The following procedures regarding service animals and other authorized animals apply to students of STLCC.

#### Definition(s):

*Service Animal:* Service animals perform some of the functions and tasks that an individual with a disability cannot perform for himself or herself. Service animal is defined in Title III of the ADA regulations (28 C.F.R. Section 36.104) as follows:

Service animal means any guide dog, signal dog, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

If an animal meets this definition, it is considered a service animal even if it has not been licensed or certified by a state or local government, or by a private agency.

If the definition of a service animal is not met, then the use of the animal (i.e., therapy or emotional support animal) may be allowed as a reasonable accommodation through established policy and/or ADA/504 compliance office procedures.

*Therapy or Emotional Support Animal:* Animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being are not service animals.

*Disability:* Disability is defined in Title II of the ADA regulations, 28 C.F.R. Section 35.104 as:

A physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment, or being regarded as having such an impairment.

*Direct Threat:* Direct threat is defined in the Title III ADA regulations, 28 C.F.R. 36.208(b) as:

Direct threat means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services.

*Fundamental Alteration:* fundamental alteration is referred to in the Title II ADA regulation, 28 C.F.R. Section 35.130(b)(7), as follows:

A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

#### General Requirements for Students Using Service Animals or Other Authorized Animals:

- The handler/partner shall be in full control of the animal at all times.
- The animal shall be on a leash at all times unless the user is unable to use a leash, using the leash would harm the handler/partner, if the animal must perform a task

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

without the use of a leash, or the use of a leash is not appropriate for that type of animal.

- Dogs shall wear a current vaccination tag; other animals shall have current vaccinations appropriate for that type of animal. The college reserves the right to ask for proof of current vaccination.
- If an animal's behavior fundamentally alters the college's programs, activities and services or poses a direct threat to the health or safety of others, the college may ask that the service animal be removed.

#### Process for Students:

Questions or concerns regarding the appropriateness of a service animal being on College property are to be brought to the attention of the campus ADA/504 compliance officer. After hours, questions and concerns may be brought to the STLCC college police department.

#### Procedures to Request Use of an Animal Other Than a Service Animal:

For STLCC students, the STLCC ADA/504 coordinator will evaluate the request to use an animal other than a service animal meeting the legal definition referenced above which is based on a "reasonable person" standard. The "reasonable person" standard means that it is obvious that the animal meets the legal definition. For example, the animal is performing a function for an individual with a disability. For further explanation of this standard, please contact the STLCC Section 504/ADA coordinator, (314) 539-5286. Individuals with speech or hearing impairments may call via Relay Missouri by dialing 711.

#### Appeal Procedures on Denial of Request to Use Animals:

Students who are denied use of a service animal, or other animal as a reasonable accommodation, may file a complaint or grievance pursuant to STLCC's complaint procedures contained in the College's Administrative Procedure G.6.1 "Grievance Process for Students with Disabilities."

#### Personal Attendants

- Are not responsible for a student's progress or behavior.
- Shall not carry on conversations with the student during class.
- Shall not participate in class or intervene in conversations between the student and faculty, staff or other students.
- Shall not discuss any confidential information about the student with faculty, staff or students.

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

- Shall follow the College's Code of Conduct.

Students using personal attendants shall follow the Access Office Personal Attendant Policy.

The College is not required to offer or provide an accommodation to admit or to continue to admit an individual with a disability to any particular program, course, service and/or activity or to provide educational opportunities and other services when:

- An accommodation would substantially alter the educational standards or mission of the College;
- An accommodation would fundamentally alter the nature of the program, course, service and/or activity;
- Taking into account the applicant or student's qualifications along with the requested accommodation, he/she is not otherwise qualified to meet the academic, behavioral, and technical standards required for admission or participation in an educational program, course, service and/or activity;
- Reasonable accommodation would not overcome the effects of the individual's disability;
- Reasonable accommodation would not enable the individual to complete a program, course, service and/or activity;
- An accommodation would cause an undue financial or administrative hardship on the College; or
- With respect to accommodations mandated by the Americans with Disabilities Act, even with reasonable accommodations, the individual would still pose a direct threat to the health or safety of himself/herself or others.

Reasonable accommodation does not negate the following:

- Requirements for successful completion of a program, course, service and/or activity;
- Adherence to generally acceptable standards of behavior;
- Adherence to the requirements as listed in the College's *Fact Finder*; and,
- Adherence to administrative and faculty/staff directions and instructions.

#### Request for Reasonable Accommodation

An otherwise qualified student who identifies him/herself as having a disability and requests reasonable accommodation will be required to provide current and appropriate documentation, which indicates that the student has a substantial limitation in a major life activity such as learning, seeing, walking, hearing, etc. This documentation may include

## **DIVISION G**

## **ADMINISTRATIVE PROCEDURES**

### **EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

psycho-educational assessment, medical records, etc., sufficient to establish the existence of a claimed physical/learning/mental impairment and the need for accommodation as outlined.

A student shall complete an application for Access Office Disability Support Services along with current and appropriate documentation as discussed above. A student may submit this application at any time during the semester, however the College recommends submitting the application at least six weeks prior to the beginning of the semester of attendance in order to ensure that any and all reasonable accommodations shall be available on the first day of class.

If accommodation requests are submitted too late within the semester, the College may not be able to implement the accommodation request within that semester. Accommodations are not provided retroactively.

An Accommodation Request Form for College activities/events must be submitted at least two days before the event. Documentation of disability may be required. The College reserves the right to review documentation prior to providing the requested accommodation.

#### Providing Reasonable Accommodation

Determinations of whether the College is required to provide accommodations will be made by the Access Office. Determinations are based upon whether:

- The student has a disability.
- The disability substantially limits him/her in a major life activity.
- The documentation presented is current, is based on adult assessment and supports the need for appropriate accommodations.
- The accommodation(s) have a reasonable opportunity to provide equal access.
- The determination of whether and/or what reasonable accommodation will be made for a student will be made by the Access Office individually or in consultation with appropriate personnel.

#### Development of a Written Accommodation Plan

Once a student has been determined to have a disability which requires reasonable accommodation(s), the Access staff and the student will develop a written accommodation plan which will include the development of instructor notification of accommodations memos. In order to receive accommodations, the student is responsible for delivering the memos and discussing the requested accommodations with appropriate

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

College personnel. It is the student's responsibility to promptly inform the Access Office of problems with his/her accommodations. The Access Office will maintain a confidential file which includes: documentation of the student's disability, the student's written accommodation plan, and historical information that documents the College's response to the student's request for accommodations.

#### Provision of Support Personnel for College Activities and Programs

If the Access Office determines that the provision of a support person (interpreter, reader, writer, notetaker, lab assistant) is an appropriate and reasonable accommodation, that person must be pre-approved by the Access office staff in order to gain admittance to the College classroom, program, activity or service. An exception to this would be a student already enrolled in the course who is acting as a volunteer notetaker or lab assistant.

#### Students Who Reject Reasonable Accommodation(s)

If a qualified student with a disability rejects a reasonable accommodation, aid, service, opportunity or benefit that is necessary to enable the student to perform or meet the academic, technical or other standards requested for admission or participation in the educational program, activity or other service in question, the student may not be considered a qualified individual with a disability, and admission to or current enrollment in the program, course, activity or service in question may be denied, withdrawn or modified; or the individual could proceed unless the safety of self or others is at risk.

#### **G.6.1 Grievance Process for Students with Disabilities** (R 06/16)

[BP B 10 & G 8]

The College is committed to the elimination of arbitrary or unreasonable practices which result in discrimination. All groups operating under the policies of the College, including all employees, student governments and programs sponsored by the College are governed by this policy of non-discrimination. In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Board Policies, the College does not discriminate on the basis of disability.

##### a. Purpose and Scope

This procedure provides College students with disabilities an opportunity to resolve complaints alleging discrimination based on disability (in accordance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act).

This procedure also provides students with disabilities with an opportunity to resolve complaints regarding academic accommodations.



## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

This procedure also allows for complaints from employees who are asked to provide accommodation(s) for students. However, if the accommodation is approved by the Access Office, the employee will provide the student accommodation(s) while he/she is appealing the requested accommodation(s). All other complaints of disability discrimination by employees shall be made pursuant to the Employee ADA Grievance Procedure.

It is the intent of this procedure that complaints should be resolved, when possible, in the area or department where the alleged violation occurred. Because each grievance must be judged on a case-by-case basis, it would be impossible to state or limit within this procedure the type of relief which might be afforded.

This procedure does not apply to the following types of complaints as other appeals procedures exist:

- Administrative Withdrawal
- Employee Grievances
- Grade Appeals
- Student Discipline
- Student Record Challenges
- ADA Grievances for Members of the Public

#### b. Definitions

- College ADA Coordinator - The individual designated to oversee the investigation, mediation and processing of complaints brought under this procedure. This person will act as a resource to the Employment and Campus ADA Compliance Officers by researching necessary information, providing awareness and establishing consistent policies under the ADA. Contact information for the ADA Coordinator appears at the end of this procedure.
- Campus/ADA Compliance Officers - The individual(s) designated to receive the formal ADA grievance form. The ADA compliance officer(s) will meet with the complainant and necessary employees, conduct an investigation and attempt to resolve the grievance as set forth herein. Contact information for the ADA Compliance Officers at each campus location appears at the end of this procedure.
- Student - An individual with a disability or perceived disability who has been accepted to the College and is enrolled in classes or taking appropriate action to

enroll in classes.

- Employee who has been asked to provide the accommodation(s) - An employee who has been asked to provide an accommodation(s) for a student with a disability. An employee who has received notice from the Access Office that a person with a disability is entitled to an accommodation(s) based on presented documentation must provide the accommodation(s) while he/she is appealing the requested accommodation(s).
- Complainant – A complainant may be either a student or an employee who has been asked to provide the accommodation(s) for a student with a disability.
- Working Days – Will mean calendar days but will not include Saturday, Sunday, College-designated holidays or semester breaks.

Informal Complaint Process – The complainant should first attempt to resolve the matter informally by requesting a conference with a member of the Access Office and other appropriate employees; i.e., this includes the instructor if the complaint is about a classroom accommodation that was or was not provided. If the matter is not resolved, a request for reconsideration may be made through the normal administrative channels (department chair, dean, campus chief academic officer/chief student affairs officer, as appropriate). Complainants are encouraged to use the informal complaint process but the informal complaint process is not a prerequisite to the filing of a formal grievance.

Formal Grievance – A complaint must be filed in writing by filing an *ADA/504 Formal Grievance Form* with the ADA Compliance Officer located at the campus location where the alleged violation occurred within 15 working days of the date of the occurrence giving rise to the complaint. The complaint shall contain the name, address, telephone number and e-mail address (if applicable) of the person filing it, and describe the alleged violation with as much detail as possible, including the date of the occurrence complained of, the person(s), and department involved.

- The ADA Compliance Officer shall advise the ADA Coordinator of the filing of the complaint. Contact information for the campus ADA Compliance Officers and Coordinator are listed below.
- The complaint shall be forwarded by the ADA Compliance Officer to the appropriate campus department for conference and resolution efforts with the complainant, using normal administrative channels (department chair, dean,

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

campus chief academic officer, etc., as appropriate) which resolution efforts shall not exceed 20 working days after the filing of the complaint.

- Within 10 working days after the conclusion of the 20 working day period or the date of the final departmental resolution effort, whichever date is earlier, the dean, campus chief academic officer, etc., as appropriate, shall render a written decision and forward a copy to the complainant.
- If the complainant is not satisfied with the decision and wishes to file an appeal, the complainant shall notify the ADA Compliance Officer within 10 working days of the date of the decision.
- The ADA Compliance Officer will conduct an investigation and attempt to resolve the grievance. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. The ADA Compliance Officer will notify the complainant and ADA Coordinator of his/her decision within 15 working days after receipt of the appeal.

The student need not be present at any conference except where the student requests another person to represent him/her at the conference. A representative may represent the student at the conference, provided the student is also present, at the discretion of and to the extent permitted by the College.

If the complainant is dissatisfied with the ADA Compliance Officer's decision, he/she may appeal to the appropriate College officer (campus chief academic officer, vice chancellor, or chancellor, as appropriate), whose decision will be final. The complainant must deliver a written appeal to the appropriate College officer within 10 working days of issuance of the ADA Compliance Officer's decision.

The appropriate College officer will conduct an investigation within 10 working days after receipt of the appeal request, which may include a conference. He/she will render a decision and the reasons for it in writing within 20 working days following the receipt of the appeal request. He/she may affirm, reverse or modify the ADA Compliance Officer's decision in whole or in part.

Dates may be extended with the permission of all parties concerned.

#### ADA Compliance Officers:

Cosand Center: Manager of Talent Management, 300 South Broadway, St. Louis, Missouri 63102. (314) 539-5214.

## **DIVISION G ADMINISTRATIVE PROCEDURES EDUCATIONAL PROGRAMS AND REQUIREMENTS**

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Florissant Valley: Campus Chief Student Affairs Officer, 3400 Pershall Road, St. Louis, Missouri 63135-1408. (314) 513-4250.

Forest Park: Campus Chief Student Affairs Officer, 5600 Oakland Avenue, St. Louis, Missouri 63110-1316. (314) 644-9114.

Meramec: Campus Chief Student Affairs Officer, 11333 Big Bend Blvd., St. Louis, MO 63122-5720. (314) 984-7607.

Wildwood: Campus Chief Student Affairs Officer, 2645 Generations Drive, Wildwood, Missouri 63040-1168. (636) 422-2008.

Corporate Services: Associate Vice Chancellor, Workforce Solutions, 3221 McKelvey Road, Bridgeton, Missouri 63044. (314) 539-5360.

Title II/ADA Coordinator: Vice Chancellor for Student Affairs, 300 South Broadway, St. Louis, MO 63102. (314) 539-5285.

### **G.7 Academic Standards for Credit Courses** <sup>(R 3/07)</sup>

[BP G 9]

#### **G.7.1 Attendance** <sup>(R 5/98)</sup>

[BP G 9.1]

The matter of attendance and the way attendance affects a student's grade is essentially to be determined by the instructor, who in turn may be guided by department guidelines where applicable. For example, some departments which offer programs requiring structured clinical instruction also have more strict attendance requirements.

The important considerations are:

- a. Students will be notified in writing at the outset of a course (i.e., the course Syllabus, outline, or other handout) of attendance requirements and how attendance relates to grading. Valid grading practice may vary from class to class, but the need to communicate whatever grading practices apply is imperative in all classes.
- b. Attendance requirements relative to students' grades should be reasonable, capable of being supported by the department or division, and able to withstand review if grieved by a student.
- c. Instructors will maintain adequate student attendance records to document student grades reflecting attendance considerations.
- d. Caution will be used in awarding *I* (Incomplete) or a *PR* (Progress Re-enroll) to

students with attendance problems. (See section in administrative procedures entitled “Grades”).

All full- and part-time faculty must submit to the Admissions, Registration and Records office by the specified deadlines the following:

- An official attendance report for each course taught. The faculty member must indicate on the attendance roster which students enrolled in his/her course(s) have and have not been in attendance, documenting at least one day of attendance. At the end of the second week of classes (first week for summer and interim sessions), students who have registered and paid for a class and are reported by the instructor as never having attended will be withdrawn. Classes less than 16 weeks in length may have different administrative withdrawal dates, representing the same percentage of class time. The class will be shown on the transcript with a grade of *W* and students will not be eligible for a refund of fees. After this period, the instructor cannot withdraw students from class. It is always the student’s responsibility to initiate a withdrawal.
- An end-of-session grade roster for each course taught. In cases where students have learned end-of-session grades that do not convey credit (*F*, *U*, *I* or *PR*), a last date of attendance must be indicated on the attendance roster based upon the instructor’s attendance records.

Distance Learning: Every course must have a record that a student engaged in the courses for distance learning or other alternative course structures. The student must provide written communication to the instructor or have a personal meeting.

All records described above will be kept in accordance with federal requirements.

### **G.7.2 Final Examination** (R 5/98)

[BP G 9.2]

Individual campuses will formulate and publish a final exam schedule for the final exam or culminating experience for the standard format, semester-length courses. Courses with non-standard formats, such as telecourses, or courses that do not meet on the standard semester schedule, will have examinations scheduled at times that are appropriate for their format and duration.

### **G.7.3 Grades** (R 1/03)

[BP G 9.3]

All students will be awarded letter grades for course work undertaken in which the student was enrolled as follows:

**DIVISION G****ADMINISTRATIVE PROCEDURES****EDUCATIONAL PROGRAMS AND REQUIREMENTS**

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A	Superior	4 points
B	Above Average	3 points
C	Average	2 points
D	Passing, Below Average	1 point
F	Failure	0

Other grades include:

**I - Incomplete**

This grade will normally indicate a situation in which the student has satisfactorily completed a major portion of the work and for reasons considered by the instructor to be beyond the student's control is prevented from completing required course work during the regular College term. The student must complete the outstanding course work in a time frame established by the instructor, up to one calendar year, in order for the *I* to be changed to a letter grade. Student and instructor must enter into a written agreement describing the work to be completed, the grading criteria, and the time frame for completion. Upon satisfactory completion of all work by the student, the instructor will initiate an appropriate grade change. After one year, if all requirements are not met, the *I* will automatically change to a permanent grade of *F* on the student's academic record. With the consent of the instructor, the one-year limit may be extended by the instructor, the department chair, or the dean. The written agreement must be given to the department chair, who, if an instructor leaves the employ of St. Louis Community College, will assure evaluation of any work that might be completed.

**W - Withdrawal**

A grade of *W* will be issued if a student initiates and completes the course withdrawal process by the end of the 12th week of the regular semester or corresponding times during other terms. Under rare and extenuating circumstances, the instructor or appropriate administrator may initiate a withdrawal on the student's behalf.

**T - Audit**

A symbol indicating enrollment with no intent to earn credit and with no implication concerning class attendance or skill accomplishment.

**R - Credit-by-examination**

A symbol to signify that credit has been earned by examination in situations in which the awarding of letter grades seems inappropriate.

**S - Satisfactory**

A symbol indicating the award of credit. *U* and *S* grades may be awarded only in courses approved for this purpose under guidelines developed by the College. The earned credit(s) counts toward graduation but is not used in grade point average

calculations.

U - Unsatisfactory

A symbol indicating the award of no credit and no grade points.

PR - Progress - Re-enroll

Students making progress but not successfully completing course material may be awarded a grade of *PR* at discretion of the instructor. A *PR* grade represents no credits earned and will carry no grade point value. Students receiving *PR* grades may be permitted to re-enroll in the course or courses involved but must pay maintenance fees again.

NG - No grade assigned by the instructor

This is a temporary designator used to indicate that the instructor has not assigned a grade.

#### **G.7.4 Grade Points** <sup>(R 5/98)</sup>

[BP G 9.4]

Cumulative grade point average (GPA) is determined by multiplying the number of grade points for each grade (*A, B, C, D*) in a course at the College by the number of semester hours for that course, then dividing the total by the number of semester hours attempted.

#### **G.7.5 Grade Point Average Recalculation** <sup>(R 3/07)</sup>

[BP G 9.14]

Program Change - To petition for a program change with grade point average calculation, a student must submit an application to the Admissions, Registration and Records office. The requirements and instructions for submitting an application and the criteria used for the GPA adjustment are available in the Advising/Counseling office. The student is strongly advised to consult an advisor or counselor since a GPA adjustment can be done only once for a student.

Prolonged Absence from the College - Following an absence from the College of 10 calendar years, a student may apply for a recalculation of grade point average with academic forgiveness. The student must apply for recalculation during his/her first semester of enrollment after the 10-year absence. The recalculation will be made only once in a student's academic career at the College. All course work below *C* will be removed from calculation of the grade point average. Course work removed from grade point calculation will not be used to meet degree requirements; however, all courses will remain on the student's transcript.

**G.7.6 College Credit Hours** <sup>(R 06/16)</sup>

[BP G 9.5]

Credit hours are normally assigned to lecture courses according to the number of minutes a week for the 15 weeks a course meets. Typically 50 minutes per week corresponds to one (1) credit hour. Refer to the district curriculum committee (DCC) guidelines on the DCC Blackboard site for additional information. Courses that have a lab or studio usually grant one credit hour for two to three hours in the lab or studio each week during the 15-week semester. For courses that meet less than 15 weeks, the number of hours a week spent in class will increase proportionally.

**G.7.7 Honors** <sup>(R 5/98)</sup>

[BP G 9.6]

**Honors Awards**

- With Academic Honors - Transcripts and diplomas of graduates who have earned cumulative GPA's of 3.5 or higher will be designated "With Academic Honors."
- With Highest Academic Honors -Transcripts and diplomas of graduates who have earned cumulative GPA's of 4.0 will be designated "With Highest Academic Honors."
- Dean's List - The transcripts of full-time students who are enrolled in at least 12 credit hours and who earn a GPA of 3.5 or higher will carry the note "Dean's List" for that semester. The transcripts of part-time students will be noted "Dean's List" at each increment of 12 credit hours with a GPA of 3.5 or higher.

**Honors Program**

The honors program promotes scholastic excellence in students who are academically well-prepared and highly motivated. It stimulates creativity, encourages discipline, requires research and invites originality.

Students are eligible for the honors program on the basis of high school and college academic achievement, SAT or ACT scores, placement test scores, special aptitude or talent or permission of the program coordinator. The program brochure gives specific details of eligibility.

Courses students have taken for honors appear on the transcript with the notation "Honors Program Credit" if an *A* or *B* credit is earned in these courses.

Upon graduation, students who have completed 15 or more credit hours of honors



program work and maintained a cumulative GPA of 3.5 or better will be designated “Honors Program Scholar.” Their transcripts will show a notation and their degrees or certificates will show a seal to that effect.

### **G.7.8 Repeated Courses** <sup>(R 5/98)</sup>

[BP G 9.8]

To repeat a course for credit, a student must fill out and submit to the Admissions, Registration and Records office a *Course Repeat* form at the time of registration.

If the *Course Repeat* form is submitted, only the latest grade will be used in computing the cumulative GPA. Neither the credit hours attempted nor the grade points earned from the previous course(s) will be included in the cumulative GPA. If a student withdraws from the course(s) being repeated, the grade(s) received at the previous enrollment(s) will be used in calculating the cumulative GPA..

If the *Course Repeat* form is not submitted, the credits attempted and the grade points earned from all enrollments for the course(s) are used in the calculation of the cumulative GPA.

A student may not repeat a course more than once unless he/she consults with a counselor/advisor to determine measures the student can take to improve his/her performance in the course. The advisor/counselor is required to sign the *Course Repeat* form before its submission to the Admissions, Registration and Records office. For students wishing to enroll for more than a second time in the same course, counselors and advisors may refer students to a designated academic department representative. The department may use strategies such as an interview or placement testing to determine if the student can repeat the course for more than a second time, enroll in another course, or be denied entry into a course. In the case of a dispute regarding course placement, a student may appeal the decision through the academic appeals process.

### **G.7.9 Satisfactory Academic Progress** <sup>(R 06/16)</sup>

[BP G 9.9]

Academic probation will be in strict accordance with the standards listed in the section of Board policy titled “Satisfactory Academic Progress.”

1. Good Standing--cumulative 2.0 GPA after completing at least six credit hours.

**EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

2. Academic Probation--less than a cumulative 2.0 GPA after completing at least six credit hours.

Academic Probation/Restricted Probation/Suspension

- Students on probation will not be allowed to self-advise. Once placed on probationary status, a student must achieve a cumulative GPA of 2.0 in the next academic term in which he/she is enrolled.
- Students who do not raise their cumulative GPA to 2.0 after one term on probation will be placed on restricted probation which requires the student to sign a contract stipulating the conditions for remaining enrolled in the College. The Counseling department will direct the development of the restricted probation contract.
- Students on restricted probation will have two terms in which to raise their cumulative GPA to 2.0. If they fail to do so, they will be suspended from the College for one calendar year. Students on restricted probation who achieve a term GPA of 2.0 or higher will not be suspended but will remain on restricted probation until their cumulative GPA reaches 2.0. However, students on restricted probation will be suspended after any term in which their semester GPA falls below 2.0.
- Students who return following the suspension year will continue on restricted probation and will be expected to achieve a 2.0 cumulative or term GPA during that first session, or they will be suspended from the College again for one year.
- Students may appeal decisions regarding restricted probation and suspension to the campus Probation/Suspension Appeals Committee.
- The College will notify students in writing that they have been placed on academic probation at the end of an academic term. The letters to the students will identify a specific individual or office to which all student inquiries are to be directed.
- The College informs students of how to avail themselves of a process designed to assist them in improving their academic performance.
- Students on academic probation may be allowed to participate in athletics subject to NJCAA regulations or College policies and procedures.
- Students who wish to appeal their probation or suspension status must notify the campus chief academic officer in writing no later than five working days before the first day of class of the term in which they wish to enroll. The student should explain his/her reason for the appeal and why the probation/suspension should be rescinded.

**DIVISION G ADMINISTRATIVE PROCEDURES  
EDUCATIONAL PROGRAMS AND REQUIREMENTS**

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Examples

Students A, B and C after designated on restricted probation (GPA < 2.0)

Student	A		B		C	
	GPA	Cumulative	GPA	Cumulative	GPA	Cumulative
1 <sup>st</sup>	1.7	1.8	1.7	1.5	2.2	1.73
2 <sup>nd</sup>	2.1	1.84	2.0	1.6	1.6	1.69
3 <sup>rd</sup>	1.6	1.73	2.0	1.68	----	----
	Suspended at end of 3 <sup>rd</sup> semester		Continues on restricted probation		Suspended at end of 2 <sup>nd</sup> semester	

Campus Probation/Suspension Appeals Committee

Each fall semester, the campus chief academic officer will appoint a Probation/Suspension Appeals Committee consisting of one instructional faculty member and one representative from Student Affairs to be chaired by the campus chief academic officer or his/her designee. The term of service for this committee will be one calendar year.

The chair of the Probation/Suspension Appeals Committee will convene meetings as necessary to consider student appeals within the time frame outlined below.

The committee will consider student appeals of academic contracts and appeals of suspension. In reviewing appeals, the committee will weigh all submitted evidence and review all prior academic progress. The decision of the committee will be final. Students will be notified promptly of the decision of the committee in written form within two weeks of receipt of the letter requesting an appeal.

**G.7.10 Satisfactory Academic Progress for Students Receiving Federal Higher Education Act (HEA) Title IV Financial Aid** <sup>(R 5/98)</sup>

[BP G 9.11]

For specific requirements and procedures and forms, the student should contact the Financial Aid office on one of the campuses.

**G.7.11 Satisfactory Academic Progress for Students Receiving Veterans' Benefits** <sup>(R 4/03)</sup>

[BP G 9.12]

For specific requirements and procedures and forms, the student should contact the veterans' services representative on one of the campuses.

**G.7.12 Satisfactory Academic Progress for Students in Selective Admissions**

**Career and Technical Programs** <sup>(R 06/16)</sup>

With the approval of the relevant dean(s), the campus chief academic officer and the vice chancellor for academic affairs, selective admissions career and technical programs may develop and apply appropriate program-specific standards and procedures for determining satisfactory student progress. Further, these programs may develop and apply standards and procedures that will allow students to be dismissed from and to apply for readmission to the program.

**G.7.13 Transfer Credits from Post-secondary Institutions** <sup>(R 3/02)</sup>

[BP G 9.13]

The College will evaluate courses for acceptance as transfer credit only for regular students who are accepted, enrolled and attending classes at the College.

**G.7.13.1 Credit from Other Institutions** <sup>(R 5/98)</sup>

[BP G 9.13]

The College adheres to the recommendations established by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and will accept earned college-level credit hours from colleges and universities accredited by the following agencies:

- Middle States Association of Colleges and Schools
- North Central Association of Colleges and Schools
- New England Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools.

The College will evaluate and accept as they apply to the general education requirements established by the College courses from colleges and universities accredited by the following agencies:

- American Association of Bible Colleges
- Association of Independent Colleges and Schools.

Students may submit courses from institutions accredited by the following agencies directly to the appropriate academic department for course evaluation and possible credit on the basis of experience.

- Association of Theological Schools
- National Home Study Council
- National Association of Trade and Technical Schools.

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

#### **G.7.13.2 Evaluation Process** (R 06/16)

[BP G 9.13]

The College will evaluate transcripts on an individual basis for courses that are applicable to the student's program. Accepted credits will be converted into St. Louis Community College course equivalencies.

The College will evaluate these transcribed courses:

- Courses with letter grades *A*, *B*, *C* and *D* from regionally accredited institutions.
- Courses with *P* for passing and/or *S* for satisfactory.
- Correspondence/telecourses/distance learning with acceptable grades.
- Credit by exam.
- Credits for advanced standing in math and English based on appropriate postsecondary institution's transcript notation.
- Credit from the College Level Examination Program (CLEP), which includes:

Courses with different credit hour values but within one hour of the equivalent St. Louis Community College course will be transferred with the credit hour value of the St. Louis Community College course. Courses that carry two or more credits fewer than the St. Louis Community College courses may be counted as electives but will not meet the requirement. Courses that carry two or more credits above the St. Louis Community College course will be considered on an individual basis.

College-level courses with *D* grades will be posted as *TD* (transfer *D*) on the student's internal record to be used for advising purposes. *TD* grades will not appear on the student's academic transcript.

The College will accept courses from accredited institutions as unspecified electives as needed.

For international students, the College will collect appropriate documentation to evaluate transcripts. This evaluation will include academic department assistance when appropriate. International students requesting evaluation will be required to provide a syllabus and/or course descriptions translated into English.

The college will complete transcript evaluations in a timely fashion upon receipt of requested documentation. Students will be notified that the transfer credit will be placed on their record after they enroll at the College. Central Student Records will be notified at the appropriate time to place transfer credit on the student record.

## **DIVISION G ADMINISTRATIVE PROCEDURES EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

Transcripts will be evaluated utilizing course description information from transfer institutions to determine if the College offers a semester course as described in the *College Catalog*.

### **G.7.13.3 Credit Not Evaluated for Transfer Credit <sup>(R 5/98)</sup>**

[BP G 9.13]

- Credit indicated on transcripts as accepted from other institutions - The student must submit copies of transcripts from all institutions attended for individual institution evaluation.
- Credit awarded by another institution for experience - The student must submit required documentation for academic department evaluation.
- Courses for which a non-passing grade was earned.
- Developmental (non-college level) courses.

### **G.7.13.4 Transfer Credit Appeal <sup>(06/16)</sup>**

[BP G 9.13]

The student must meet with and review the transcript evaluation with the evaluator in order to insure that any points of concerns have been addressed. A student may appeal alleged unfair treatment in the evaluation of transfer credit by following the appeals procedure in the *Fact Finder Student Handbook*.

#### Step 1

Within 10 working days of an alleged unfair treatment in the evaluation of transfer credit, the student must make a verbal or written request for an individual conference with the supervisor of Admissions/Registration to clarify the alleged unfair treatment and request a remedy. Within 10 working days of receipt of the student's request, the supervisor must hold a conference with the student.

#### Step 2

To pursue Step 2 if the matter is not resolved at Step 1, within 10 working days of the receipt of the written response from the supervisor of Admissions/Registration, the student must file a written request with the responsible dean (department chair at Wildwood) to clarify the alleged unfair treatment and request a remedy.

Within 10 working days of the receipt of the student's request, the dean must hold a conference with the student.

#### Step 3

To pursue Step 3 if the matter is not resolved at Step 2, within 10 working days of the receipt of the written response from the dean, the student must file a written request with the campus chief academic officer (transfer articulation officer). Within 10 working days of receipt of the student's request, the campus chief academic officer (transfer articulation officer) must hold a conference with the student. The campus chief academic officer (transfer articulation officer) will conduct a review and within five working days notify the appropriate parties of the decision.

The decision of the campus chief academic officer (transfer articulation officer) will be final.

**G.7.13.5 Other Sources of Credit** <sup>(R 06/16)</sup>

[BP G 9.13]

A student may request that the College evaluate experience for credit to be awarded. The appropriate academic department is responsible for such a review, including how the student should demonstrate the value of the experience and how much credit, if any, should be awarded. Credit from non-accredited institutions and/or credit for work experience may be granted for appropriate courses on the basis of examination (written and/or oral). The campus chief academic officer will approve the granting of such credit upon recommendation of appropriate faculty members in accordance with College policy. The credit will appear on the academic transcript in the form of St. Louis Community College course(s) with the symbol *R*.

The College may develop special agreements with training agencies other than higher education institutions that will award students credit for certain prior experiences.

Credit for military training may be granted according to the American Council on Education Military Guide to the Evaluation of Educational Experiences in the Armed Services. Other non-transcripted military experience may be evaluated using the same processes as non-military learning experiences. Industry credentials and other published guides may be consulted for the evaluation of learning experiences.

The following procedures will be followed in accordance with the recommendations set forth by the Missouri Credit for Prior Learning Model, 2013:

- A. Academic credit will be awarded only for those courses that satisfy graduation requirements for a student's declared certificate or degree program as outlined in college publications. The primary program is declared in Banner. If a student pursues a secondary program it may be declared in the department of the program.

- B. Some mandatory institutional requirements (for example, capstone or other specific programmatic requirements) may not be satisfied through the use of credit by examination or non-collegiate education or experience.
- C. If a national exam (i.e., CLEP) is available, students should first pursue that route for earning credit. Students should consult with personnel in the Assessment Centers to determine if national exams are available.
- D. Students must be currently enrolled and at least one credit hour must be successfully completed and transcribed into the students' record before any evaluation of non-collegiate or prior learning experiences are awarded.
- E. In the event that a new student needs preliminary evaluation of prior learning before committing to enrollment, the student must show a good faith effort to demonstrate he/she is capable of success in seeking prior learning approval. The department chair or academic dean may use discretion to review materials prior to enrollment or to override a prerequisite if viable credit for prior learning approvals are pending. Credit for prior learning will be awarded after at least one credit hour has been transcribed subject to a favorable evaluation of assessed work.
- F. All work assessed must meet or exceed "C" level work when evaluated against the existing course profile. "C" level work criteria shall be determined by department chairs and/or administrative deans.
- G. Students must initiate all requests for evaluation of non-collegiate or prior learning experiences. Students should obtain the Credit for Prior Learning Self-Assessment Form, available online and from advisors and department chairs, and should submit the completed form with all pertinent information to the appropriate department chair or program coordinator, who will conduct or delegate to an appropriate faculty member the assessment of prior learning.
- H. Additional documentation may be requested. Documentation of prior learning may include, but not be limited to, certificates of training, portfolio of work, self-attestation, demonstration of competency, oral interview, awards and honors, and information from employers including job descriptions, performance evaluations, and letters from supervisors.
  - A portfolio is an assessment method that documents learning acquired outside of the traditional classroom and presents information that systematically validates experiential learning. Each course for which credit is requested by portfolio evaluation must be in the college curriculum and must be part of the student's certificate or degree requirements.



- Preparation and content of the portfolio are the responsibility of the student. The content must be of sufficient breadth and depth to validate the student's knowledge of the subject matter.
- I. Proof of assessment should be maintained according to institutional document retention policy for final examinations.
- J. The total amount of non-collegiate or prior learning experiences applied toward graduation may not exceed the level required to meet residency requirements. For students seeking an associate's degree, 15 credit hours must be completed at STLCC. For students seeking certificates, 2/3 of the credit hours must be completed at STLCC.
- K. Students planning to transfer to another college or university should contact the receiving institution to determine the acceptability of transferred credit for prior learning.
- L. A signed form denoting the approved credit for prior learning will be submitted to the office of the registrar for final transcript entry.

### **G.8 Credit by Examination** <sup>(R 4/14)</sup>

[BP G 10 & H 20.5]

Students enrolled at the College may earn credit for courses offered by the College through an examination. The limit of credit given by examination is subject to the residency policy and may not exceed the number of credit hours the student actually earns at the College. Students are to be advised that the College cannot guarantee that credits earned by exam at one of its four campuses will be accepted by other institutions to which the students might transfer.

College credit may be granted in specific St. Louis Community College courses when a student achieves a passing score on any one of the following:

- A college-level examination while in high school.
- A College Level Examination Program (CLEP) examination. The minimum required score is determined by the chair(s) of the department which offer(s) the relevant course.
- A test constructed by the department offering that course.
- Another standardized test.

#### **College-level Examinations While Still in High School**

A student who has successfully completed college-level courses while still in high school may be eligible for advanced standing or placement if he/she makes satisfactory scores on the Advanced Placement Examinations administered by the Educational Testing Service

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

of Princeton, New Jersey. The results of these tests should be sent to the college registrar. Advanced Placement credit is awarded to students earning a minimum score of 3 on any of the CEEB advanced placement examinations, subject to departmental approval. A complete list of CEEB advanced placement examinations for which advanced placement credit is awarded is maintained in the office of the registrar and available at any campus Assessment Center and on the college's website.

#### College Level Examination Program (CLEP)

Scores of CLEP exams taken before enrollment may be considered for credit. A complete list of both general and subject CLEP exams for which credit is awarded is maintained in the office of the registrar and available at any campus Assessment Center and on the college's website.

#### Department Examinations

Designation of courses for which credit may be earned, selection or construction of department tests, grading of the tests and evaluation of scores are departmental responsibilities on each campus.

The procedure for administration of all department credit-by-exam tests must be coordinated by department chairs across the district. The agreed upon exam must be submitted to the Assessment Centers to become a part of the official STLCC credit-by-exam test bank. All credit-by-exam tests shall be administered through the Assessment Center. If a credit-by-exam test is changed after it is initially developed and submitted to the Assessment Centers, all department chairs must agree to the new exam and must resubmit the credit-by-exam test to their respective Assessment Center. The official list of credit-by-exam tests will be housed in the Central Student Records office and all updates and changes will be coordinated by the Managers of Assessment and the college registrar. The fee for examination is the current resident maintenance fee plus the College activity fee for one semester hour assessed; the fee is waived in applied music courses. Credits earned by department examination will appear on transcripts with the symbol *R*.

The College and its personnel are under no obligation to tutor or assist in any other way a student to prepare for a department examination.

Department examinations are not provided when national exams are available. Students should consult with personnel in the Assessment Centers to determine if national exams are available.

## **G.9 Academic Awards for Credit Programs: Degrees, Certificates and Requirements** <sup>(R 03/18)</sup>

[BP G 12]

### **G.9.1 Associate Degrees and Certificates** <sup>(R 10/11)</sup>

[BP G 12.1]

The College will issue associate degrees and certificates at the end of each academic term to applicants for graduation who meet applicable requirements.

### **G.9.2 General Degree Requirements** <sup>(R 03/18)</sup>

[BP G 12.2]

Approved programs are listed in the College *Catalog*. Satisfactory completion requires regular student status and a cumulative grade point average of 2.0 or higher.

The state of Missouri requires that, as part of this degree, students complete courses that satisfy requirements in federal and state constitutions and American history. The courses that satisfy this Missouri requirement are listed in the College's *Catalog* each year.

Satisfactory completion of general education requirements:

- A. For the Associate in Arts degree, satisfactory completion of general education requirements in compliance with the guidelines of the Coordinating Board for Higher Education.
- B. For the Associate in Applied Science degrees, satisfactory completion of a minimum of fifteen (15) credit hours of general education courses. Distributed as follows:
  1. College Composition I or Career English: 3 credit hours required;
  2. U.S. and Missouri Constitutions: 3 credit hours required;
  3. Natural Science and Mathematics: 3 credit hours required;
  4. Credit hours selected from one or more of the following categories to equal 25% or more of the total credit hours for the program: Humanities, Communication, Natural Science, Mathematics, and/or Social Science (for example, a program with 60 credit hours must have at least 15 total credit hours of General Education).
- C. For the Associate in Fine Arts degrees, satisfactory completion of a minimum of fifteen (15) credit hours of general education courses. Distributed as follows:

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

1. College Composition I or Career English: 3 credit hours required;
  2. U.S. and Missouri Constitutions: 3 credit hours required;
  3. Natural Science and Mathematics: 3 credit hours required;
  4. Credit hours selected from one or more of the following categories to equal 25% or more of the total credit hours for the program: Humanities, Communication, Natural Science, Mathematics, and/or Social Science (for example, a program with 60 credit hours must have at least 15 total credit hours of General Education).
- D. For the Associate in Science degrees, satisfactory completion of a minimum of fifteen (15) credit hours of general education courses. Distributed as follows:
1. College Composition I or Career English: 3 credit hours required;
  2. U.S. and Missouri Constitutions: 3 credit hours required;
  3. Mathematics: Analytical Geometry and Calculus I: 5 credit hours required;
  4. Science: 7 credit hours required;
  5. Credit hours selected from one or more of the following categories to equal 25% or more of the total credit hours for the program: Humanities, Communication, Natural Science, Mathematics, and/or Social Science (for example, a program with 60 credit hours must have at least 15 total credit hours of General Education).
- E. For the Associate of Arts in Teaching degree, satisfactory completion of general education requirements in compliance with the guidelines of the Coordinating Board for Higher Education.
- F. Notwithstanding Missouri law, the degree requirements for the Associate of Applied Science – Skilled Trades Industrial Occupations Technology – apprenticeship program agreement degree will be governed by the requirements of the specific apprenticeship program as approved by the program’s managing authority and additional educational requirements as reviewed by appropriate faculty and as outlined in the agreement between the college and the apprenticeship program authority.

Students who wish to receive a second associate degree must complete 15 additional credit hours and meet the College’s academic requirements for the additional program.

#### **G.9.3 Transcripts** (R 5/98)

[BP G 12.5]

An academic transcript displays all course enrollments at the College except those for

which a full refund has been issued. The transcript records grades, overall GPA, honors, and degrees and certificates earned. The transcript also includes any credit at another institution which has been accepted by the College.

A student may request a transcript in person at a campus Cashier's office or by writing directly to the Central Student Records office. Written requests should include semester and year of last attendance, name under which enrolled and student identification number or Social Security number. Complete information as to street address and location and institution, office or agency to which the transcript is to be mailed is required.

The College charges a fee for each transcript. Transcript requests will not be processed for students with outstanding financial obligations at the College such as library or parking fines or outstanding loans.

#### **G.9.4 Graduation Requirements** (R 03/17)

[BP G 12.7]

To receive a degree or certificate, a student must apply to the Admissions/Registration office for graduation no later than the sixth week of the fall or spring semester or the third week of the summer session. The Admissions/Registration staff, in consultation with the dean/department chair/program coordinator responsible for the student's program, will verify that the student has satisfactorily completed all degree or certificate requirements. Degree date reflects the term of application for graduation. All degree requirements must be completed within two (2) weeks of the official graduation date. Any exceptions must be approved by the campus chief academic officer. Students who do not complete degree requirements within the two week period will need to reapply for graduation in the following term or later depending on when all requirements for graduation have been met. Students must participate in a designated exit assessment that is based upon the skills and knowledge areas in the degree or certificate. Results of the assessment may be used for curriculum development, reporting to external constituencies, and individual licensure or certification, depending on the program and/or assessment measure selected.

#### **G.9.5 Degree and Certificate Time Limits** (R 10/11)

[BP G 12.8]

Students are expected to complete degree and certificate requirements within six years of the date the program of study was declared. At the time of formal application for graduation, the Admissions/Registration office will notify the student of his/her eligibility for graduation. If any requirements remain unfulfilled, the

## **DIVISION G**

## **ADMINISTRATIVE PROCEDURES**

### **EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

Admissions/Registration office will provide the student an explanation and options for meeting the requirements.

#### **G.10 Academic Appeals Procedure** (R 06/16)

[BP G 13]

A student may appeal an alleged violation of his/her academic rights identified in the *Fact Finder* (student handbook) in accordance with the following procedures.

##### Step 1

A. In appeal cases not involving a final grade, within 10 working days of an alleged violation(s) of academic rights, the student must make a verbal or written request for an individual conference with the faculty member to clarify the alleged violation(s) and request a remedy.

B. In the case of a final grade, the request for a conference must be made in writing no later than ten (10) working days after the last day of the course (typically the day of the final exam/culminating experience). Within 10 working days of receipt of the student's request, the faculty member must hold the conference (in person or via synchronous distance communication technology) with the student.

##### Step 2

To pursue Step 2 if the matter is not resolved at Step 1, within 10 working days of the conference with the faculty member, the student must file a written notice of the academic appeal and request a conference with the appropriate department chair/program coordinator. The student will present to the department chair/program coordinator in writing the allegations, the student's position on the facts of the situation and the student's suggested remedy. The department chair/program coordinator will provide a copy to the faculty member within three working days, confer with the student within 10 working days of receipt of the request, investigate the situation, and respond in writing to the student and faculty member within 10 working days of the conference.

##### Step 3

To pursue Step 3 if the matter is not resolved at Step 2, within 10 working days of the response from the department chair, the student or the faculty member must file a written appeal with the appropriate dean and provide copies of the original allegation and responses. Within five working days, the dean will investigate the situation and confer with the student and faculty member. The dean will respond in writing to the student and faculty member within 10 working days of the conference.

## **DIVISION G**

## **ADMINISTRATIVE PROCEDURES**

### **EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

#### Step 4

To pursue Step 4 if the matter is not resolved at Step 3, one of the two options below must be followed.

- a. In appeal cases not involving a final grade, within 10 working days of receipt of the written response from the dean, the student or faculty member must appeal in writing to the campus chief academic officer and provide copies of the original allegations and written responses. The campus chief academic officer will investigate the situation, confer with the student or faculty member within 10 working days, and respond in writing to the student and faculty member within 10 working days of the conference. The campus chief academic officer's decision will be final.
- b. When the appeal involves a final grade, within 10 working days of receipt of the written response from the dean, the student or the faculty member must file a written request, providing copies of the original allegations and written responses, with the campus chief academic officer for a hearing of the campus Academic Appeals Hearing Committee. Within 10 working days of receipt of the student's or faculty member's request, the campus chief academic officer will designate the Hearing Committee and provide the committee with the original allegations and written responses. The committee will have 15 working days to conduct the hearing. The committee's decision will be final.

#### Academic Appeals Committee

Each campus will create and maintain an Academic Appeals Committee from which the Hearing Committee will be designated.

#### Composition of Hearing Committee

Membership from the campus will consist of four full-time faculty members plus a designated alternate reflecting division representation; two students plus designated alternates; and the campus chief academic officer who will be the non-voting chair. In the event of a tie, the campus chief academic officer will vote.

A list of up to 50 randomly-selected full-time faculty from the campus reflecting division representation will be identified annually by the College Information Technology department. The campus Phi Theta Kappa chapters and the campus Student Government Associations will each recommend annually one student and a designated alternate for service on the committee. The list of randomly selected faculty along with the names of the recommended students will be forwarded to each campus chief academic officer, who will appoint and notify the eight faculty members and four students of their selection. Members will serve staggered two-year terms. The campus chief academic officer will convene the committee and provide information related to the case. Four members of the

## **DIVISION G**

## **ADMINISTRATIVE PROCEDURES**

### **EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

committee, or their alternates will constitute a quorum. One member of the quorum must be a student.

#### Appeal Hearing

The hearing will be conducted in person or through a synchronous distance communication technology. It is advised that the campus chief academic officer meet with the committee (without the student or the instructor present) prior to the official start of the meeting. Make certain the committee has all relevant documents, and explain the procedure that will be followed at the meeting.

#### Preliminary Meeting

Review the relevant sections of the academic appeal procedures

Even though the committee has received the student's communication, it may be important to review what the student is appealing.

The campus chief academic officer reminds the committee that the student is permitted a guest, for support, but the guest will not be participating in conversation with the committee, the instructor, or the campus chief academic officer.

The campus chief academic officer or his/her representative will explain the procedure that will be followed during the hearing. The student is permitted 8-10 uninterrupted minutes (time limit is at the chair's discretion) to make his/her case. The instructor is permitted the same amount of uninterrupted time to explain his/her policies and why the student received the grade. Committee members should take notes in order to ask questions later.

The campus chief academic officer may permit (his/her discretion) an additional 3 minutes for the student's rebuttal of the instructor's remarks. The instructor is also permitted a 3 minute rebuttal.

After both sides have had the opportunity to defend their positions, the committee may begin its questions.

When the committee inquiry is completed, the student is permitted 1-3 minutes to provide final remarks. The instructor is then permitted the opportunity to provide his/her final remarks.

#### Academic Appeal Meeting Begins



## **DIVISION G**

## **ADMINISTRATIVE PROCEDURES**

### **EDUCATIONAL PROGRAMS AND REQUIREMENTS**

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The campus chief academic officer asks for introductions of all participants.

The campus chief academic officer explains the purpose of the academic appeal.

The campus chief academic officer repeats the procedure that will be followed, including the time limits on opening remarks, rebuttals, and the final remarks.

The campus chief academic officer welcomes the guests, reminds the participants that guests are there to offer support, but beyond that, guests are not permitted to participate in the process. (This is for the benefit of a guest, who may have been under the assumption that he/she would be asking questions or offering responses.)

The committee chair or campus chief academic officer concludes the hearing by thanking the student and the instructor for their participation. He/she explains that the committee's deliberation is final. The committee then deliberates privately.

#### Committee Decision

The committee will render its decision after completion of the hearing. A decision requires at least three affirmative votes. The committee may accept or reject, in whole or in part, or may modify the findings and conclusions of the dean. Within three working days of the hearing, the campus chief academic officer will make a written report of the committee's decision to the student, the faculty member, the department chair, and the dean (where appropriate). The decision of the committee will be final.

#### Implementation

The campus chief academic officer will implement the decision of the committee within 10 working days of receipt of the decision.

Steps 1, 2, 3 and 4 will involve the identification of the right, or rights, allegedly violated, the specification of circumstances, and the presentation of evidence. Steps 2, 3 and 4 may involve a joint meeting with the faculty member, the student and others.

Only under compelling circumstances may a student omit one or more steps. In such circumstances, the administrator at the next higher level will provide written notice to the faculty member and the appropriate subordinate administrator that the procedural exception has been authorized.

Time lines in this procedure may be extended by mutual written consent. If a prescribed response does not occur within the designated time period, the requesting party may

proceed to the next step in the process.

### **G.11 Confidentiality of Student Records** <sup>(R 06/16)</sup>

[BP G 14]

The College is committed to protecting students' rights to privacy in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. This policy governs access to and release of student records.

#### **Definitions**

- A student is a person currently enrolled for academic work or who attended the College in the past. This term does not include a person who applied to but never attended the College.
- Data or information is those records, files, documents and other materials which contain information directly related to a student and are maintained by the College and its respective offices.
- Student name, currently admitted, currently enrolled is considered public information and may be disclosed by any employee of the College in response to inquiries concerning individual students, whether the inquiry is made in person, in writing, over the telephone or by other electronic means.
- Class level, full- or part-time enrollment, division, program of study, dates of enrollment in the College, degrees, certificates, awards conferred, and, for athletes, weight and height is considered public information and may be included in appropriate College directories and publications. The dean responsible for student academic records, or designee, not including individual instructors, may disclose this information in response to inquiries concerning individual students whether the inquiry is made in person, in writing, over the telephone or by other electronic means.

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

- College issued student computer electronic mail (“e-mail”) addresses are considered public information and may be included in appropriate College directories. The chief information officer or General Counsel may disclose this information in response to inquiries concerning individual students. A student’s e-mail address shall be composed of a student’s computer username, which may be an altered version of a student’s name, and a College authorized domain name. A student’s e-mail address and/or computer username shall not be used to permanently identify student education records and will not contain and will not be associated with any part of the student’s College unique identification number, Social Security Number, or other government issued identifier in College directories. Student education records shall not be retrievable solely through the use of a student’s computer username or e-mail address.

The protection of student privacy prohibits the public posting of grades in any way (including electronic) that involves personally identifiable information, including institutional or social security identification number, by name or in alphabetical order by name with the names obscured, without the student’s uncoerced, written permission. The student may obtain a grade for a particular course through individual conversation with the instructor, through the student view screen after grades have been recorded or through a self-addressed, postage-paid envelope or postcard with identifying information pertaining to course number and section given to the instructor for mailing. Instructors may develop with their students a method of posting grades that does not violate the law. This would require the student’s uncoerced, written permission to do so using code words or randomly assigned numbers known only to the instructor and the student.

#### Restricted Data/Information

All data/information concerning an individual student which is a part of College records and not defined by the College as “public” is considered restricted and may be released only if the following conditions are met:

##### a. Student Access to His/Her Records

- A student will have access to data/information about himself/herself which is a part of the College records with the exception of documents containing information concerning other individuals.
- Access by the student to letters and/or forms containing a recommendation for purposes of admission and placement is permissible if the information was submitted to the College on or after January 1, 1975.
- A student initiates access to College records concerning himself/herself by:

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

- using security code for electronic access,
- directly contacting the given office where the records exist, or
- contacting the campus chief student affairs officer, who will assist the student in identifying the locations where records may be kept.
- When the student appears at a given office and requests access to the College records about himself/herself:
  - The student must submit a written request to the campus chief student affairs officer, or his or her designee.
  - The student must provide proper identification verifying that he/she is the person whose records are being requested.
  - The campus chief student affairs officer, or designee, should review the contents of the record with the student. If this cannot be done immediately, an appointment should be established for the earliest possible date and always within 45 days of the request.
  - The student is free to make notes concerning the contents; the College will provide copies of the material by request of the student except for transcripts from other postsecondary institutions.
- When a student has challenged certain data/information which he/she believes is inaccurate, misleading or inappropriate and has requested deletion or modification of the record:
  - The campus chief student affairs officer reviewing the record with the student may agree to delete or correct selected data/information and do so based on official office practices and procedures.
  - If the campus chief student affairs officer, or designee, does not concur with the student's request to delete or modify the data/information, the student may request an administrative hearing.
  - A hearing conducted by the Student Appellate Hearing Committee will be scheduled. This hearing will provide for written or oral arguments from the student in support of his/her request for deletion or modification. It should also provide for employee(s) input in opposition to the deletion, modification and/or correction. The student and his/her representative have the right to be present during the hearing process.

b. Accessibility to Other Students

No student will have access to data/information in the records of another student unless the student involved has given written authorization for the release of the information requested. When a student is also an employee of the College, his/her access into another student's record will be governed by the appropriate office or

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

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department.

c. Accessibility to Parents

Parents will not have access to the same data as their child/student if the child/student is attending a postsecondary school and is not financially dependent upon the parent(s). Even then, guidelines subject to Section 152 of the Internal Revenue Code of 1954 will be followed. The College's policy is to recognize the rights to privacy of its students and not release information to the parents without proof of dependence provided by the parent or the student's written permission.

d. Accessibility to Spouses

The data/information on a student will not be released to the spouse of a student without written permission of the student involved.

e. Accessibility to Authorized School Officials

- An authorized school official is a school official with a legitimate educational interest in the information. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law unit and health staff); a person or entity with whom the College has contracted (such as an attorney, auditor, or collection agent); a person performing his or her duties on the Board of Trustees; or a person or entity assisting another school official in performing his or her duties. A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfill his or her professional responsibilities.
- Data/Information Available includes:
  - Transcripts
  - Registration materials
  - Standardized test scores
  - Transcripts from other institutions
  - High school/G.E.D. records
  - Addresses and telephone numbers
  - Records associated with committee responsibilities
- A school official may request access to education records by contacting the dean in enrollment services, or his or her designee, at each campus.
- Data/Information Available on a Limited Basis - Medical records describing a physical disability will be made available only to authorized school officials with a legitimate educational interest in the information. The Health Services office and the Access office will file and maintain medical records.

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

f. Accessibility to Persons and Agencies External to the College

- No data/information about any individual student will be released without the written permission of the student to any individual, agency or organization unless required by existing federal or state law.
- Educational and professional accrediting agencies are permitted access upon a guarantee that information gathered will not be personally identifiable.

g. Accessibility for Educational Research

- This policy is not intended to abridge the freedom of inquiry for educational research purposes.
- Data/information from College records about students will be released to the researcher only if the anonymity of the individual student is protected and upon appropriate administrative approval.
- The researcher must guarantee that data/information collected from College records will not result in the disclosure of the student's name whose records have been examined. The researcher must also guarantee that the particular student(s) involved will not be interviewed as a result of the use of College records. If these stipulations cannot be met, the researcher will not be permitted the use of College records without the written consent of the student(s) involved in the study.

h. Accessibility to College Affiliated Organizations

- Requests for scholastic information about students will be honored only when accompanied by a written request from the appropriate dean or administrator.
- Restrictions Accompanying the Release:
  - Grades and/or grade averages are not to be posted for any reason(s) when the student involved is identified by name or institutional identification number.
  - Grades and/or grade averages will remain confidential and are only to be used to qualify the student for scholarship money and membership to honorary and/or professional societies.

i. Accessibility by Subpoena

When disclosure of any data/information from the College records about a student is demanded by judicial subpoena, the employee receiving such a subpoena will immediately notify Central Student Records. The manager of Central Student Records will notify the student, in writing, of the subpoena, unless the subpoena requires otherwise. The manager of Central Student Records will respond to the subpoena on behalf of the College.

## **DIVISION G**

## **ADMINISTRATIVE PROCEDURES**

### **EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

#### Statistical Summary Information

Statistical summary data/information which is not name-linked may be released to any person or agency in response to any inquiry judged reasonable to the College administrators responsible for controlling and maintaining such information.

#### Mailing Lists

- Student mailing lists will not be furnished to non-College organizations.
- Student mailing lists may be furnished to campus affiliated organizations with the written approval of the campus chief student affairs officer.
- Student mailing lists may be furnished to academic and administrative departments as deemed necessary. Release of this information to third parties is not permissible.
- Student mailing lists may be furnished to the U.S. military with approval of the district director of enrollment services/college registrar.

#### Data/Information Not Available

- Medical records dealing with psychological aspects.
- Financial records and information pertaining to the student's and/or family's ability to finance an education will not be made available without the student/parent's written consent.
- Discipline records, except in the case of significant risk as noted in FERPA.
- Diagnostic information regarding specific disabilities filed in the Access office.
- All letters and/or forms containing a recommendation and submitted to the College before January 1, 1975, will be in confidence. Such information will become part of the College placement records and will not be revealed to the student without written permission of the writer.

#### Location of Records

Official educational and student records are maintained and are available for inspection in these offices.

- Academic - Admissions, Registration and Records Office
- Advisement - Academic Advising Office or faculty advisor
- Disciplinary - Office of the campus chief student affairs officer.
- Financial Aid - Student Aid Office
- Career and Employment Services - Career and Employment Services Office
- Medical - Health Services Office
- Security - College Police Office

**G.12 Financial Aid for Students in Credit Programs** <sup>(R 5/98)</sup>

[BP G 15]

In response to changing regulations in the administration of financial aid programs for students, the College annually updates a manual of policy and procedures. This manual is available in campus Financial Aid offices.

**G.12.1 Board of Trustees' Scholarship Program** <sup>(R 06/16)</sup>

[BP G 15]

The principal purpose of the Board of Trustees' Scholarship program is to recruit and to retain students who have potential in academics, leadership, developmental education, boot camp, or last chance grants. Athletic scholarships will be awarded from this fund by the athletic department.

The amount of the scholarship fund may be subject to change by the Board of Trustees. Funds remaining in the scholarship account during one fiscal year will be carried over to the scholarship account of the next fiscal year, by campus.

**Board of Trustees (BOT) Scholarship Application Process**

- Priority deadline for scholarship applications
  - ❖ Fall and Summer – April 1
  - ❖ Spring – November 1
- Notification to scholarship recipients
  - ❖ Fall and Summer – May 1
  - ❖ Spring – December 1
- Must complete the FAFSA
- Must complete the scholarship application
  - ✓ Continuing Student Academic Scholarship
  - ✓ Emerging Scholars Scholarship
  - ✓ Honors College Scholarship
  - ✓ Summer Boot Camp Scholarship
  - ✓ Book Scholarship
  - ✓ Returning Adults Scholarship
  - ✓ Student Leadership Scholarship
  - ✓ Last Chance Grant
- All scholarships begin to be awarded ten (10) days prior to the start of the semester except for the book scholarships.



## **DIVISION G ADMINISTRATIVE PROCEDURES EDUCATIONAL PROGRAMS AND REQUIREMENTS**

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- Pell grants will be awarded first, A+ scholarships will be awarded second, and BOT scholarships will be awarded third.

*Note: No institutional funds will be given to students in the form of a refund.*

### Board of Trustees Scholarships:

#### **Continuing Student Academic Scholarship**

- Scholarship will cover 12 credit hours per semester, automatic renewal if in compliance with scholarship criteria up to two (2) semesters
- Must have completed 24 credit hours with an overall 3.0 GPA
- Two (2) semester award (one time award)

#### **Emerging Scholars Scholarship**

- Scholarship will cover six (6) credit hours per semester, automatic renewal if in compliance with scholarship criteria up to two (2) semesters.
- Tested into two (2) or more developmental courses
- Must have completed 24 college level credit hours with an overall 3.0 GPA
- Two (2) semester award (one time award)

#### **Honors College Scholarship**

- Must be enrolled in the honors college.
- Scholarship will cover up to 12 credit hours per semester, automatic renewal if in compliance with scholarship criteria up to two (2) semesters
- Must have completed 24 college level credit hours a cumulative 3.5 gpa
- Two (2) semester award (one time award)

#### **Summer Boot Camp Scholarship**

- Summer semester only
- Compass score of less than 70 in English, less than 46 in mathematics and/or less than 82 in reading.
- Six-week immersion program in English, mathematics, and/or reading

#### Award amount

- \$100.00 per student

**Book Scholarship**

- Expected family contribution (EFC) requirement of \$4,000.00 or higher (per the FAFSA application)
- Ineligible for this scholarship if the student is a:
  - ✓ Pell recipient and/or
  - ✓ Federal student loan recipient and/or
  - ✓ Third party payment recipient
- Students must reapply for each semester

Award amount

- \$250.00/award

**Returning Adults Scholarship**

- One (1) semester award
- 24+ years of age
- No previous college experience (credit courses)
- Student must be enrolled in six (6) credit hours or more. Scholarship will pay for three (3) credit hours.

**Student Leadership Scholarship**

- One (1) semester award
- Nominated by the campus manager of campus life. The manager must use the scholarship nomination form.

Award amount

- Full-time – 12 credit hours
- Part-time – 6 credit hours

**Last Chance Grant**

- Must only have nine (9) credits to degree completion
- Must have a cumulative 2.0 GPA
- Ineligible for this scholarship if a student is:
  - ✓ Pell recipient and/or
  - ✓ Federal student loan recipient and/or

- ✓ Third party payment
- Non-renewable grant

Award amount

- Three (3) credit hours

Funds for the Board of Trustees' Scholarship program will be administered by the District Student Financial Aid Committee. The committee will follow a collegewide pattern for application forms.

Scholarship applicants should be encouraged to apply for federal financial aid.

**G.12.2 Athletic Scholarship Fund** (R 7/13)

[BP G 15]

Athletic scholarships will not exceed the amount of aid as designated by the NJCAA and will be disbursed by the Athletic Director, who will maintain records of eligibility and disbursement. The FAFSA must be completed and submitted prior to the awarding of any scholarship.

**G.13 Student Life** (R 5/98)

[BP G 16]

**G.13.1 Student Activities** (R 06/16)

[BP G 16.1]

Student organizations must submit the following information before use of College funds or property:

- Constitution
- List of names of officers
- Name(s) of advisor(s)
- Names of at least 10 members (may include officers).

The manager of Student Activities is responsible for assuring that at least one College employee who has been assigned to sponsor an activity attends each organized student activity. This advisor is responsible for ensuring that the activity is conducted in a manner which brings credit to the College and to the community. When, in the judgment of the campus chief student affairs officer, a speaker or program is scheduled, the nature of which may be sufficiently controversial that it may lead to consequences which could be potentially dangerous or harmful to people or property, a procedure for providing an audience will be followed. The procedure could include,

but not be restricted to, advance issuance of tickets based on presentation of College identification cards and admission to the event restricted to those who have a ticket and present a College identification card.

The percentage of the College activity fee designated for College activities will be divided equally into two funds. One fund, called the campus activity budget, will be allocated and administered by the campus chief student affairs officer. The other fund, called the student activity budget, will be allocated by a committee consisting of at least 50 percent student voting membership. This committee will operate under the direction of the chief student affairs officer on each campus, or his/her designee.

Student Activities fees may be allocated for the following: services, travel, supplies, publicity, refreshments (excluding alcohol), and, with approval from the campus chief student affairs officer, capital purchases. Student Activities fees may not be used for regular salaries; donations to any individual or organization, commercial or non-profit; a political party of candidates; or to a particular religious denomination for religious purposes. Student organizations may conduct fund-raising activities for legitimate charitable causes within College policies and procedures.

### **G.13.2 Committee Service** <sup>(R 06/16)</sup>

[BP G 16.2]

The chair of each College and campus committee that has student membership will notify the campus chief student affairs officer to obtain the names of student members. In the case of governance committees, the executive board of the campus Student Government Association (SGA) will approve the nomination/election.

### **G.13.3 Intercollegiate Athletics** <sup>(R 06/16)</sup>

[BP G 16.3]

The manager of Intercollegiate Athletics, under the supervision of the campus chief student affairs officer, assures compliance with all guidelines and procedures involving Intercollegiate Athletics.

### **G.13.4 Travel and Off-site Activities** <sup>(R 06/16)</sup>

[BP G 16.4]

These procedures apply to the following types of travel:

- Long-term field trips which are a substantial part of a course designed around the trip.
- Short-term field trips which occur once, a few times or repeatedly in the conduct of a course and require travel from the site where the course would normally meet

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

to an off-campus site.

- Intercollegiate Athletics, including athletes, cheerleaders, student trainers and fans who travel in transportation provided by the College.
- Trips sponsored by Student Activities.
- Trips sponsored by Continuing Education.

A College advisor or athletic coach must accompany students for any College-sponsored travel. Participants must sign a release form in accordance with the following:

- The department responsible for scheduling or sponsoring a field trip or travel activity will arrange for completion and collection of the signed release forms.
- The department will retain the signed forms for five calendar years from the date of the field trip or activity.
- Students may sign a single release form for several short-term trips which are part of one course or activity.
- Students who participate in Intercollegiate Athletics, including cheerleaders and student trainers, must sign a release form before the beginning of scheduled practice for the activity.
- Participants should be informed in advance through course or activity announcements, registration materials and course descriptions in published class schedules that a release form will be required. In the event a field trip is arranged after the beginning of the course, participants should be informed of the release form requirements at the earliest possible time.
- Refusal to sign a release form may result in denial of participation in the activity and, in the case of a course-related activity, the failure to participate may affect the grade awarded by the instructor.

Eligible expenses incurred for travel, meals, lodging and awards will be paid from the College Activities account. When the College pays the students' expenses for College-sponsored travel, students are subject to the policies and procedures that apply to employees. Expenses for lodging will not exceed the double occupancy rate. Expenses for meals will not exceed \$38 per day per student and may not include alcoholic beverages. For groups of students participating in organized student activities such as athletic competitions and student conferences, the *Participation Verification/Meal Verification Form* (available in the campus Business office) may be used as meal receipts.

In the case of illness, injury or accident, the employee traveling with the group should

**DIVISION G** **ADMINISTRATIVE PROCEDURES**  
**EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

immediately contact the relevant dean, chief student affairs officer and the environmental health & safety specialist.

**G.13.5 Computer Systems and Network Use** <sup>(R 06/16)</sup>

[BP G 16.5]

- Students using College computer and network facilities, including access to on-line systems and services outside the College, must adhere to College guidelines:
- Use of College computer systems and access to computer networks are services made available solely to further the mission of the College. Students may not use these services for any commercial purpose.
- Students must be aware of and comply with the licensing and copyright restrictions applicable to software, files and other material they may access. Copying software is strictly forbidden unless specifically authorized by an appropriate College authority.
- Users must respect the privacy of others; they may not access private files or communications of others, even if those files are unprotected.
- Federal law prohibits the transmission of certain software into certain foreign nations. When in doubt, students should not send software.
- Game playing on all College computers is prohibited unless assigned as part of a course.
- The creation, dissemination or possession of illegal or pornographic (as determined by local St. Louis standards) documents or images is strictly forbidden.
- Students may not use the computer systems for any abusive conduct such as sending harassing messages to others, damaging any College property (hardware or software) or knowingly introducing a computer virus or other destructive program.
- Under Missouri law, unauthorized access or interference with computer systems, computer data and other computer users is a felony.

Upon learning that a student has violated any part of these guidelines which may also violate any federal or Missouri criminal statute, the College may immediately disable the student's account(s), deny the student access to any College technology resources and turn over all pertinent information to an appropriate campus authority (usually the campus chief student affairs officer, and/or law enforcement agency) for further action, pursuant to Board policies G 17 Student Rights and Responsibilities and G 18 Student Appellate Process.

**G.14 Student Rights and Responsibilities** <sup>(R 5/98)</sup>

[BP G 17]

The following items are an extension of those listed in the section of Board policy entitled "Student Rights and Responsibilities."

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

#### **G.14.1 Misconduct** (R 06/16)

[BP G 17]

a. Dishonesty -

(Academic Dishonesty)

Includes, but is not limited to:

- cheating on an examination;
- receiving help from others in work to be submitted, if contrary to the stated rules of the course;
- plagiarizing; that is, the taking and passing as one's own the ideas, writings or work of another without citing the sources;
- submitting work from another course unless permitted by the instructor;
- stealing examinations or course materials;
- assisting anyone to do any of the above.

(Bad Checks)

Students will not make and/or deliver any check to the College which is not supported by sufficient funds on deposit or is in any way worthless.

(Providing False Information)

No student will knowingly give false or perjured testimony in any College investigation or proceeding. Also, no student will knowingly give false information to a College official or show reckless disregard for the truth.

b. Forgery, Alteration or Misuse of College Documents, Records or Identification -  
(Student Identification Cards)

In order to borrow books or other library materials, use computer labs, or participate in certain activities, students must obtain a College identification card. Picture identification and a current College receipt are required for a College identification card. Students are required to present the identification card when requested by College officials. Any misrepresentation, alteration or misuse of identification is prohibited.

(Records Falsification)

Falsification of College records, including, but not limited to, admissions, registration, disciplinary and health records, by forgery or other means of deception, is prohibited.



c. Hazing -

Missouri statutes prohibit students from engaging in any kind of hazing action or situation on or off campus which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any student organization.

(Harassment)

Any act perceived to be coercive in nature or intimidating to another person or group is prohibited. Racial, ethnic or religious harassment is defined as any verbal, written or physical contact that is injurious or intimidating to members of a racial, ethnic or religious group.

d. Obstruction or Disruption -

(Breach of Peace)

Conduct or expression on College property or at College-authorized activities which disrupts the orderly function of the College is prohibited.

(Disruption)

Disruption includes, but is not limited to:

- being under the influence of alcohol;
- physical violence or abuse of any person on College or College-controlled property or at College-sponsored or -supervised functions or conduct which threatens or endangers the health or safety of any person;
- deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by any section of the College community to express his/her views. Forcible interference with the freedom of movement of any member or guest of the College;
- blocking of entryways to buildings, rooms, sections of buildings or of hallways or stairways or of traffic ways in such fashion that people find it difficult or impossible to pass;
- noise-making or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, meeting or any other authorized event;
- congregating in such a fashion as to create a situation which could endanger life or property;
- incitement to any of the above actions or to other violations of College policy which could result in such actions, whether oral or through written materials or pictures.

When it is determined by the campus chief academic officer that disruption of the College can best be handled by injunctive relief through the courts, he/she will first advise the students and/or non-students that legal action will be taken unless the disruption ceases. The campus chief academic officer will notify the chancellor and general counsel to institute injunctive proceedings.

(Interference with Academic Freedom and Freedom of Speech)

Any act which restricts an individual's right to speak is prohibited. Any act which disrupts the orderly functioning of a class is prohibited.

e. Sexual Harassment -

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other oral, written or physical conduct of a sexual nature. Sexual harassment may involve pressure from a person of either sex against a person of the opposite or same sex. Some examples of what may constitute sexual harassment are:

- subtle pressure for sexual activity;
- unnecessary brushes or touches;
- disparaging remarks about one's gender;
- physical aggression, such as pinching or patting;
- sexist remarks about a person's clothing, body or sexual activities;
- leering at or ogling a person's body;
- demanding sexual favors, accompanied by implied or overt threats;
- offensive sexual graffiti;
- physical assault.

f. Physical Abuse -

(Assault and/or Battery)

No student will threaten bodily harm or discomfort to another such as would constitute an assault. Nor will any student commit or aid in the intentional commission of an act which causes bodily harm or discomfort to the person of another such as would constitute battery.

(Defamation, Threats and Extortion)

Verbal or written communication which unlawfully exposes any individual or group to hatred, contempt or ridicule and thereby injures the person, property or reputation of another or maliciously threatens to expose another to disgrace with the intent to extort money or other advantage whatsoever is prohibited.

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

---

g. Theft or Damage to College Property -  
(Arson)

No student will commit or aid in the intentional commission of an act which results in a fire that causes damage or is intended to cause damage to the property of the College or to the property of any other person.

(Damage or Destruction of Property)

Persons responsible for accidental damage, vandalism or malicious damage to property belonging to the College or to others may be required to make restitution and be subject to disciplinary action.

(Theft, Unauthorized Possession and/or Sale of Property)

Students involved in theft or unauthorized possession and/or sale of property not belonging to them are subject to College disciplinary action, as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., Bookstore, Library, Audio-visual department, Athletic department) or another person, without authorization or payment for such property will be subject to College disciplinary action.

h. Unauthorized Entry to or Use of College Facilities -  
(Emergency Equipment Misuse)

Fire escapes, ground-level fire doors, fire hoses, extinguishers and alarm equipment are to be used only in emergencies. Tampering with or misuse of these emergency devices or blocking of fire exits or other means of impeding traffic is prohibited.

(Facilities Use)

The unauthorized use of or entry into any College facilities, including computer systems or fields, whether by force or not, is prohibited. Use of College facilities must be approved by the appropriate administrator, usually the campus chief student affairs officer or his/her designee.

i. Violation of Law or College Policies -  
(Public Laws)

Any act by a student which constitutes a charge of a violation of a public law, occurring either on or off campus, may establish a cause for legal and/or disciplinary action by the College.

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

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j. Alcohol or Controlled Substances -

(Alcoholic Beverages)

Students are prohibited from possessing, distributing, selling or consuming alcoholic beverages on the campuses and centers of the College.

(Narcotics and Illegal Drugs)

Manufacture, possession, having control over, sale, transmission or use of any narcotic, stimulant or hallucinogenic drug in violation of the laws of Missouri or the United States is prohibited. The College will not protect students from state and federal drug abuse laws and has a policy of full cooperation with law enforcement agencies.

k. Failure to Comply with Directions of College Official -

(Obeying Reasonable Order from College Officials)

Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting on behalf of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

l. Possession or Use of Firearms -

(Weapons, Firearms, Fireworks, Explosives)

No students, except law enforcement officers, may have weapons in their possession at any time on College property. Weapons are defined as firearms, knives, flammable materials or any other items that may cause bodily injury or damage to property.

m. Complicity -

A student present during the commission of an act by another student which constitutes a violation of College policy may also be charged if his/her subsequent behavior constitutes permitting or condoning the violation. Students witnessing any act(s) which constitutes a violation of College policy are required to report such incidents to the proper authorities.

#### **G.14.2 Additional Areas of Responsibility Related to Conduct** <sup>(R 06/16)</sup>

[BP G 17]

##### Contracting or Representation in the Name of the College

Students are prohibited from contracting in the name of the College and may not claim to be official representatives of the College for any commercial purposes.

## **DIVISION G**

## **ADMINISTRATIVE PROCEDURES**

### **EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

#### Distribution or Sale of Literature or Goods

Distribution or sale of literature or goods must be approved by the campus chief student affairs officer, or his/her designee, and is subject to College procedures.

#### Dress Standards

Students must comply with standards of dress established for safety or health reasons in specified classes, clinics and athletic facilities.

#### Financial Responsibility

Students are not permitted to default in the payment of fees, fines, loans or other financial obligations to the College. Failure to discharge financial obligations as requested may result in, but not be limited to, cancellation of current and future registrations, as well as the withholding of transcripts and grade reports. In addition, any payments due to a student will be withheld pending settlement of the outstanding financial obligations to the College. Student bankruptcy discharges all College debts listed in the bankruptcy proceeding. Bankrupt students, upon enrollment, will not be eligible for non-federal loans and scholarships administered by the College.

#### Gambling

Gambling of any kind, including lotteries and raffles, is prohibited at the College.

#### Mail Services

Students must receive approval from the campus chief student affairs officer in order to use the mail services. This does not include E-mail accounts.

#### Parking

Students are required to park in student-designated spaces. Failure to do so may result in a citation and fine from college Police as well as disciplinary action on the part of the College.

#### Pets

Service animals for persons with disabilities are permitted in facilities of the College subject to the provisions set forth in Administrative Procedure G.6, but no other pets or animals are permitted on any of the campuses without specific approval from the appropriate College official.

## **DIVISION G** **ADMINISTRATIVE PROCEDURES** **EDUCATIONAL PROGRAMS AND REQUIREMENTS**

---

### Probationary Status Violation

A student who is alleged to have violated the Code of Conduct while subject to disciplinary probation will be suspended or dismissed.

### Smoking

Smoking inside College facilities is prohibited.

### Vehicles

Riding of bicycles or mopeds in hallways, in buildings or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Roller skating or skateboarding is prohibited on the campuses and centers of the College in any location or times which, in the discretion of campus officials, constitute a pedestrian or motor traffic hazard or which imperil the health or safety of persons and property at College locations.

## **G.15 Student Appellate Process** <sup>(R 6/98)</sup>

[BP G 18]

A student's alleged violation of his/her rights and alleged violation of a student's responsibilities, as above specified, are subject to redress or disciplinary action in accordance with the student appellate process.

In all cases where the dispute involves a purely academic matter, the student appellate process will not be applicable. Academic matters will be handled through the academic appeals process.

### **G.15.1 Violation of Student Rights** <sup>(R 06/16)</sup>

[BP G 18.1]

#### Step 1

A student who believes his/her rights, as specified above, have been violated by a College employee will first make an informal appeal to that employee's immediate supervisor.

#### Step 2

If an acceptable resolution is not reached, the student may continue informal appeals through organizational channels ending with a written decision from the appropriate campus chief student affairs officer.

Step 3

If an acceptable solution is not reached at Step 2, the student may, within 10 days after the date of the written decision, submit a written appeal to the chairperson of the Student Appellate Hearing Committee. The written appeal will state the circumstances pertaining to the case, the justification for appeal and the remedy sought. The committee may render a decision on the written petition, request further information and documentation, or conduct a hearing.

The committee will render its decision as soon as possible after completion of the hearing. Any affected party dissatisfied with the decision of the committee may make a written appeal to the vice chancellor for student affairs within 10 calendar days after the date of the committee's written decision. The vice chancellor for student affairs, or his/her designee, may, in whole or in part, affirm, reverse or modify the committee's decision. The vice chancellor for student affairs' decision will be rendered within 30 calendar days and will be final.

**G.15.2 Disciplinary Actions for Violation of Student Responsibilities** <sup>(R 06/16)</sup>

[BP G 18.2]

- a. Any person may request initiation of disciplinary proceedings against a student suspected of violation of any law, Board policy, administrative procedure, or Regulation. The campus chief student affairs officer will initiate a preliminary investigation. Upon receipt of the findings of the investigation, the campus chief student affairs officer will inform the student of the disposition of the matter which may include disciplinary action.
- b. The campus chief student affairs officer also will inform the student that he/she may appeal the decision within 10 calendar days after the date of the vice president's/administrative dean's written decision and notification. Such appeal must be made in writing to the vice president/administrative dean and must state the reason for the appeal. If the student provides sufficient evidence to change the campus chief student affairs officer's decision, the campus chief student affairs officer may do so without the student having to appeal to the Student Appellate Hearing Committee.

Normally, the status of the student will not be changed during the appeal process. However, if, in the judgment of the campus chief student affairs officer, or his/her designee, the student poses an immediate threat of disruption and/or serious injury or damage to any person or property, the student may, with the approval of the president, or his/her designee, be summarily suspended from the College. Any violation occurring during the appeal process also may result in a change of status

## DIVISION G

## ADMINISTRATIVE PROCEDURES

### EDUCATIONAL PROGRAMS AND REQUIREMENTS

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of the student. In the case of summary suspension where an appeal is pending, the campus chief student affairs officer will initiate a hearing by notifying the chairperson of the Hearing Committee and notifying the student according to item *e* below.

- c. A student may appeal the campus chief student affairs officer's decision to the Student Appellate Hearing Committee. Such appeal must be made in writing to the vice president/administrative dean within 10 calendar days after the vice president's/administrative dean's decision. The campus chief student affairs officer will refer the matter to the chairperson of the Hearing Committee.
- d. The Hearing Committee may decline to hear the appeal if the sanction by the campus chief student affairs officer is less severe than suspension or dismissal. If the committee declines to hear the appeal, the matter will be forwarded, without recommendation, to the vice chancellor for student affairs for his/her decision.
- e. If a hearing is to occur, the chairperson will notify the student of the following:
  - 1. Charges against him/her;
  - 2. Date, time, place and description of the violation;
  - 3. Name of the person or persons requesting disciplinary proceedings;
  - 4. Name of any and all known witnesses in the case; and
  - 5. Date, time and place of the hearing.

The hearing must occur within 15 calendar days from the date of notification to the student.

Whether or not the student appears at the hearing, the Hearing Committee will hear the appeal and render a decision.

#### **G.15.3 Student Appellate Hearing Committee** <sup>(R 06/16)</sup>

[BP G 18.3]

Each campus will establish and maintain a Student Appellate Hearing Committee. Membership on the committee will consist of three faculty members and two alternates, one administrative/professional employee, and two alternates, one classified employee and one alternate, and three students and two alternates.

A list of up to 50 full-time randomly-selected individuals from each of the faculty, and classified-constituencies for each campus and a list of up to 20 randomly-selected individuals from the administrative/professional staff for each campus will be generated annually by the College Information Technology department. The campus Phi Theta Kappa chapters and the campus Student Government Associations will each recommend annually to the campus chief student affairs officer two students and a designated alternate for service on the committee. The lists of randomly selected



## **DIVISION G**

## **ADMINISTRATIVE PROCEDURES**

### **EDUCATIONAL PROGRAMS AND REQUIREMENTS**

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individuals will be forwarded to each campus chief student affairs officer, who will notify the individuals of their selection in the order in which they appear on the list. The campus chief student affairs officer will also appoint and notify the recommended students of their selection. Vacancies, as they occur, will be filled in the same manner. College employees agreeing to serve will be granted time from their duties to do so.

Student members will serve for no more than one calendar year. All other members will serve for two years. Half of the non-student members will retire from the committee each year. (For the first year, one half the non-student members will serve one-year terms.)

#### Training Program

The College will provide a training program for those persons who agree to serve on the Hearing Committee to familiarize them with College Regulations, procedural and substantive due process, and the role of the Hearing Committee. The College's general counsel will conduct a collegewide Hearing Committee training session before the end of September each year.

#### Prior Knowledge or Bias

Any member having personal knowledge of the matter to be heard or a bias or prejudice with respect thereto may disqualify himself/herself, or may be disqualified by a vote of three members of the committee. Upon any such disqualification, the previously-selected alternate will be requested to serve on that case for the disqualified member.

#### Additional Committees in Emergency

In case of an emergency, an additional committee(s) may be constituted in the same manner as the original committee.

#### Chairperson

The chairperson of the committee will be designated by the vice chancellor for student affairs. The chairperson:

- Sends written notification to all participants in the proceedings as to the exact charges and the time, place and nature of the hearing;
- Arranges the hearing calendar and selects a location for each hearing;
- Chairs all hearings and deliberations of the committee;
- Announces the findings of the committee and communicates in writing the committee's findings; and
- Certifies and transmits the appropriate records for future appeals.

The committee may designate the chairperson to hear the case if the proposed sanction is less than suspension or dismissal. The chairperson will hear the case and prepare findings and make recommendations to the committee. The committee may accept, reject or modify the chairperson's findings and recommendations, or it may order that the case be heard by the full committee.

#### Conduct of Hearing

A quorum consisting of five members, one of whom must be a student, must be present before a hearing can be convened. Hearings normally will be closed and will be conducted according to the fundamental standards of procedural fairness and substantive justice and will not be unduly restricted by court procedures and formal evidentiary rules.

The charges and evidence will be presented by a person acting on behalf of the College, usually the dean who initiated the disciplinary proceedings. He/she may have the aid of an advisor or counsel. The accused party also has the right to an advisor or counsel at the hearing. All parties may submit witnesses. All witnesses will give testimony under oath. The College and the accused have the right to question or cross-examine witnesses at the hearing. The hearing will be transcribed by a court reporter and a transcript of the proceedings will be available at the requestor's own cost.

At the conclusion of the hearing, summation of one or more aspects of the case by advisors or counsels will be permitted.

#### Committee Judgment

The committee will render a decision after the hearing. The committee may accept or reject, in whole or in part, or may modify the findings and conclusions of the chairperson or dean.

After the hearing, the committee will make a report to the vice chancellor for student affairs; the campus chief student affairs officer who initiated the disciplinary proceedings; the student appellant; and, in cases of sexual assault and/or harassment, the victim consisting of:

- a statement of charges;
- a statement of the findings of facts; and
- the decision of the committee as to whether a violation has occurred, the appropriate sanction, and its reason for the decision.

The Hearing Committee may not hold a hearing against a student more than once for the same offense.

#### Appeal

Within 10 calendar days after the date of the committee's written decision, the student may appeal in writing to the vice chancellor for student affairs. The vice chancellor may affirm, reverse or modify the committee's decision, in whole or in part. The decision will be rendered within 15 calendar days. If the vice chancellor's decision is dismissal, the student appellant may appeal in writing to the chancellor within 10 calendar days after the date of the vice chancellor's written decision. The decision of the chancellor will be final.

#### Sanctions

A student found to have violated his/her responsibilities as described above will be subject to one or more of the following sanctions:

- Censure - Reprimand for the violation of a specified Regulation(s), including the possibility of more severe disciplinary sanction in the event of additional violation of any Regulation within the period of time stated in the letter of reprimand.
- Disciplinary Probation - Exclusion from participation in extra-curricular College activities and/or exclusion from various locations of the campus for a specific period of time.
- Restitution - Reimbursement by the student for damage to or misappropriation of property, if offered by the College and accepted by the student.
- Compensatory Service - Assignment to perform specific duties for the College for a specified period of time, if offered by the College and accepted by the student.
- Suspension - Exclusion from physical presence on the campus or at College-authorized activities up to a maximum of one calendar year. The conditions for readmission will be stated in the order of suspension.
- Dismissal - Termination of student status and right of physical presence on any College location or at College-authorized activities for a period of time exceeding one calendar year. The conditions for readmission, if any are permitted, will be stated in the order of dismissal.

A student sanctioned at one College location is under sanction at all other locations of St. Louis Community College.

Any student who is currently under sanction and who is found to have violated the terms of the sanction will be suspended or dismissed.

**G.16 Behavior Intervention Teams at St. Louis Community College**

(R 06/16)

[BP G.19]

**G.16.1 Mission**

St. Louis Community College Behavioral Intervention Teams (hereafter referred to as the “BIT”) provides a confidential proactive systematic response to identified members of our college community whose behavior is of concern in order to support success and assist in protecting the health, safety, and welfare of the students and members of the STLCC community.

**G.16.2 Purpose**

The charge of the BIT is to coordinate the resources of St. Louis Community College to address the needs of individuals in the campus community who are displaying disruptive or concerning behaviors in order to recommend collaborative and purposeful interventions aimed at helping individuals achieve the most successful outcomes possible. The BIT process is also designed to provide members of the college community, who have concerns regarding a person’s behavior, with a centralized, easily-accessible avenue to report these concerns. Following a referral or information submission, the BIT will, when appropriate, identify referral recommendation options to the individual, with the ultimate goals being health, safety, success, and retention.

**G.16.3 Goals**

The goals of the BIT are:

1. To deter crises before they occur through the provision of outreach and educational programming, consultation, appropriate assessment, and referrals;
2. To ensure that individuals whose behavior is of concern are contacted through follow-up processes and are provided information about appropriate services so that they have the opportunity to improve their welfare;
3. To create a unified reporting and tracking system that will allow members of the BIT to observe patterns of behavior that may elicit threat/risk assessment and provide a documented response to distressed individuals and recommend appropriate interventions.

*Note: BIT is not meant to take the place of standard classroom management*

*techniques utilized by faculty.*

#### **G.16.4 Team Composition**

1. The BIT will meet regularly to discuss non-emergency situations and incidents. When a report is deemed urgent, a team will meet to make an immediate response.
2. The BIT reports to the respective student affairs officer who appoints the BIT team core members and chairperson.
3. Core members of the campus BIT team will include:
  - a. A counselor (preferably the department chairperson)
  - b. A member of the college police department (preferably an administrative officer)
  - c. The vice president of student affairs
  - d. The manager of disability services (Access)
  - e. Additional college officials may be asked by the BIT chair to serve on the team in specific situations as needed as member of an extended BIT team

#### **G.16.5 Reporting Incidents to the BIT**

1. Incidents may be entered into the online BIT report system directly or indirectly via a report to a BIT team core member.
2. On-line incident reports may be entered at [www.stlcc.edu/BIT](http://www.stlcc.edu/BIT)
3. Please note, in cases of emergency, reporters must contact college police or 911. A BIT report may be submitted afterwards.

#### **G.16.6 Response and Follow Through**

When an incident reporting form regarding a person of concern is submitted, it is sent to all campus BIT members.

1. The report is read by all BIT members.
2. The report is discussed by BIT members and an appropriate nationally recognized threat assessment tool such as the NABITA threat assessment tool may be consulted to determine the level of risk.
3. The actions of members of the BIT may include, but are not limited to:
  - a. Contacting the reporter(s) to obtain additional information regarding reported behavior of concern.
  - b. Contacting the person of concern via phone or email to extend concern and informally inquire as to his/her well-being.

- c. Meeting with the person(s) involved to discuss:
    - i. Needs
    - ii. Campus services
    - iii. College expectations
  - d. Referring the individuals to various programs or services on campus (including, but not limited to counseling services, financial aid services, Access office, disability support services, tutoring and academic support center, human resources, etc.).
  - e. Referring the person to the appropriate administrator including the campus chief student affairs officer when the matter involves a student for possible disciplinary action.
4. The BIT team will monitor individuals of concern, and take appropriate and necessary actions.

**G.16.7 Confidentiality of Records**

Student BIT records are maintained in accordance with Administrative Procedure G.11 – Confidentiality of Student Records.

**H BUSINESS AND FINANCE**

**H.1 Fiscal Year <sup>(R 06/16)</sup>**

[BP H 1]

The Controller’s department will establish a schedule for closing the financial systems for the current fiscal year as well as opening those systems for the new fiscal year. The Controller’s department will issue deadlines for College departments to submit documents and transactions to close the fiscal year.

The vice chancellor for finance and administration is responsible for an independent audit each fiscal year by an auditing firm retained by the Board. The Controller’s department will schedule the external audit which involves periods of time before the fiscal year end as well as after the fiscal year end.

**H.2 Fiscal Budget <sup>(06/16)</sup>**

[BP H 2]

The chancellor will delegate the completion of the budget process to the vice chancellor for finance and administration. The budget process includes the following procedures:

<b>RESPONSIBLE PERSON/OFFICE</b>	<b>ACTION REQUIRED</b>
Vice chancellor for finance and administration	<ol style="list-style-type: none"> <li>1. Prepare a completion time line to be presented to the Leadership Team and the chancellor for approval.</li> <li>2. Prepare the revenue portion of the budget.</li> </ol>
Leadership Team	Each member will: <ol style="list-style-type: none"> <li>1. gather input from his/her departments and cost centers,</li> <li>2. develop expense budgets for the next fiscal year for his/her areas of responsibility, and</li> <li>3. base his/her expense budgets on the strategic goals and plans of the College.</li> </ol>
Chancellor and Leadership Team	Approve the revenue and expense budgets before presentation to the Board for final approval.

**H.2.1 Budget Adjustments <sup>(R 4/10)</sup>**

Transfers between personnel and operating budgets typically occur only during the budget development cycle and cannot otherwise occur except in the following circumstances:

- Transfers to satisfy matching requirements for restricted fund grants from related salary and benefits accounts.
- Transfers from staff development to labor.

**DIVISION H  
BUSINESS AND FINANCE**

**ADMINISTRATIVE PROCEDURES**

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- Transfers between salary and operating accounts for external services which would otherwise be provided by College employees. (Temporary employment services, athletic officials paid on *Statement of Services Rendered*, interpreters, etc.)

Temporary or permanent budget transfers within fund types may occur during the fiscal year with the approval of a Leadership Team member.

Permanent budget transfers must be completed prior to March 1 to accommodate the annual budget development process.

Reassignment of a budgeted position line may occur during the fiscal year with the approval of the Leadership Team.

Additional general operating fund budgeted continuing labor lines in excess of the positions contained in the original fiscal year budget approved by the Board may be recommended to the Board by the Chancellor and must have an identified funding source.

All transfers between fund types (operating, staff development, capital), will be submitted to the Board of Trustees for approval.

**H.3 Fiscal Stability** <sup>(N/4/10)</sup>

[BP H.2.1]

The transfer of funds from the unrestricted undesignated general operating fund balance shall be approved by the Board of Trustees.

The external audit shall identify and include the unrestricted undesignated general operating fund balance amount.

**H.4 Purchases of Less Than \$5,000** <sup>(R 10/02)</sup>

[BP H 4]

Purchases of less than \$5,000 for goods and services must be requested using the Banner requisition process, authorized payment document or College procurement card. Requisitions are processed through the campus Business office/Controller's office.

The department/cost center initiating a purchase with an aggregate value of less than \$5,000 per transaction is responsible for ensuring that the purchase is not split into components of less than \$5,000 for the purpose of circumventing the College's bidding



**DIVISION H  
BUSINESS AND FINANCE**

**ADMINISTRATIVE PROCEDURES**

requirements. The following steps will be followed in the processing of the requisition.

RESPONSIBLE PERSON/OFFICE	ACTION REQUIRED
Originating Department	<ol style="list-style-type: none"> <li>1. Identify purchase requirements.</li> <li>2. Verify budget funds available.</li> <li>3. Select vendor and verify price, delivery, and payment terms.</li> <li>4. Prepare requisition in Banner.</li> <li>5. Approve the purchase.</li> <li>6. Forward any required documents to Business office.</li> <li>7. When goods or services are received directly, notify Shipping and Receiving.</li> </ol>
Business office/Controller's office	<ol style="list-style-type: none"> <li>1. Verify that requisition is properly completed.</li> <li>2. Ensure compliance with policies and procedures.</li> <li>3. Convert requisition to <i>Purchase Order</i>.</li> <li>4. Assist with follow up on open items.</li> </ol>
Receiving	<ol style="list-style-type: none"> <li>1. Enter receipt of goods in Banner.</li> <li>2. Assist with follow up on open items.</li> </ol>
Accounts Payable	<ol style="list-style-type: none"> <li>1. Enter invoices in Banner.</li> <li>2. Distribute checks to vendors.</li> <li>3. Follow up on open items.</li> </ol>

**H.5 Purchases in Excess of \$5,000** (R 10/02)

[BP H 5 & H 5.1]

Originating departments should complete and approve a Banner requisition form. The campus Business office or Controller's office will then forward the requisition to Purchasing for bidding and/or processing.

**H.5.1 Requests for "Restricted Bid List" or "No Substitute" on Request for Bid**  
(06/16)

[BP H 8]

Requests for "No Substitute" will be reviewed and approved by the College's purchasing agent on a case-by-case basis before the letting of any bid. In those instances where the request for restriction is not supported, the requesting department will be provided the reason for denial.

**H.6 Notification to Bidders** (R 06/16)

[BP H 13]

The College's purchasing agent will be responsible for notifying all responding bidders of the College's preliminary recommendation for bid awards requiring Board approval. This notice must be provided in a timely manner.

In the event any bidder has a question or concern regarding the recommendation, he/she will be afforded an opportunity to discuss the basis of the College's decision and to bring forward additional information pertinent to the situation. If the College decides to modify its recommendation pursuant to this meeting, all responding bidders will be provided with said revision. If the College declines to modify its recommendation, the complaining bidder will be provided with an explanation of the College's position.

In the event a bidder wishes to challenge the College's recommendation to the Board, he/she must be advised of the location, time and date of the Board meeting, as well as the petitioner sign-in process. The College's purchasing agent will prepare a summary of the challenging bidder's concerns and the review process afforded to said bidder to be submitted to the Board before the Board's consideration of the award recommendation.

### **H.7 Change Orders** (R 06/16)

[BP H 14]

Purchasing or the Controller's Office will prepare *Change Orders* requested by departments. The *Change Order* is used to notify the vendor, Controller's office, the campus Business office, Receiving and the requisitioner of any changes of price or terms and conditions of purchase before the receipt of goods and/or services specified in the body of the *Purchase Order*.

*Change Orders* involving Board-approved items must be ratified by either the vice chancellor for finance and administration, if the dollar amount does not exceed 10 percent of the original amount approved, or by the Board.

### **H.8 Bookstore and Instructional Resources Materials** (R 06/16)

[BP H 10]

Faculty should initiate the purchase of instructional materials by using the textbook/supply adoption form, a memorandum or an approved syllabus. The textbook/supply adoption form must contain the signature approval of the department chairperson before being processed by the Bookstores. Auxiliary Services will consult with the department chair before reducing the quantity of orders; however, Auxiliary Services management will make the final determination of order quantity and order timing.

The Bookstores order instructional materials through the Point of Sale (POS) system while using the Banner requisition process or properly approved payment documents to generate payments and record financial transactions.

Auxiliary Services management will select and order retail items that have not been adopted for instructional purposes based on their marketability in a college environment as long as the retail items are purchased in compliance with College policies governing all other purchases.

The central Instructional Resources department will place orders through the Innopac System while using the Banner requisition process or properly approved payment documents to generate payments and record financial transactions.

Requests for instructional materials may be initiated by faculty, students and library employees as defined in the “Collection Development Statement.”

Requests submitted by each campus for purchase must have the signature approval of the campus library employee assigned the responsibility for collection development.

In those instances where Instructional Resources chooses to use book jobbers and subscription agencies, contracts will be established in compliance with the College policies governing all other purchases.

Corporate Services and Continuing Education will use the Banner requisition process for instructional materials. All requisitions will require approval by Corporate Services or Continuing Education management.

**H.9 Processing and Monitoring Payments for Services Rendered** (R 10/02)

[BP H 16]

When engaging professional service providers, the following steps should be used.

RESPONSIBLE PERSON/OFFICE	ACTION REQUIRED
Requesting department and College officer	<p><b>Before committing to use a vendor:</b></p> <ol style="list-style-type: none"> <li>1. Complete the request to <i>Engage a Professional Service Provider</i> form if payment is for \$1,000 or more per event. (Note: This form need not be completed if the expenditure has been Board approved.)</li> <li>2. Send or fax the form to the Payroll department at the Cosand Center.</li> </ol>

**DIVISION H  
BUSINESS AND FINANCE**

**ADMINISTRATIVE PROCEDURES**

Payroll department	<ol style="list-style-type: none"> <li>1. Track and verify that the vendor has not been paid more than \$10,000 in the current fiscal year, including any outstanding collegewide commitments to use this vendor.</li> <li>2. Return the form with a confirmation number to the requesting department.</li> </ol>
Requesting department	<p>Enter the expenditure through Banner and approve it in Banner.</p> <p>Complete the <i>Statement of Services Rendered</i> form making sure that a) the Banner requisition is recorded on the form, b) the vendor completes the taxpayer I.D. number section and signs it, and c) the confirmation number from Payroll is included on the form.</p> <ol style="list-style-type: none"> <li>3. Submit <i>Statement of Services Rendered</i> form along with the <i>Engage a Professional Service Provider</i> form to the campus Business office (or to the General Accounting department for the Cosand Center departments).</li> </ol>
Business office	<ol style="list-style-type: none"> <li>1. Review documents from the requesting department.</li> <li>2. Convert the requisition to a purchase order in Banner.</li> <li>3. Forward documents to Payroll department.</li> </ol>
Payroll department	<ol style="list-style-type: none"> <li>1. Process documents for payment.</li> <li>2. Review monthly system-generated reports to monitor payment limits.</li> <li>3. Prepare semiannual ratification reports for the Board of Trustees.</li> </ol>

**H.10 Tax Rate** (06/16)

[BP H 23]

The Controller’s department will receive the property-assessed values from the city of St. Louis and St. Louis, Jefferson and Franklin Counties by mid August of each year. The Controller’s department will advise the vice chancellor for finance and business services of the assessed values so that the vice chancellor can recommend a tax rate to the chancellor and the Leadership Team. The recommendation will be based upon the legal limit which the College can assess as well as the budgeted revenue.

The Controller’s department will post notice announcing the date of the public hearing when the Board is asked to approve the administration’s tax rate recommendation. The public hearing must take place before October 1 of each year to allow the Controller’s department time to file the appropriate documents with the city of St. Louis, St. Louis, Jefferson and Franklin Counties by the October 1 deadline.

**H.11 Parking Permits (R 06/16)**

[BP H 20.10]

- A charge will be made for the replacement of a lost parking permit.
- Parking permits issued at any one of the College sites will be honored at all College sites.
- Parking permits for students will be issued at the four campus Student Life offices or the satellite locations.
- Guests and non-College personnel, such as construction workers or tradespeople, may be issued temporary parking permits by college Police.
- Vehicles parked in restricted areas will be subject to towing.
- A parking appeals system is set up at each campus.

**H.12 Investment of Funds (R 4/03)**

[BP H 24]

The primary objectives, in priority order, of investment activities will be safety, liquidity, and yield:

Safety

Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

- Credit Risk – St. Louis Community College will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
  1. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which St. Louis Community College will do business.
  2. Diversifying the portfolio so that potential losses on individual securities will be minimized.
- Interest Rate Risk – St. Louis Community College will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
  1. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

2. Investing operating funds primarily in shorter-term securities.

### Liquidity

The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

### Yield

The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities will not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

The treasurer is responsible for establishing and maintaining an internal control structure that will be reviewed annually with St. Louis Community College's independent auditor. The internal control structure will be designed to ensure that the assets of St. Louis Community College are protected from loss, theft or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls will address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.

- Written confirmation of transactions for investments and wire transfers.
- Development of a wire transfers agreement with the lead bank and third party custodian.

All trades where applicable will be executed by delivery vs. payment (dvp) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities will be perfected in the name or for the account of St. Louis Community College and will be held by a third-party custodian as evidenced by safekeeping receipts.

### **H.13 Cash Processing and Cash Security** <sup>(R 06/16)</sup>

“Cash” is defined as coins, currency, checks, money orders, credit cards, and electronic fund transfers. The campus cashier’s office or bursar’s office should be the primary recipient of cash proceeds.

- Only College departments (example, bursar’s office, cashier’s office, bookstores, etc.), clubs and organizations with implied approval or with specific event approval issued by the College or campus leadership are permitted to accept “cash.”
- Except for College-approved petty cash and change funds, departments, clubs and organizations should deliver all “cash” to the cashier’s office at a minimum on a daily basis.
- Departments that make deposits directly to the bank will deposit all funds on a daily basis. Accumulated cash of less than \$100 does not require daily deposit, but should be deposited at least weekly.
- “Cash” should be turned over to the cashier’s office with a *Cash Deposit Receipt Form* or similar form.
- After the “cash” is processed by the cashier’s office, the department, club or organization should reconcile the amounts shown on the *Cash Deposit Receipt Form* to the transaction receipt provided by the cashier’s office. This reconciliation should be performed by someone other than the person who prepared the *Cash Deposit Receipt Form*.
- All checks should be made payable to St. Louis Community College.
- Checks should be restrictively endorsed “for deposit only” with the College’s name immediately upon receipt.
- All “cash” should be securely stored during working hours. “Cash” held overnight should be kept in a locked safe, a locked desk or locked cabinet. When “cash” cannot be secured, the “cash” should be delivered to the college police for storage in their safe until the next business day.

**DIVISION H  
BUSINESS AND FINANCE**

**ADMINISTRATIVE PROCEDURES**

---

- “Cash” should not be used to pay expenses or to create a change fund. Do not use cash receipts to cash checks from employees or students.
- Armed College Police officers or armored car services will deliver deposits to the bank.
- The Controller’s division will audit all petty cash and change funds at least annually.

**H.13.1 Cash Handling for Departments, Activities and Events** <sup>(N 5/11)</sup>

- The administrator/professional responsible for the department, club or organization sponsoring the activity/event should ensure that “cash” is being delivered to the cashier’s office within the time frame established in this procedure.
- For activities/events where the amount collected is over \$5 per transaction:
  - Pre-numbered receipts or pre-numbered tickets should be issued.
  - A reconciliation of the *Cash Deposit Receipt Form* to the receipts/tickets issued should be performed by someone independent of the “cash” collection process. An approval signature should be affixed to the reconciliation document
  - For voided pre-numbered receipts/tickets, the original copy of the receipt/ticket should be marked “void” and retained.
  - Used receipt books, voided receipts and the signed reconciliations should be retained for a minimum of two years.
- For activities/events where the amount collected is \$5 per transaction or less and it does not seem practical to issue pre-numbered receipts/tickets:
  - It is recommended that two people be involved in collecting the “cash” and signing off on the *Cash Deposit Receipt Form*.

**H.14 Manual Checks** <sup>(R 3/06)</sup>

All requests for checks should be prepared and processed for payment on a timely basis to ensure that a computer generated check will be processed through the Accounts Payable/Payroll/student systems by the due date. Schedules of check issue dates will be distributed before the beginning of each fiscal year to campus Business offices.

Manual checks will be issued only when it is in the best interest of the College. The bursar will keep records of manual check requests in order to identify those departments submitting frequent requests.

The request for a manual check will be approved by a College officer and the procedure will be as follows:



**DIVISION H  
BUSINESS AND FINANCE**

**ADMINISTRATIVE PROCEDURES**

<b>RESPONSIBLE PERSON/DEPARTMENT</b>	<b>ACTION REQUIRED</b>
Manager, Business Services, Accounting Supervisor or Bursar	Direct the request to the Bursar's office.
Bursar	Process request and prepare check.

**H.15 Surplus Property** (R 06/16)

The surplus property guidelines are intended to assure that the College, through reallocation, sale, or trade-in, is able to maximize the return of value from the goods identified as surplus.

When a College department desires to dispose of furniture, equipment, supplies, or book inventories, the College's Receiving department at the location should be notified and the surplus will be picked up for storage and eventual disposal.

- Surplus fixed assets (defined by administrative procedure as items with an initial cost of \$5,000+) will be identified by property tag numbers and a list will be produced and distributed within the College through the intranet, allowing College departments to claim items for College business.
- Surplus computer/ITS equipment will be numbered or identified by property tag numbers and a list will be produced and forwarded, along with the equipment, to Information Technology's facility at the designated location. Information Technology will determine the ultimate disposition of the equipment. Those choices are: reutilization by the College, inclusion in a surplus sale, or proper disposal. Because of the hazardous nature of some computer equipment component parts, a preference will exist for proper disposal rather than surplus sale.
- Surplus property other than fixed assets and computer/ITS equipment will be reviewed with the campus business manager and/or the manager of buildings and grounds to determine potential additional value. Property determined by this review to be of no additional value to the College may be disposed of immediately. Property determined to have residual value to the College for use will be numbered and a list will be produced and forwarded, along with the property, to the shipping and receiving department.

- Surplus equipment and supplies funded by an external contract or grant will be disposed per the specifications of the contract or grant. If the contract or grant is silent on the subject, the College project leader for the contract or grant will contact the granting agency to determine if the excess equipment or supplies can remain with the third party for whom the College is assisting through the contract or grant.
- Sometimes the College will have the need to dispose of a unique or desirable piece of equipment, i.e., technology, engineering, automotive, culinary arts, or scientific items. In order to maximize the recovery on the asset's original cost, these items will be sold to the general public through the College's website or a specialized commercial service such as Ebay using a confidential bid process.
- Remaining fixed assets must be submitted to the Board for approval to be included in the next surplus pick-up. Along with remaining computer/ITS equipment, furniture, other equipment, supplies or book inventories will be included in the next surplus pick-up.
- Normally, the method of disposal of the surplus property will be through recycling based on contract.

### **H.16 Internal Audit** <sup>(06/16)</sup>

The College will have an Internal Audit function to examine and evaluate College systems, procedures and internal controls to ensure that records and controls are adequate. The appointed internal auditor will check the College's operations for efficiency, effectiveness and compliance with Board policy, administrative procedures, laws, governmental regulations and generally accepted business practices. All College records will be available to the internal auditor through established channels.

### **H.17 Student Center Revenue** <sup>(R 5/98)</sup>

(Procedure deleted April 2003 following BP/AP Biennial Review.)

### **H.18 Fixed Assets - Funding, Inventorying and Accounting** <sup>(R 3/06)</sup>

#### Definitions:

- Fixed Asset: Land, building, or a component unit of furniture, equipment, or fixture costing \$5,000 or more (including shipping and installation) that has an expected life greater than one year.

**DIVISION H  
BUSINESS AND FINANCE**

**ADMINISTRATIVE PROCEDURES**

- Property: A component unit of furniture, equipment, or fixture that is less than the \$5,000 fixed asset threshold, but the campus and/or the department needs to track.
- Capital: The source of funding for: (a) all fixed assets, and (b) any property or projects not included in the operating budget. Capital is expended from either the plant fund or restricted fund.

Guidelines for Inventory and Accounting:

ITEM	TAG	INVENTORY	ACCOUNT CODE
Component unit costing \$5,000 or more	College Bar Codes	Banner	7501 through 7525
Property costing less than \$5,000	Campus inventory or department tags	Tracked by departments using spreadsheets, etc.	7124 through 7128

For consistency, tags should be placed on the component units by Shipping and Receiving, or in the case of property costing less than \$5,000, by Shipping and Receiving or the appropriate department. Placement should be as follows:

- on the upper left-hand side of the unit,
- on the front side of the unit if it is not possible to tag the upper left-hand side, or
- on the bottom if it is a laptop computer.

**H.19 Debt Collection through Offset of Taxpayer Refund** <sup>(11/99)</sup>

[BP H 27]

The College will participate through the Missouri Department of Revenue Debt Offset program to receive money that has been withheld from taxpayers who owe debts over \$25 to the College. The Controller’s office will be responsible for administering collection procedures.

**H.19.1 Hearing** <sup>(06/16)</sup>

[BP H 27.2]

The following procedures provide for claimant’s right to a hearing to set forth a claim to an interest in funds received by the College through offset of a tax refund.

Definitions:

- Claimant - taxpayer-debtor or non-obligated taxpayer with a property interest in the refund that was subjected to offset and forwarded to the College by the Department of Revenue.
- Debt - amount owed to the College by Claimant.

**DIVISION H  
BUSINESS AND FINANCE**

**ADMINISTRATIVE PROCEDURES**

---

- Non-obligated taxpayer - taxpayer named in the Missouri tax return against whom no debt is claimed by the College.
- Apportionment of the refund - portion of the refund due a non-obligated taxpayer, which will be determined by the evidence presented. The College will take into account any determination of apportionment determined by the Department of Revenue.

Procedures:

- a. Claimant must send a letter to the College to the attention of the College controller at the address below, setting forth the factual issues that support the Claimant's rights to the funds. This letter must be sent to the College within 30 days of receipt by the Claimant of the notice of offset from the Missouri Department of Revenue.  
Controller  
St. Louis Community College  
Cosand Center  
300 South Broadway  
St. Louis, Missouri 63102
- b. Claimant must provide any and all evidence to support application for entitlement to the refund.
- c. Claimant has a right to request evidence from the College that supports Claimant's debt to the College.
- d. The College will set the hearing within 15 days of receipt of correspondence from Claimant.
- e. The claim may be informally resolved by agreement.
- f. The vice chancellor for Finance and Business Services will serve as the hearing officer and will preside over the hearing.
- g. Claimant can request that the hearing be recorded by audiotape or have a transcript prepared by a certified court reporter at the cost of Claimant.
- h. Upon completion of the hearing, the vice chancellor for Finance and Administration will draft a written determination which will be submitted to the Board of Trustees for approval.
- i. Upon approval by the Board of Trustees, the decision of the College will be final.

**H.20 Library Instructional Materials Charges (4/01)**

[BP H 21]

Charges will be made for library books and other instructional materials not returned by

the due date or returned in damaged condition. After payment of charges, refunds may be given upon request if the materials are found and returned within one year. Refunds for materials belonging to other libraries will be made at the discretion of that library. Refunds will not be made for any payments collected under a debt collection program where other procedures apply.

Instructional Resources may charge other libraries for photocopies, books and other materials borrowed via interlibrary loan. There will be no such charges for libraries in Missouri, the St. Louis metropolitan area, and libraries with which the College is actively participating in resource sharing programs.

**H.21 Vehicular Fines** (N 01/12)

[BP H.20.11]

A violation of Board Policy H.20.11 – Vehicular Fines will be subject to the following penalties:

- A citation will be issued by St. Louis Community College police and a fee of \$15.00 will be assessed.
- Students' transcripts will not be released, and registration for subsequent semesters will not be permitted until all violations and related fees have been cleared.

**H.22 Fines for Use of Tobacco on College Property** (N 01/12)

[BP B.23]

A violation of Board Policy B.23 – District Wide Tobacco Ban will be subject to the following penalties:

- A. A citation will be issued by St. Louis Community College police and a fee of \$15.00 will be assessed.
- B. Students' transcripts will not be released, and registration for subsequent semesters will not be permitted until all violations and related fees have been cleared.

**I FACILITIES, CONSTRUCTION AND SERVICES****I.1 Physical Facilities – Engineering & Design** <sup>(R 06/16)</sup>

[BP 11 - I 6]

Physical Facilities Engineering/Design is responsible for:

- Engineering and architectural design services;
- Cost estimates for facilities repairs, alterations and additions;
- Planning, design and cost estimates for renovations;
- Construction contract preparation and administration;
- Investigation of facilities and equipment problems;
- Facilities budget planning and estimating;
- Facilities reviews and conditions reports;
- Space utilization studies, including equipment, casework and furnishings;
- Parking lot studies and repairs;
- Preventive maintenance planning, procedures and service contracts;
- Utilities analysis and energy studies.

A department may request services from Engineering/Design through the appropriate dean/director by completing an *Engineering Service Request (ESR)* and submitting the form to the campus manager of facilities who will review, assign a number and initial the request. ESR's for maintenance and repair will normally be initiated by the facilities department. Other departments may submit ESR's for space studies, remodeling, equipment installation, and budget estimate for planning.

Funding for projects and outside consulting services may be obtained from the capital allocations budget, emergency funds, auxiliary services budgets, general operating funds, parking fee budgets, or other sources as may be designated.

The process for facilities projects involving renovations, repair and maintenance is illustrated as follows:

# DIVISION I FACILITIES, CONSTRUCTION AND SERVICES

# ADMINISTRATIVE PROCEDURES

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## Requester Process

- Submit ESR with signatures
- Prepare initial program for project
- Perform preliminary study
- Prepare preliminary cost estimates
- Obtain or verify funding (through capital process if necessary)
- Complete capital project form
- Assign project to designer and/or consultant

## Engineering/Design Process

### PHASE 1 - Pre-design Services

- Review program and update
- Conduct additional studies and review options
- Develop or update educational program
- Determine final project scope
- Update budget estimate

### PHASE 2 - Field Work

- Conduct field surveys/inspections
- Study existing conditions
- Review drawings/records
- Study alternate locations (if needed)
- Compare costs/advantages
- Develop final space location or site

### PHASE 3 - Schematic Design

- Develop preliminary architectural plans
- Develop schematic systems design (M,E,P,FP)
- Meet with staff, obtain feedback, and incorporate comments
- Provide schematic cost estimate
- Review plans with code officials
- Submit schematic plan and/or report to campus staff

### PHASE 4 - Design Development

- Develop architectural design/engineering systems
- Review/select materials
- Determine interior design requirements
- Review design with campus
- Develop tentative schedule and relocation plan

## Engineering/Design Process (cont.)

### PHASE 5 - Construction Documents

- Prepare complete working drawings
- Provide complete specifications
- Provide for alternate bids (if necessary)
- Review with staff
- Print final plans and contract documents
- Prepare bidders list

### PHASE 6 - Bidding Stage

- Advertise (2 weeks minimum)
- Provide final construction cost estimate
- Issue plans/specifications to bidders
- Issue addenda - answer bidders' questions
- Evaluate and analyze bids and alternates
- Obtain Board approval

### PHASE 7 - Construction Services

- Obtain bond - issue contract
- Obtain final code approvals/permits
- Review shop drawings and submittals
- Provide clarification/change orders
- Coordinate and schedule construction work
- Conduct progress meetings and make job-site visits
- Enforce plan/specification requirements through job-site inspection

### PHASE 8 - Close-out

- Conduct final inspection
- Obtain as-built drawings, operating instruction, and manuals
- Prepare punch list
- Prepare final certificate of completion

### PHASE 9 - Completed Project

#### Follow-up punch list completion

- Make final payment
- Obtain lien waivers, etc.
- Guarantee items (if any)
- Project close-out

Twenty to twenty-five weeks will typically be required to plan, design, bid and obtain Board approval for most larger projects. If it is necessary for a project to begin in the summer, the ESR, forms, programs, etc., should be submitted by December. If an outside consultant is needed, two to three additional months should be allowed for his/her selection/approval. The construction phase of a project can be expected to require three to four months (except for bigger projects such as large labs, elevators, new buildings, etc., which can take an entire year). During this period the area to be renovated must be vacated and turned over to the contractor.

### **I.2 Selection of Architectural/Engineering Consultants** (R 06/16)

[BP 18]

Most of the services for which the Engineering/Design department is responsible are performed by in-house staff and are covered by the annual operating budget of the department. However, some types of design, such as structural, major reconstruction/realignment, civil engineering, and HVAC, require outside consultants. When selecting outside consultants, the Engineering/Design department will:

- a. Gather all available information regarding the general requirements and scope of services for the project.
- b. Develop and approve a *Request for Qualifications* (RFQ) for the project. (A point system is established which will be used in evaluating the proposals.)
- c. Distribute the RFQ to all consultants who may be interested and/or qualified. Names of firms are normally obtained from:
  - Advertisements in the newspapers (for larger projects).
  - Facilities A/E files which contain reference materials on all firms who have contacted the College requesting work.
  - References from members of the committee and other employees.
  - Firms recommended by engineering and design and approval by the board of trustees to participate in an indefinite quantity (open end) consulting agreement.
- d. Evaluate the preliminary materials and qualifications submitted by those firms interested in the project. This information is evaluated using the assigned point system.
- e. On larger projects, interview three or four of the most qualified consulting firms (i.e., those scoring the most points). All firms are given an updated copy of the design scope, point system, etc. During the interview process, the finalists will be expected to provide additional specific information about the project, and their firm's capabilities.
- f. Select the firm considered to be in the best interests of the College, plus one or two alternates ranked in order.
- g. Recommend the successful firm for Board approval.



**DIVISION I** **ADMINISTRATIVE PROCEDURES**  
**FACILITIES, CONSTRUCTION AND SERVICES**

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- h. Prepare final agreement for signatures after approval by the Board.
- i. Notify the selected firm that arrangements are to be terminated if a problem arises in developing a satisfactory contract. Contact the next firm on the list.

Negotiations continue in this manner until an agreement is reached.

**I.3 Usage of College Facilities** (R 06/16)

[BP I 10]

The campus chief academic officer must submit a revenue budget and an operating budget for usage of facilities before the beginning of the fiscal year. With a budget in place, the following procedures should be followed when an outside organization or group requests usage of campus facilities:

**DIVISION I ADMINISTRATIVE PROCEDURES  
FACILITIES, CONSTRUCTION AND SERVICES**

RESPONSIBLE PERSON/DEPARTMENT	ACTION
Campus marketing & communications or administrative assistant to the campus chief academic officer	Request an estimate of expenses from the service departments to support the usage of the facilities.
Service departments	<ol style="list-style-type: none"> <li>1. Use standard charges* (not individual employee wage rates) to estimate expenses.</li> <li>2. Provide estimates to the campus Community Relations department or the administrative assistant to the campus chief academic officer.</li> </ol>
Campus marketing & communications or administrative assistant to the campus chief academic officer	<ol style="list-style-type: none"> <li>1. Check for accuracy.</li> <li>2. Provide a summary sheet to the campus chief academic officer indicating: <ul style="list-style-type: none"> <li>• the requested facility to be used and direct costs,</li> <li>• the 50 percent mark-up of the direct costs,</li> <li>• the maximum fee which can be charged,</li> <li>• the amount which will be charged against the usage fund, and</li> <li>• the actual amount of the usage fee.</li> </ul> </li> </ol>
Campus chief academic officer, or designee	<ol style="list-style-type: none"> <li>1. Review the summary sheet.</li> <li>2. Consider components of the fee which may be waived.</li> <li>3. Approve or disapprove.</li> </ol>
Campus marketing & communications or administrative assistant to the campus chief academic officer	<ol style="list-style-type: none"> <li>1. If approved, forward to the campus Business office: <ul style="list-style-type: none"> <li>• a copy of the <i>Facilities Usage</i> form,</li> <li>• a copy of the summary sheet, and</li> <li>• the check for payment of the usage fee, if available.</li> </ul> </li> </ol>
Campus Business office	<ol style="list-style-type: none"> <li>1. Prepare a <i>Cash Deposit Receipt</i> form to credit usage of facilities revenue account for the amount deposited.</li> <li>2. Process an <i>Interdepartmental Order</i>.**</li> <li>3. If check for usage is not attached: <ul style="list-style-type: none"> <li>• do a journal entry debiting accounts receivable, and crediting usage of facilities revenue account,</li> <li>• prepare an invoice to be sent to the organization,</li> <li>• monitor payment.</li> </ul> </li> </ol>
Campus Business office or campus marketing & communications	When efforts have been exhausted by the College to collect, forward the appropriate information to the supervisor of student accounts, to have the uncollectible account referred to a collection agent.

\* The standard charges are shown below.

\*\* If the campus chief academic officer waives any or all of the usage fees, the charges against the usage of facilities budget, by the departments, are still processed on the *Interdepartmental Order*.

## **DIVISION I** **ADMINISTRATIVE PROCEDURES** **FACILITIES, CONSTRUCTION AND SERVICES**

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Usage requests to use the Cosand Center should be directed to finance & administration. Finance & administration will coordinate with Cosand Center marketing & communications before approving the request and will provide the bursar with the necessary paperwork to prepare the cash deposit. Finance & administration will also work with the General Accounting department to process the *Interdepartmental Order* and the journal entry, if necessary, as discussed above.

A districtwide schedule of current facility charges, direct costs, media/telecommunication charges, satellite services charges, and theater charges will be available in the marketing & communications office of each campus and in finance & administration at the Cosand Center.

The districtwide schedule of charges will be reviewed as necessary and adjusted to reflect current costs. The campus business managers, in consultation with the College's controller, will coordinate the review and publication of standard charges.

### **1.4 Security Enforcement and Protection of College Property** <sup>(R 06/16)</sup>

[BP 19]

The College will provide a safe and secure environment for its students, employees and visitors to the greatest extent possible. Students, employees or visitors who witness a crime on campus should contact the College Police immediately to report the incident and to give a description of the person involved. If unable to contact the College Police, they should contact someone in authority immediately.

College Police departments will:

- be staffed with college police officers who have met the state mandated requirements to be certified by the state of Missouri to conduct arrests and investigations of crimes that occur on the campus or College-leased property.
- work in close cooperation with federal, state and local police agencies.
- inform employees and students about campus security procedures and practices and the prevention of crime on an on-going basis using a variety of methods.
- be responsible for the control of all campus keys.
- maintain an updated manual outlining departmental procedures. The manual is to be reviewed and updated annually or as circumstances warrant.

At all times when the campuses are closed, a valid I.D. card and a statement of purpose are required for entrance to College-owned or -leased property.

**DIVISION I** **ADMINISTRATIVE PROCEDURES**  
**FACILITIES, CONSTRUCTION AND SERVICES**

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The College will not be liable for compensation to individuals for loss of their personal property due to theft or damage.

## **J INFORMATION TECHNOLOGY**

### **J.1 IT Policies, Standards, Guidelines, and Procedures** (New 05/18)

[BP J.1]

Information Technology policies, standards, guidelines, and procedures impacting the STLCC district will be reviewed by the IT Management Team and STLCC Leadership Team for approval. Following approval, policies, standards, guidelines, and procedures will be documented appropriately in Board Policy, Administrative Procedures, or as appropriate, and implemented by IT. Revisions will follow the same approval process.

### **J.2 Information Security** (New 05/18)

[BP J.2]

The goal of St. Louis Community College Information Security is to support the College's mission by protecting the confidentiality, integrity, and availability of College data.

Various laws govern the data used by STLCC to fulfill its mission. Though the data and laws are distinct, the protections required can be distilled into several goals.

- Maintain a written Information Security program and assign an individual responsible.
- Develop policies, standards, and guidelines to reduce risk to an acceptable level.
- Develop and implement controls to enforce policies, standards, and guidelines.
- Perform periodic evaluation of security controls for effectiveness.
- Vulnerability management to remediate known weaknesses.
- Information Security awareness training for end-users.
- Maintain incident response capabilities.
- Maintain business continuity plans and capabilities.
- Ensure contracted vendors are meeting data security requirements.

#### Roles and Responsibilities

The St. Louis Community College Chief Information Officer shall appoint an Information Security Manager (ISM) responsible for the College's information security program. This individual shall coordinate through the CIO, relevant stakeholders, and the STLCC Leadership Team (LT) to establish criteria for prioritizing data and assets at the College. The ISM shall establish policies, standards, guidelines, and procedures for the security of data with respect to these criteria.

The ISM will coordinate with relevant stakeholders, the CIO, and LT to ensure

information security initiatives align with the College's strategic priorities and identify risks to the College fulfilling its mission.

College administrators are responsible for identifying critical College processes and data. Administrators and their staff are responsible for the security, confidentiality, integrity, and availability of data under their stewardship. Information Technology is responsible for implementing security controls to protect College systems and infrastructure.

### Definitions

#### ***Information Owner/Steward***

The information owner/steward is an organizational official with statutory, management, or operational authority for specified information and the responsibility for establishing the policies and procedures governing its generation, collection, processing, dissemination, and disposal. In information-sharing environments, the information owner/steward is responsible for establishing the rules for appropriate use and protection of the subject information (e.g., rules of behavior) and retains that responsibility even when the information is shared with or provided to other organizations. At STLCC, information owners and stewards are administrators and directors in data domains that are subject to statutory compliance.

#### ***Information System Owner***

The information system owner is an organizational official responsible for the procurement, development, integration, modification, operation, maintenance, and disposal of an information system. The information system owner is responsible for addressing the operational interests of the user community (i.e., users who require access to the information system to satisfy mission, business, or operational requirements) and for ensuring compliance with information security requirements. In coordination with the information system security officer, the information system owner is responsible for the development and maintenance of the security plan and ensures that the system is deployed and operated in accordance with the agreed-upon security controls. In coordination with the information owner/steward, the information system owner is also responsible for deciding who has access to the system (and with what types of privileges or access rights) and ensures that system users and support personnel receive the requisite security training (e.g., instruction in rules of behavior).

#### **J.2.1 Data Classification**

Data classification, in the context of information security, is the classification of data

based on its level of sensitivity and the impact to the College should that data be disclosed, altered or destroyed without authorization. The classification of data helps determine what security controls are appropriate for safeguarding that data. STLCC will classify data according to risk.

St. Louis Community College information owners and stewards shall identify data and assign data classifications based upon risk. System owners shall classify the systems on which this data resides and transits. Information Security shall develop security controls to appropriately and reasonably protect the data for each classification level. St. Louis Community College classifies data into three categories: High Risk, Moderate Risk, and Low Risk.

#### **J.2.1.1 High Risk Data**

Data and systems are classified as High Risk if there are statutory requirements governing its disclosure to third parties. Legal or contractual frameworks exist that outline the steps necessary to protect this data. The loss of confidentiality, integrity, or availability of the data or system could have a significant adverse impact on the College's mission, safety, finances, or reputation.

#### **Examples**

- Credit Card numbers and CVV codes
- Bank account numbers/Direct Deposit information
- Personally identifiable information (PII)
- Social security numbers
- Student course schedules
- Student grade reports and transcripts

Missouri legislation defines personal information as an individual's first name, or first initial, and last name in combination with a data element that has not been encrypted, redacted or otherwise made unreadable or unusable. Data elements include an individual's social security number, driver's license number or other unique identifier created or collected by a government body, financial account numbers with access passwords, unique electronic identifiers and required codes that would permit access to a financial account, medical information, or health insurance information.

#### **J.2.1.2 Moderate Risk Data**

Data and systems are classified as Moderate Risk if the data is intended only for internal College use. The loss of confidentiality, integrity, or availability of the data or system

could have a mildly adverse impact on the College's mission, safety, finances, or reputation.

**Examples**

- Research data
- Security information
- Employment data
- Home phone numbers and home addresses
- Spouse's or other relatives' names
- Citizenship information
- Birth date

**J.2.1.3 Low Risk Data**

Data and systems are classified as Low Risk if they are not considered to be Moderate or High Risk or the data is intended for public disclosure. The loss of confidentiality, integrity, or availability of the data or system would have no adverse impact on the College's mission, safety, finances, or reputation.

**Examples**

- Campus maps
- Staff and student directory information
- MySTLCC IDs
- Job postings
- Policies and procedures

**J.2.1.4 Applying Data Classification**

Information owners and stewards determine classification levels. Data stores should be classified based on the highest sensitivity data that they contain. The Federal Information Processing Standards (FIPS) publication 199 (February 2004) published by the National Institute of Standards and Technology (NIST) outlines how to apply data classification through impact data confidentiality, integrity, and availability. As impact escalates, so too does data classification.

**J.2.2 Risk Assessment**

Risk assessment is a process identifying potential organizational threats, vulnerabilities and respective impact. The ISM in conjunction with information owners, stewards, and



information system owners will conduct period risk assessments of the STLCC data and information system environment. These risk assessments will identify potential information security priorities through a process of enumerating threats and vulnerabilities, and determining the likelihood and impact should one of these vulnerabilities be exploited by a threat actor. Existing controls shall be assessed for effectiveness in relation to these threats and vulnerabilities.

Risk assessments will be conducted within the context of the institution's risk appetite. The institutions willingness to accept risk will be determined by College administration.

### **J.2.3 Develop and Implement Controls**

Security controls are safeguards or countermeasures to avoid, detect, counteract, or minimize security risks data or information systems. As part of the risk assessment process, the ISM shall develop and recommend controls to protect against identified risks. Controls will attempt to mitigate vulnerabilities and/or address specific threats that could leverage the respective vulnerability.

### **J.2.4 Vulnerability Management**

Vulnerability management is the practice of periodically identifying, prioritizing, and mitigating vulnerabilities in technology. Vulnerability assessments to identify known vulnerabilities, and verify compliance with best practices and data classification levels will be performed on all information systems infrastructure on a monthly basis.

### **J.2.5 Information Security Awareness Training**

Information Security awareness training is a formal process for educating employees about computer security, and compliance topics. The ISM will maintain a program to educate end-users about information security best practices appropriate for their areas. College employees working with high-risk data shall participate in annual information security awareness training.

### **J.2.6 Incident Response**

Incident response is an organized approach to addressing and managing the aftermath of a security breach or attack. The goal is to handle the situation in a way that limits damage and reduces recovery time and costs. The ISM shall establish and maintain plans to respond to incidents.

St. Louis Community College is committed to the reasonable and appropriate protection of data and systems. As such, STLCC maintains an Information Security Incident Response Plan (ISIRP) to establish a process to address information security incidents that can be repeated and continuously improved. The goals of the ISIRP are to:

1. Reduce risk at STLCC by preparing College staff to quickly respond to the inevitability of a data breach.
2. Support the College's mission by aligning processes with statutory obligations and best practices.

**J.2.6.1 Incident Response Definitions**

**Information Security Events**

An event is an exception to the normal operation of IT infrastructure, systems, or services. Not all events become incidents.

**Information Security Incident**

An incident is an event that, as assessed by Information Security, violates Information Technology policies, or threatens the confidentiality, integrity, or availability of information systems or institutional data.

Complete IT service outages may also be caused by security-related incidents, but service outage procedures are documented in Disaster Recovery procedures.

**J.2.6.2 Incident Response Roles and Responsibilities**

The information security manager is responsible for establishing and maintaining the Information Security Incident Response Plan. The incident response process extends beyond Information Security staff.

In the course of responding to incidents, it may become necessary to take disruptive actions to protect the College. Incident Response Coordinators, and by delegated authority, Incident Response Handlers, are authorized to take reasonable and appropriate measures to protect the College, including, but not limited to:

- Blocking access to sites and services.
- Introducing changes to the College's IT environment, and connected systems.
- Taking systems connected to the College's IT infrastructure offline.
- Confiscating equipment connected to College's IT infrastructure.

***Incident Response Coordinator***

The Incident Response Coordinator is the Information Security Manager or other management designee assigned by the Chief Information Officer.

***Incident Response Handlers***

Incident Response Handlers are staff tasked by the Incident Response Coordinator who gather, preserve, and analyze evidence so that an incident can be brought to a conclusion.

***General Counsel***

St. Louis Community College is required by law to notify specific agencies in the event of a qualifying breach. General Counsel is the liaison between Information Security and

outside law enforcement, and will provide counsel on the extent and form of all disclosures to law enforcement and the public.

***Law Enforcement***

Law Enforcement includes the STLCC Police, federal, and state law enforcement agencies, and U.S. government agencies that present warrants or subpoenas for the disclosure of information. Interactions with these groups will be coordinated through General Counsel.

***Marketing and Communications***

St. Louis Community College is required by law to notify specific agencies in the event of a qualifying breach. Marketing and Communications is the liaison with external constituencies, including the media.

***Administration***

STLCC Administration are the staff designees responsible for regulatory frameworks with which the College must comply.

***Users***

Anyone accessing STLCC information systems.

**J.2.6.3 Incident Response Procedures**

Incidents will be categorized according to the potential impact of a violation of confidentiality, integrity, or availability using a High-Medium-Low designation. The severity may be adjusted throughout the course of plan execution. These designations have their own reporting and handling responsibilities.

**High-severity Incidents**

High-severity incidents, are incidents which have a significant impact on the College's mission and/or strategic priorities. The Information Security Manager, or designee, is responsible for coordinating response to high-severity incidents. An incident report will be generated within 30 days of concluding a high-severity incident. The following stakeholders will be notified and engaged during high-severity incidents:

- CIO
- ISM
- ISIRT representative
- Departmental Supervisor
- Technical support for affected device

- Legal Counsel
- Marketing and Communications

### **Moderate-severity Incidents**

Moderate-severity incidents are incidents which have a noticeable and visible impact on the College's mission and/or strategic priorities. An IT division supervisor or designee is responsible for coordinating response during a moderate-severity incident. An incident report will be generated upon request by College administration. The following stakeholders will be notified and engaged during moderate-severity incidents:

- ISM
- ISRT representative
- Departmental supervisor

### **Low-severity Incidents**

Low-severity incidents are incidents which have a minor impact on the College's mission and/or strategic priorities. An IT technical support representative or designee is responsible for coordinating response during a low-severity incident. An incident report will be generated upon request by College administration. The following stakeholders will be notified and engaged during moderate-severity incidents:

- ISM
- ISRT representative
- Departmental supervisor

### **Incident Response Process**

St. Louis Community College follows the information security incident response process is described by NIST Special Publication 800-61r2 (August 2012):

- **Preparation**
- **Detection and analysis**
- **Containment, eradication, and recovery**
- **Post-incident activity**

### **Preparation**

Preparation entails creating a plan and assigning staff for the purposes of incident response. Steps are taken to understand the threat environment, and put technology in place to identify anomalous activity.

### **Detection and Analysis**

During Detection and Analysis, events are assessed for whether or not they escalate to incidents. Once an incident is determined, further research is done to understand the

nature of the incident. Indicators of compromise and methods of operation are identified. Once the threat is understood, the incident is reported to the appropriate institutional stakeholders. The incident is categorized based on impact and a strategy for responding accordingly is formulated.

### **Containment, Eradication, and Recovery**

The first step in containment is to acquire, preserve, secure, and document evidence. Once evidence is preserved and indicators and methods of operation are understood, they can be leveraged to isolate the threat and extricate it from the environment. The environment must be systematically searched for all signs of the threat actor. Once the threat has been eliminated, data and systems can be restored. During containment and eradication, the threat may adjust tactics, which will require further analysis and an adjustment to the containment and eradication plan.

### **Post Incident Activity**

Post Incident Activity includes developing lessons learned and preserving evidence for the possibility of legal action against the threat actors. Lessons learned are reported to stakeholders and feed into preparation for the next incident.

### **J.2.7 Business Continuity and Disaster Recovery**

Business continuity encompasses planning, preparatory and related activities which are intended to ensure that an organization's mission critical functions will either continue to operate despite serious incidents that might otherwise have interrupted them, or will be recovered to an operational state within a reasonably short period. The ISM will facilitate business continuity planning with information owners and stewards.

Disaster recovery involves a set of policies and procedures to enable the recovery or continuation of mission critical technology infrastructure and systems following a natural or human-induced disaster. Disaster recovery focuses on the IT or technology systems supporting mission critical functions. Disaster recovery is therefore a subset of business continuity. The ISM shall coordinate disaster recovery planning for Information Technology.

St. Louis Community College is committed to the reasonable and appropriate protection of data and systems. A Disaster Recovery Plan (DRP) shall be established to ensure the continuation of critical College processes in the event of a severe disruption of information technology services. The DRP shall provide a framework that can be used to efficiently recover critical IT resources within an allotted time frame to facilitate emergency communications and support critical College processes.

**J.2.7.1 Disaster Recovery Roles and Responsibilities**

Information Technology Directors, Associate Directors, and Managers are responsible for creating and maintaining the DRP. The Information Security Manager is responsible for auditing and reporting on the DRP and disaster recovery activities. STLCC Administrators are responsible for identifying critical College processes.

*Incident Coordinator*

The Incident Coordinator (IC) is an IT Leadership Team member designated by the CIO. The IC attempts to resolve service disruptions and directs the execution of the disaster recovery plan.

*IT Management*

IT management facilitate communication with, and coordinate the activities of IT staff at the direction of the IC.

*IT Technical Leads*

The technical leads in information technology are the primary repository for systems-level knowledge and understanding. The technical leads assist in informing processes and decisions throughout plan execution as well as performing specific tasks at the direction of the IC.

*IT Staff*

IT staff perform duties assigned by the IC and IT management during plan execution.

*Help Desk*

The Help Desk is the primary point of contact for IT support for College users. The Help Desk facilitates communication between the end-users and the IC.

*Physical Facilities*

Physical Facilities staff are responsible for the College's physical plant, including wiring infrastructure, and power delivery. These are critical dependencies to the delivery of technology and services.

*Marketing and Communications*

Marketing and Communications executes communications initiatives at the College. They are the primary resource for strategic communications with College users and external agencies.

*Finance and Business Services*

Finance and Business Services (FBS) are responsible for procurement processes at the College. In the event of a significant system failure, efficient communication and interaction with FBS and adherence to College procurement policies are critical.

*Human Resources*

Human Resources is responsible for the processes concerning staff acquisition. Significant system or regional disruptions may necessitate staff augmentation to fulfill execution of the DRP.

**J.2.7.2 Disaster Recovery Definitions**

Critical IT Services

Critical IT services are services that are essential to the College's mission. These are defined as IT services that are:

- Necessary to communicate with core College constituencies, especially during emergency response.
- Necessary in acquiring or providing College goods or services mandatory for the functioning of the institution, especially during emergency response.
- Essential to carrying out student instruction.
- Underlying infrastructure essential to the functioning of the above systems.

Service Disruption

A service disruption is an unplanned outage of a College IT service that impacts critical College processes or instruction for more than 4 hours outside of the standard maintenance window.

IT Disaster

An IT disaster is as an IT service disruption that significantly impacts instruction or critical College processes for more than 24 hours.

**J.2.7.3 IT Disaster Recovery Plan Framework**

An IT service disruption will be classified according to impact. Impact will be determined by the extent to which a critical College process or service is disrupted.

When a service outage is reported, the IT director associated with the service shall assume the role of incident coordinator. The incident coordinator will manage execution of the plan and notify the Help Desk, IT Leadership Team, impacted IT technical leads, and College stakeholders. Reports on outages will be submitted to the IT Leadership Team and impacted College stakeholders.

Local IT Disaster – IT Disaster affects a specific campus, department, or population. In this scenario, a localized team will execute the plan. Communication will focus on the affected area(s) with the appropriate IT and external personnel and departments. The IT Leadership Team will be notified along with the Help Desk, respective technical leads, and College stakeholders, including campus leadership, who are impacted by the disruption. Reports will be submitted to the IT Leadership Team and IT stakeholders.

Regional IT Disaster – IT Disaster affects a significant population, or multiple campuses/sites. A district-wide team will execute the plan. Communication will be coordinated through the College Leadership Team and Marketing and Communications. The College Leadership Team Notification will be notified and reported to in addition to the local IT disaster communication requirements.

The DRP will provide an effective method to reduce the impact on critical College processes by identifying recovery procedures for critical IT services.

The plan shall be documented to the IT services level. The DRP will be periodically updated, reviewed annually, and readily available to the appropriate personnel.

By developing, and testing the DRP, the College will be able to restore critical services in a timely and organized manner. The DRP shall:

- Identify technology supporting critical College processes.
- Identify appropriate staffing to restore IT services for these processes.
- Outline communications channels and strategies for DR situations.
- Identify locations for conducting recovery activities.
- Define requirements for recovery procedures.

The disaster recovery plan shall be tested annually to ensure currency and functionality. The Information Security Manager or designee shall audit the disaster recovery test.

### **J.2.8 Mobile Devices**

Mobile devices are portable electronic devices, such as consumer grade smart-phones, tablets, etc. that can provide access to College and Internet resources in a highly accessible way due to their portability and ease of use.



**J.2.8.1 Non-College-Owned Mobile Devices**

Non-College-owned mobile device refers to a personal mobile device that the College has not purchased and therefore provides limited support. It is the responsibility of the individual to maintain the safety and security of their own personal devices and information.

- Internet access as well as access to resources that are publicly available over the Internet will be provided.
- General directions on setting up network access and access to College E-mail on popular platforms will be provided.
- In the interest of maintaining student and employee privacy, if a device configured with College email is lost or stolen, the owner must immediately notify IT and change their password.
- By configuring their device for College email, users agree to give STLCC IT the authority to wipe the device in the event a device is lost or stolen. This is necessary to protect student and employee data.

**J.2.8.2 College-owned Mobile Devices**

College-owned mobile devices are devices the College has acquired with the intent of enhancing learning environments and improving employee productivity by providing mobile access to College resources.

Information Technology maintains these devices by providing:

- Inventory
- Managed software deployment
- Setup and deployment processes and standards
- Creation of a configuration standards and security baselines
- A solution for lost/stolen devices that includes the ability to wipe and lock devices remotely
- 

All mobile devices purchased by the College will require the support of Information Technology to access business systems via the secure network. IT shall maintain a list of College-supported devices.

**J.2.8.3 Procurement of Applications/Software**

St. Louis Community College requires the use of specific applications to perform business functions or promote learning via College-owned Mobile Devices. All applications that access high-risk data to be run on College-owned devices require the

authorization and support of IT. Information Technology shall provide a means for acquiring these applications. IT Management is responsible for the application purchase process and they are the final approving authority on application purchases.

**J.2.8.4 Lost or Stolen Devices**

All College-owned devices must run location-identifying applications for the purpose of relocating a lost or stolen device. Additionally, the College will provide the ability to remotely wipe (reset to factory defaults) a device. If any mobile device that is connected to College email is lost or stolen, the user must immediately notify IT and change their MySTLCC ID password. IT can assist in locating lost or stolen device as well as wipe all data to prevent misuse of student and/or employee data.

**J.2.8.5 Requirement for Periodic Updates**

In order to maintain policy and software updates on devices, IT will schedule updates for all College-owned mobile devices that have not been detected by IT management systems for 120 days. Users are required to bring devices on campus to ensure devices are up to date or risk the device becoming or being rendered inoperable.

**J.3 Principles of Responsible Use of Information and Technology** <sup>(New 05/18)</sup>

[BP J.3]

The following principles provide direction for responsible use of technology resources by students, faculty and staff at St. Louis Community College. While not comprehensive, they define behaviors that serve as a reference for acceptable use;

- Respect the privacy of others. Do not access any files or data for which you are not expressly authorized. Do not use the passwords of others or access files under false identity.
- Email should adhere to the same standards of conduct as any other form of professional communication. Respect others you contact electronically by avoiding distasteful, inflammatory, harassing or otherwise unacceptable comments.
- Remember that you are responsible for all activity involving your account. Keep your account secure and private.
- The network is available to students for purposes of academic and nonacademic communications and entertainment to the extent that such use does not compromise the network or the amount of bandwidth available for academic-related uses.

- Much of what appears on the Internet is protected by copyright law regardless of whether the copyright is expressly noted. Users should assume that material is copyrighted unless they know otherwise. Do not copy or disseminate copyrighted material without permission.
- Today's information technology is a shared resource. Respect the needs of others when using computer and network resources. Do not tamper with facilities. Avoid any actions that interfere with the normal operations of computers, networks and facilities.
- Although a respect for privacy is fundamental to the College's values, understand that almost any information can in principle be read or copied; that some user information is maintained in system logs as a part of responsible computer system maintenance; that the College must reserve the right to examine computer files, and that, in rare circumstances, the College may be compelled by law or policy to examine personal and confidential information maintained on College computing facilities.