

Jefferson 
College

Visual Style Guide

Contents

The Importance of Consistent Graphic Style	3
Policies & Procedures	4
Text References	6
College Colors	7
College Logo	8
College Logo Don'ts	11
Viking Logo	12
Athletics Logos	14
Secondary Logos	15
College Seal	16
Stationery	17
Business Cards	18
Maps & Floorplans	19
Powerpoint Presentations	20
Photography	21
Yard Signs	22
Building Signage	23
Graphic Services	24
Policies & Procedures	26
Policy for Copyright Compliance	27
Non-Discrimination Notice	28
Public Relations & Marketing Department	29

Every company, organization, and institution has a brand, including Jefferson College. It's how we look, how we sound, and above all, it's how we make people feel.

A brand is a powerful thing. However, it's even more powerful when we're consistent in how we reinforce it and share it. That's exactly what these guidelines will show you how to do.

Logos are available for download from the Public Relations & Marketing/Graphics webpage at jeffco.edu/logos. If you cannot find what you need, please contact Lauren Murphy at ext. 3375 or lmurphy@jeffco.edu.

The Importance of Consistent Graphic Style

It is crucial that the College present a professional and uniform image. College-wide use of the graphic identity system is key to its effectiveness in communicating our distinctive brand. Used consistently and correctly over time, having a uniform graphic style helps to build a strong, coherent visual brand identity for the entire College and all its divisions.

The graphic identity of Jefferson College's brand is created through the use of specific graphic elements, typography and color that will be recognized instantly and positively by key audiences. A consistent style reinforces memory by providing a visual cue for audiences resulting in an immediate recognition and emotional connection.

The consistent use of the Jefferson College's logo and graphic standards works to enhance the image of the college in many ways:

- The use of well-designed graphic standards increases the overall quality of printed pieces,
- A quality look supports the fact that Jefferson College offers students a quality education,
- A consistent visual look is evidence that Jefferson College is well-organized,
- A consistent look allows marketing pieces from various departments to reinforce each other,
- Use of the standards makes the production of marketing items easier, faster and less costly.

The existence of these standards does not mean that all materials must look exactly alike. However, the standards call for materials to demonstrate a common resemblance, with some elements that tie programs and departments of the College together.

This document outlines procedures, guidelines, and standards to guide you in the implementation of the logo in a wide variety of applications. All of the departments, offices, and programs of the College are expected to use the visual identity in these approved formats. Please refer to **Administrative Policy: VIII-005** for more information.

Policies & Procedures

In order to maintain a highly positive visual image of the College and to sustain an identity that is consistent, professional, and easily recognizable, Administrative policies and procedures have been established (**VIII-005**). As such, Public Relations & Marketing/Graphics is responsible for the quality and production of College publications and visual communication. The goal of the publication policy is to establish consistency and accuracy and to provide a positive identity for Jefferson College.

All print and electronic communication should clearly be identified as emanating from Jefferson College through the use of its logo. All print communications should include Jefferson College's web address: www.jeffco.edu.

Any communication that will be seen by an off-campus audience must be designed and produced by Public Relations & Marketing/Graphics. While classroom materials do not require departmental review, Public Relations & Marketing/Graphics staff are available to assist with your project.

Definition of Publications & Visual Applications

College publications are those materials that use the College name or logo, are distributed off campus, and/or are paid for with College funds. Examples include the College catalog, brochures, print & digital ads, flyers, invitations, and posters.

Other forms of visual communication include, but are not limited exclusively to:

- Stationery & business cards
- Electronic/digital communication – Jefferson College websites, email, and institutional social media accounts
- Videos and video sharing sites
- Presentations/displays
- Signage on buildings and vehicles
- Promotional items/advertising
- Clothing & apparel

The requirement for Public Relations & Marketing/Graphics oversight does not pertain to materials exclusively with an internal audience and in addition to class handouts, tests, syllabi, correspondence, and memos.

Policies & Procedures

The procedure requires all institutional departments, divisions and individuals to submit graphic design projects to Graphics for preparation when any of the following criteria are met:

If the PRINT job:

- Is intended for an **off-campus audience**
OR
- **Requires any color** other than black
OR
- Includes **postal regulations** (postcards/, business reply mailers, etc)
OR
- Requires **oversized** (larger than 11x17") **or special paper**

Examples:

Brochures	Posters	Flyers	Logos
Catalogs	Postcards	Viewbooks	Schedules
Business cards	Table tents	Newsletters	Tshirts
Banners	Promo items		

Please contact Graphics to begin the production of your project. All text must be emailed to lmurphy@jeffco.edu or slafser@jeffco.edu.

Please allow adequate production time. A proof of the final project will be sent for approval prior to printing.

If the COPY job:

- Is intended for an **on-campus audience only**
OR
- Is intended to be **photocopied** (no color, no cut & paste, one sided & correct print size)
OR
- A straight-sequence **NCR form**

Examples:

Class handouts	Tests
Correspondence	Syllabi
Memos	

Central Office Services (COS) Print Form must be filled out and files uploaded through the COS Print form located in the MyJeffco Employee Tab.

1 WEEK is REQUIRED to complete the job.

NO copyrighted materials will be copied.

Public Relations & Marketing/Graphics will retain the right of first refusal in permitting outside assistance with specific projects. However, all visual identity and image requirements of the institution must be met, reviewed and approved by Graphics prior to printing.

Text References

Formal Site Names

The institution should be generally referred to as Jefferson College. When it is necessary to refer to a specific site, it can be referred to as Jefferson College Hillsboro (or Jefferson College Arnold or Jefferson College Imperial).

Jefferson College

Jefferson College Hillsboro

Jefferson College Arnold

Jefferson College Imperial

jeffco.edu

Always keep the website in the same format and style as the rest of the text when written in a sentence or paragraph. (*ie: not in a larger or different font*).

College

The word College should be capitalized when referring to the institution specifically, but not when being used as a general adjective.

Examples:

Faculty from the College are expected to have a master's degree.

Many students enroll in college courses.

Phone Number Consistency

(636) 481-3333/797-3000, ext. 3333

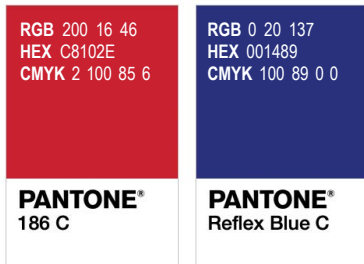
(636) 481-3333 or 797-3000, ext. 3333

College Colors

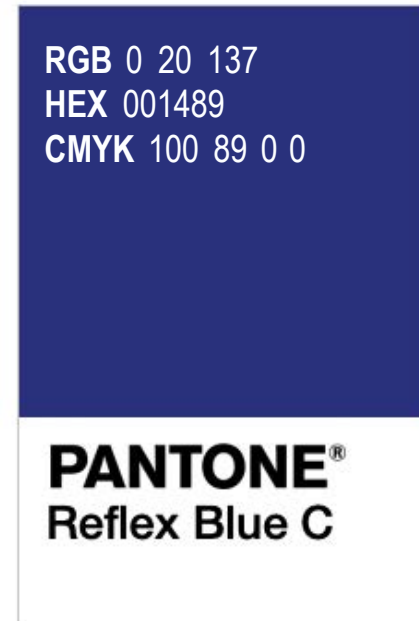
Red & Blue are the primary colors that identify Jefferson College; however, to provide variation within a “family” look a general color palette has been assembled. The colors have been selected because they are rich, positive, and inviting and will serve to visually identify the College as a strong institution.

The color palette provides the specific Pantone color identifying numbers. Use of these Pantone and CMYK percentages ensures consistent color reproduction.

Screen percentages of these colors may be used to strike a balance between the softness of the screen value and the richness of the color overall.



The official color for the college is a red that is designated by printers as **Pantone 186**. This color is used for college stationery and many other applications. **Pantone Reflex Blue** is also the blue used as a College color. The selection of these “family” colors is not limited to the colors shown. Additions can be made through the approval of Public Relations & Marketing/Graphics.



College Logo

The official institutional logo includes the wordmark “Jefferson College” and a square, box-like symbol divided into 25 smaller boxes. As the trademark for the College, the logo should be used in a consistent manner and should not be altered in any way. The logo is used in a broad range of applications and is required on printed communications intended for external/off-campus audiences.



The Jefferson College traditional logo is the official mark of the College and is the only logo that can be used to represent the college as a whole. All communication to external audiences must display the logo in a prominent place. Use of the logo indicates you have read, understood and accepted these graphic standards guidelines.

LOGO MEANING

The single box at the top left corner represents the uniqueness of each student and their individual goals.

The box at the highest point of the logo represents each individual who has experienced success by achieving his or her educational goal at the College.

The four corner-connected boxes near the middle represent the College's service district to include all portions of Jefferson County—North, South, East and West.

The boxes that are within the body of the logo represent and the variety of educational services, programs, and experiences the College provides.

The boxes at the bottom of the logo represent the comprehensive educational foundation and academic quality upon which Jefferson College was established in 1963.

The logo in its totality represents the varied and diverse needs of our community that are met through Jefferson College.

College Logo

Logo Color

The ink designation for Jefferson College's logo is **Pantone 186**. When printing the logo in color this red is preferred; otherwise it can only be black or white.



The black logo is just that. Solid black – not grey.

The white logo may be used against any solid or screened color background.

Do not use the color logo if your document will not be printed in color.

Do not photocopy color documents in black & white for distribution.

Do not use a copy of the logo pulled from the website.



College Logo

Obtaining the Logo

To ensure quality, the logo should be obtained in electronic form from Graphics and not copied from existing uses.

Logos are also available for download from the Public Relations & Marketing/Graphics webpage at jeffco.edu/logos. If you cannot find what you need, please contact Lauren Murphy at ext. 3375 or lmurphy@jeffco.edu.

The Jefferson College logo is available in many digital formats including JPG, PNG, TIFF, Vector.

External Use

Outside individuals, entities, or other organizations who wish to use the logo(s) of Jefferson College, must submit a written request to the Director of Public Relations & Marketing. A recommendation will then be made to the College President who will determine approval or denial.

The logo(s) is/are not to be used in a manner that suggests College endorsement of any unapproved product, service, opinion, or cause; nor may it be used in publications, web pages or other media intended to disparage the institution.

Resolution & Quality

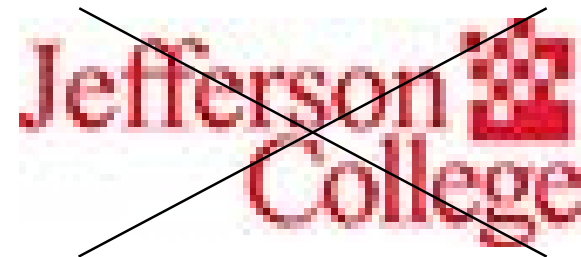
This is sometimes a difficult issue to understand.

Resolution is like a mosaic. The smaller the pieces with which the image is built, the higher the resolution — the higher the quality when viewed.

The logo files available from Graphics are high resolution (300 dpi or higher) and will print out clear and crisp.

The logo should not be copied from web pages because the relatively low resolution of web graphics will cause the logo to look fuzzy and unsharp when copied to printed publications.

Below is an example of a low resolution logo:



College Logo Don'ts

Logos are available for download from the Public Relations & Marketing/Graphics webpage at jeffco.edu/logos.

Below are some examples of how **NOT** to use the College logo:

DO NOT change logo colors:



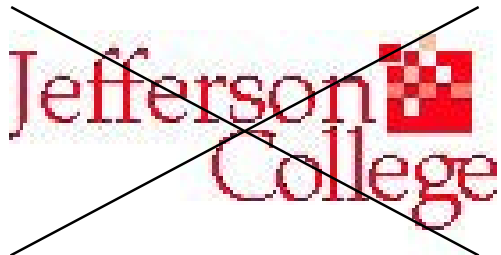
DO NOT stretch or skew



DO NOT use old or retired logos:



DO NOT use older or low-resolution/pixelated versions:



DO NOT change the font:



DO NOT add outlines:



Viking Logo

About the Viking Logo

The new Jefferson College Viking image was unveiled on October 2, 2004 following a community-wide contest in conjunction with the College's 40th anniversary celebration.

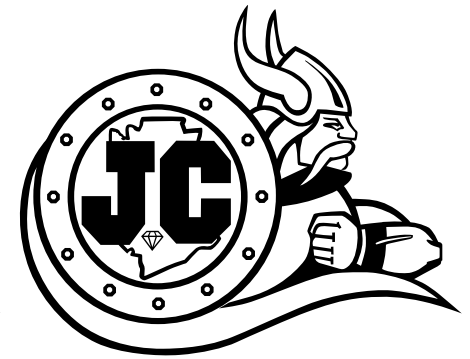
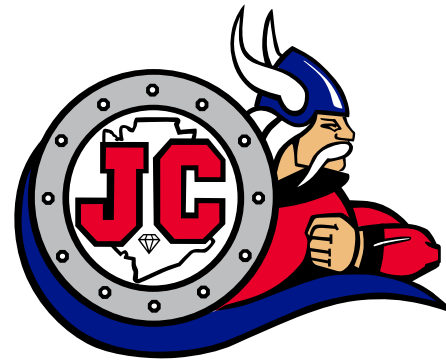
It was chosen by the 40th Anniversary Committee and representatives of the Athletic Department and student organizations in an attempt to identify a single, professional, contemporary image to positively represent all facets of the institution.

The elements contained within the image are significant in their meaning:

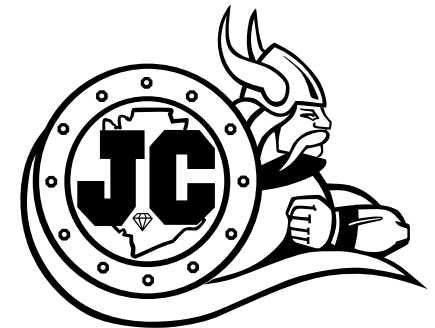
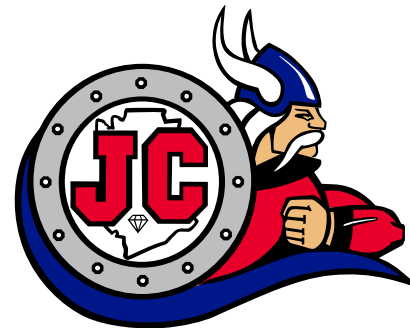
The Shield represents strength and protection. It is the circular form symbolic of equality and inclusion for all people. The 12 Jewels placed around the outer portion of the shield represent the 11 school districts in Jefferson County and the Jefferson College Area Technical School. The Center Diamond represents Jefferson College as "the jewel" of Jefferson County. The Outline of Jefferson County represents the service district of Jefferson College.

The Viking represents strength, honor and determination. The Viking is depicted as leading the county forward—symbolic of the role of Jefferson College in advancing the lives of Jefferson County citizens.

The Wave represents the vitality and power of life moving forward and a promising future for Jefferson College.



DETAILED VERSION: full-color or black and white
To be used when dimensions of logo are 2"x 2.75" or larger



JEFFERSON COLLEGE
Vikings

SCRIPT VERSION: full-color or black and white
To be used when dimensions of logo are 2"x 2.75" or larger



SIMPLIFIED VERSION: full-color or black and white
To be used when dimensions of logo are smaller than 2"x 2.75"

Viking Logo

Where to Use It

The Jefferson College Viking can be used in association with athletic and student events, on items that promote student activities or student organizations, and on sportswear and promotional items.

The Viking is to be treated as a single graphic unit and should not be rearranged, compressed, stretched, redrawn, or altered. To maintain the integrity of the image, manipulation other than size adjustment is not allowed.

To provide flexibility for campus-wide applications, text may be combined with the Jefferson College Viking, but it must not otherwise overlap or touch the image.

It should be noted that the Viking does not replace the official Jefferson College logo, which must appear on all college publications—especially those with an external audience.

Please Remember . . .

In order to maintain a consistent, recognizable image that is clearly identified with Jefferson College, there's really only one simple rule to follow when using the Viking: Do not alter it!

If any of the hundreds of Jefferson College faculty and staff members begin adjusting the proportions, colors and other characteristics of the Viking, the effort to create a consistent, high-quality brand image will be wasted.

Logos are available for download from the Public Relations & Marketing/ Graphics webpage at jeffco.edu/logos if you cannot find what you need, please contact Lauren Murphy at ext. 3375 or lmurphy@jeffco.edu.

Please Note: Older versions of the Viking mascot logo have been discontinued and should not be used in future applications.

Examples are below:

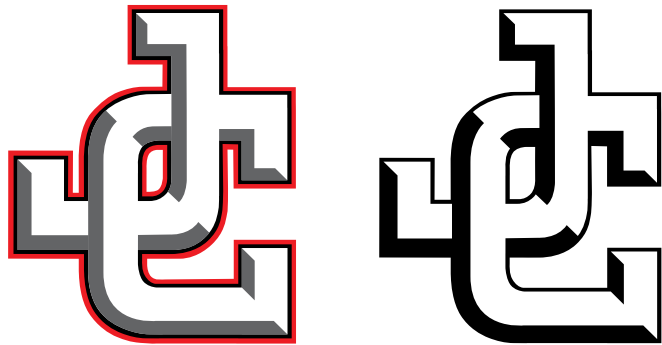


Athletics Logos

The Athletics Department logo consists of interlocking J & C letters to represent the pride and tradition of the athletics at Jefferson College. There is also a secondary logo with a wordmark.

The athletics logos are primarily used in conjunction with marketing materials directly related to the activities of the athletics office and teams.

Each athletic team has additional logos dedicated to representing their teams that have been approved by the Athletic Director. The athletic teams must have the Athletic Director approval before requesting additional logos to be created from Public Relations & Marketing/Graphics.



Secondary Logos

Jefferson College has various secondary logos. Departments and programs may request a logo design from Graphics if they have a unique need and approval has been made by the supervisor.

It is strongly recommended that the formal College logo be incorporated as part of any secondary logo design (see examples below).



If the secondary logo does not include the formal Jefferson College logo, it must still be displayed prominently on all documents (see example below).

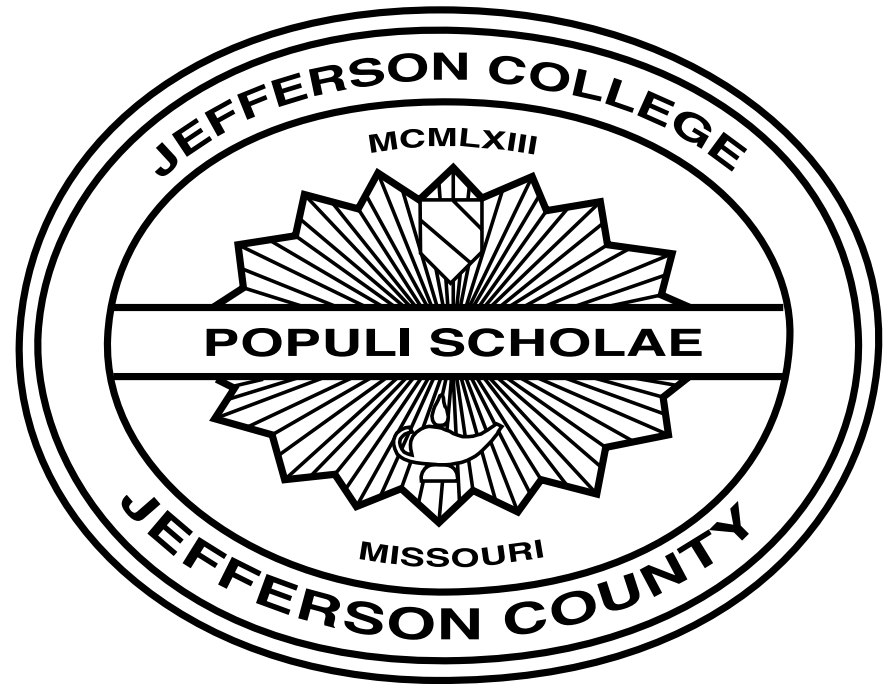
It should always be clear when a secondary logo appears with the College logo, its size should be relatively smaller to the Jefferson College logo. It should always be clear that the departments and programs are subsidiaries under the umbrella of Jefferson College, not the other way around.



College Seal

The College seal is reserved for limited official use. It appears on documents and ceremonial materials produced by Graphics, such as certificates, diplomas, formal invitations, and official signage.

For all other College purposes, use the college logo when a graphic is desired to identify the College. The seal has been drawn to allow for maximum clarity and visibility and should not be altered in any way. Requests for special applications of the College seal should be made in writing to the Director of Marketing & Public Relations. A recommendation will then be made to the College President who will determine approval or denial.



Stationery

Stationery is the primary means of establishing Jefferson College's image at the personal level.

Letterhead, envelopes, business cards, notepads and related items should reflect the same standards of consistency for all College departments. All stationery items follow a standard format featuring the Jefferson College logo as the primary design element.

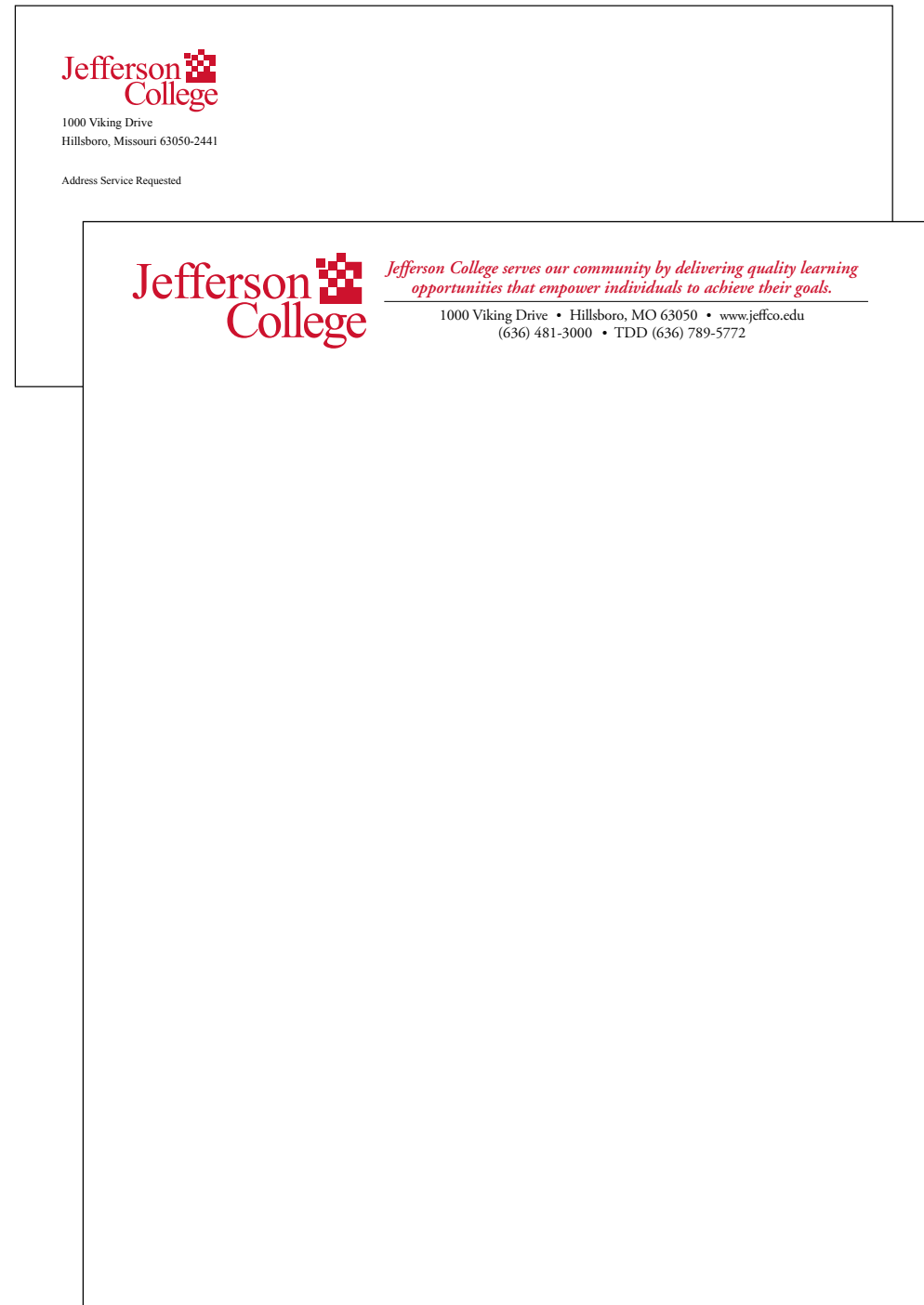
Colors: Due to their high public profile, stationery items will be printed in black and red.

Ordering Stationery

To maintain consistent quality and to ensure the maximum cost savings, all stationery is consistent across campus. Foundation is the only exception to this practice.

Departments may purchase standard College letterhead and envelopes through Central Office Services.

An electronic file of the College's letterhead is available in the MyJeffco-Employee Tab under Marketing & PR or COS tabs.



Business Cards

Jefferson College business cards are consistent for all employees and departments. All College business cards must be ordered through Graphics using the form on the MyJeffco Employee tab under Marketing & PR or COS tabs.

No custom designs or outside printing of cards is allowed.

Please contact Graphics with any questions.



Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

Name

Title

1000 Viking Drive
Hillsboro, MO 63050
www.jeffco.edu

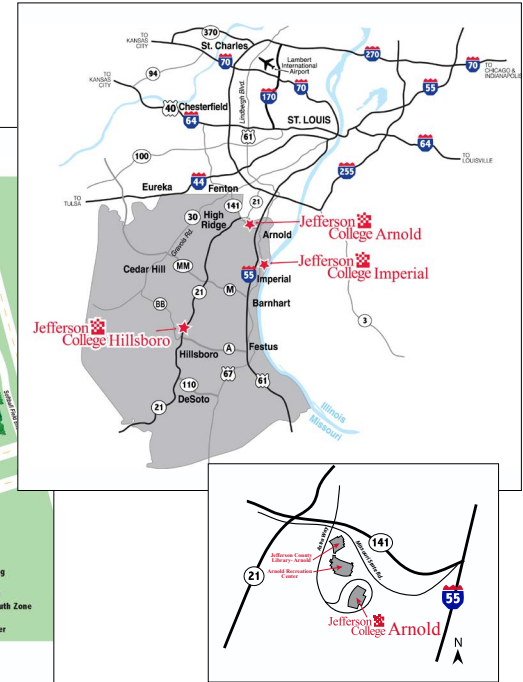
_____**@jeffco.edu**
Phone: (636) 481-_____
TDD: (636) 789-5772

Maps & Floorplans

Campus Maps

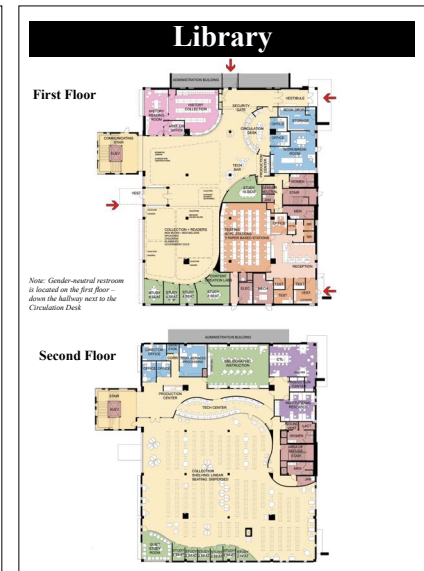
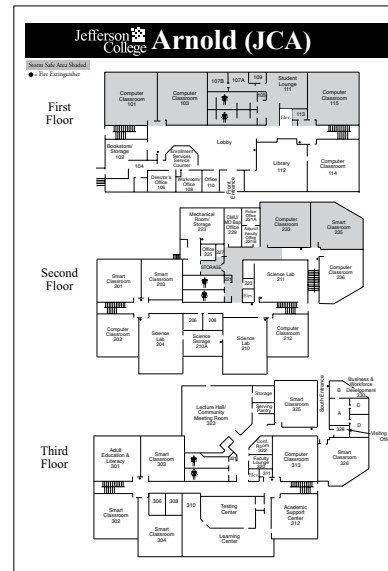
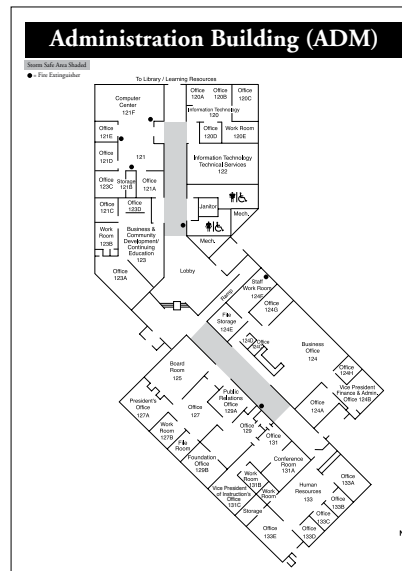
Any department wishing to distribute the official Jefferson College campus map should contact Graphics for assistance. The campus map may be customized to highlight certain areas of campus, such as event locations, buildings and visitor parking.

They are also available online at jeffco.edu/maps.



Campus Floorplans

Current campus floorplans are available online at jeffco.edu/maps.



Powerpoint Presentations

Powerpoint presentation backgrounds are available for download from the Public Relations & Marketing/ Graphics webpage at jeffco.edu/logos. If you cannot find what you need, please contact Graphics.



Photography

Jefferson College has a wide assortment of professionally-taken photos available to the campus community.

Please contact the Public Relations & Marketing/Graphics to request photos for any printed piece.

The images used in promoting Jefferson should highlight the emotion and environment surrounding Jefferson College. Incorporate images that offer a creative perspective through subject matter, cropping or unusual angles.

Images used for printed materials must be printed at 300 dpi.

Please contact Public Relations & Marketing/Graphics to request a photoshoot of your area or event.



Yard Signs – Informational vs. Directional

Event Informational Sign Request

Graphics will produce a maximum of 3 signs as requested for event informational (advertising) purposes. This type of sign contains info like the event name, date, time, and/or location. Sign production is not a first priority of Graphics and determination will be made based on the current project load at the time of request.



Directional Staked Sign Request

This type of staked sign is used to promote directions to a specific event or activity associated with the College while maintaining a professional, attractive and safe campus.



Design, Construction & Maintenance

To begin the process for informational or directional event signs, contact Lauren Murphy at ext. 3375 to discuss event timeframe, content, and approximate cost.

All directional yard signs are outsourced and are not produced directly by Graphics. A design will be created by Graphics to reflect the event's advertising design. The material used is vinyl lettering and corrugated boards.

Number of Movable Signs

No user shall be allowed to have more than 3 event informational signs produced by Graphics. Users may have signs at multiple locations if the entity is promoting multiple unique destinations.

Requests for all directional event signage are outsourced (exceptions include enrollment-specific events like open houses, or registration-focused programs). There is no limit to the number of directional event signs as long as the expense is approved by the appropriate budget manager.

Turnaround Timeframe

Please allow 3 weeks (including weekends but not holidays) from when the event or activity will be held. Because of external scheduling issues, there is no guarantee that the signage request will be completed by the requested due date.

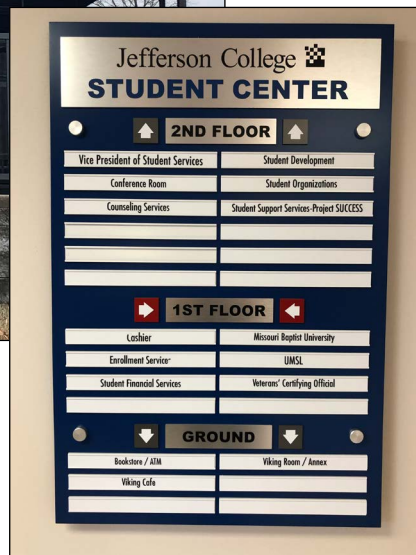
Placement & Removal

Users are responsible for cost associated with the sign, installation and removal. It is the responsibility of the user to replace their movable sign if lost.

Placement of the signs must not to block sidewalks or walkways. Stake signs must be removed by the requestor within 24 hours after the event/activity has concluded.

Building Signage

For assistance with departmental or facility signage (external or internal), please contact the Director of Buildings & Grounds.



Graphics Services

Jefferson College Graphics Provides the Following Services:

- Graphic design for digital and/or print
- Publications consultation
- Color printing services
- Photography
- Signage/banners/vinyl
- Stationery (letterhead/envelopes/business cards)
- Obtaining cost estimates/competitive bids when appropriate
- Mail Services

Design involves, size, number of pages, layout, illustrations and photography, typography, paper, folds, ink color, and binding. The more information we have about your job at an early date, the more we can control the costs and meet your schedule.

Bring us your ideas, and we will work with you to bring your ideas to fruition. Whether you require a simple business card or a complex full-color brochure, be assured that we have the professional expertise to meet your graphic design needs.

We operate in a Mac environment, the standard for the printing industry, and can provide the proper electronic files for output.

Some things to keep in mind when submitting copy for print jobs:

- Please submit files as Microsoft Word documents, or email text for design of publication.
- If providing an approved publication for color printing, please save it as a pdf file.
- Do not let the proof linger. A one or two day delay in returning the proof could mean more than a one or two day delay in receiving the final product.
- Please have text copy finalized prior to sending to Graphics.

Graphics Services

Planning and Production

Call or email Graphics early in the planning stages of your publication to discuss your project. Allow sufficient time for editing, designing, bidding (if necessary), and printing of your publication.

Be prepared to discuss the intended audience for your publication, your deadline, your budgeted amount, and your plans for distributing the publication.

Here's what is involved:

- 1. Time:** While the complexity of jobs varies, most complex publications require several weeks from the time Graphics receives the original copy until printed copies are delivered.
- 2. Costs:** Planning, editing, designing, and photography are provided free by Graphics. However, the cost of printing, binding, and other production services must be paid by the department originating the publication. Some projects require competitive quotes from outside vendors. Plan your production schedule to allow for this process as required by college policy.
- 3. Copy:** The department initiating a printed piece is responsible for providing the original copy content of the publication. Please proofread all copy carefully, as major changes made after the publication is in production can cause delays. Publications meant for external audiences should contain the College's non-discrimination statement.
- 4. Approval:** Final approval of information rests with the department or office initiating the request.
- 5. Schedule:** Major publications (catalog, enrollment projects, etc.) have first priority. As a rule, departmental publications are logged onto the production schedule on a first-come, first-served basis.

Proofreading of Publications

It will be the responsibility of the department or individual requesting the project to proofread the final copy of all productions. Graphics will create the publication design, proof the design for accuracy, apply the College logo consistently, utilize standard College terminology, and include the appropriate College policy statements.

The requesting department or individual will mark revisions to be made, Graphics will revise the publication as indicated, and the department or individual requesting the project will approve. Once the publication is printed, inaccuracies that occurred in the proofreading of the copy will be the responsibility of the department or individual requesting the project.

Off-Campus Printers

The use of off-campus printers is often necessary. To ensure compliance with College branding, purchasing policies, etc., all printing is processed through Graphics.

Graphics will advise employees whenever the services they request might be in violation of College policies.

Examples of such circumstances include:

- Copyrighted materials will be duplicated after written permission from the copyright holder is obtained, or it is decided to be fair use.
- Alterations to the College logo or seal or not following the College design standards

Policies & Procedures

College Copying Policy

College policy states that all departments and individuals in need of black and white copying services (excluding small copying jobs completed on office copiers) must acquire those services through the Central Office Service Department.

Central Office Services (COS)

Most College copying is completed by the College's COS which keeps certain paper stocks, colors, and sizes on hand. COS offers black and white copying on up to 11"x17" sheets, as well as services such as folding, binding, stapling, etc. Contact COS for information on services offered and pricing. While Graphics works with COS to ensure that publications are handled correctly, the arrangements for copying with COS are the responsibility of the department initiating the publication.

Print/copy projects which exceed the ability of COS are coordinated with Graphics through off-campus printing companies, following the bid process established by the College.

Policy For Copyright Compliance

Making employees aware of how to use copyrighted materials lawfully is a matter taken seriously. Original works are copyright-protected under Title 17, U.S. Code, which is founded on Article I of the U.S. Constitution. The consequences of not complying with the law can be costly. Below are some guidelines to help you define copyright compliance and avoid infringement.

A. Statement of Corporate Values

Jefferson College recognizes and respects intellectual property rights. As part of our mission to maintain the highest standards for ethical conduct, we are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works.

B. Sources of U.S. Copyright Law

Article I of the U.S. Constitution authorizes Congress to pass legislation "to promote the progress of science and useful arts by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries." On the basis of the Constitution, Congress has enacted the Copyright Act found at Title 17 of the U.S. Code.

C. Statement of Institutional Obligations Regarding Copyright

As a matter both of moral integrity and of adherence to U.S. copyright law, Jefferson College sets forth these policies for all employees and associates to demonstrate our respect for intellectual property and compliance with the law: Copyrighted works include, but are not limited to, printed articles from publications, TV and radio programs, videotapes, music performances, photographs, training materials, manuals, documentation, software programs, databases, world wide web pages, pictures, graphics, sculptures, maps, and cartoon characters.

In general, the laws that apply to printed materials are also applicable to visual and electronic media including CDROM and world wide web pages.

1. No employee of Jefferson College may willfully violate the law by reproducing any copyrighted work in print, video, or electronic form. To ensure against copyright violations, express written permission must be obtained from the copyright holder. Works are protected by copyright laws in the U.S. even if they are not registered with the U.S Copyright Office and/or do not carry the copyright symbol (©).
2. Jefferson College directs its employees to obtain written permission from the copyright holder directly, or their licensing representative, when the reproduction or duplication exceeds fair use.

Non-Discrimination Notice

The College puts a statement about its commitment to equal opportunity on most printed and many electronic communications. The statement must appear in major publications used to recruit students.

Long Version

(for general use and student and staff recruitment—use in publications such as annual catalog, class schedule, and handbooks:)

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels they have been discriminated against in employment, student programs, or student activities. For matters involving sexual harassment, please refer to the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process for students and employees.

The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Disability Support Services Coordinator, Office — Technology Center 101, (636)481-3169/797-3000, ext. 3169.

The College Coordinator of Title IX is Dr. Kimberly Harvey-Manus — Student Center 205, (636)481-3200/797-3000, ext. 3200. The College Coordinator of Title IX is responsible for any alleged discrimination or harassment that relates to sex or gender, including, but not limited to sexual harassment, sexual discrimination and sexual misconduct complaints.

Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact Dr. Kim Harvey-Manus — Student Center 205, (636)481-3200/797-3000, ext. 3200.

Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact the Director of Human Resources, Office — Administration 133-E, (636)481-3157/797-3000, ext. 3157.

Abbreviated Version

(for general use and student recruitment—use on print fliers, brochures and other publications where space is limited:)

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. Note: If accommodations for a disability are needed contact Disability Support Services, TC101, (636) 481-3158 or 797-3000, ext. 3158 or dss@jeffco.edu.

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