

Update June 14, 2023

**The Community College District of
Jefferson County, Missouri**

Administrative Procedures

Jefferson 
College

ADMINISTRATIVE PROCEDURES

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ADMINISTRATIVE PROCEDURES

Section I - BOARD OF TRUSTEES

(No Entries)

ADMINISTRATIVE PROCEDURES

Section II - ALL PERSONNEL

<u>Procedure Number</u>	<u>Procedure Title</u>
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ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Alcohol and Drug Testing for Operators of Commercial Motor Vehicles
PROCEDURE NO	II-001
<i>Related Procedure</i>	<i>Board II-023</i>
TYPE	All Personnel
RATIONALE	An Administrative Procedure is necessary to implement the Administrative Policy

PROCEDURE

Jefferson College, which employs operators of commercial motor vehicles, is required to implement a drug and alcohol-testing program that fulfills federal requirements. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by such operators, notifying employees of the requirements and consequences of the program, and maintaining appropriate records.

Definitions

For the purpose of this policy, the following terms are defined:

- Driver - any person who operates a commercial motor vehicle. This includes full-time, regularly employed drivers; drivers serving in a temporary capacity as intermittent or occasional drivers; leased drivers; and independent, owner-operated contractors.
- Commercial Motor Vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (1) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; (2) has a gross vehicle weight rating of 26,001 pounds; (3) is designed to transport 16 or more passengers, including the driver; or, (4) is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under Hazardous Materials Regulations.
- Safety-Sensitive Function - includes such responsibilities as time on duty waiting to be dispatched, driving time, assisting or supervising loading or unloading, repairing, obtaining assistance or remaining in attendance upon a disabled vehicle. All time spent providing drug and alcohol samples, including travel time to and from the collection or testing site as needed to comply with random, reasonable suspicion, post-accident or follow-up testing will also be considered as safety-sensitive functions.

- Alcohol - Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- Drugs - Any controlled substance listed under section 102(6) of the Controlled Substances Act (21 U.S.C.802 (6)) as specified by the administrator of the Federal Department of Transportation.
- Medical Review Officer - A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who meets the qualifications as listed in 49 C.F.R. 40.3.
- Substance Abuse Professional - A licensed physician or certified psychologist, social worker, employee assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.
- Qualified Supervisor - The designated supervisor of the commercial motor vehicle operator, or the College official responsible for the event for which the driver is providing service. The Senior Director of Human Resources will assure proper training of Qualified Supervisors, in accordance with federal regulations, to make determinations regarding possible violations of the drug and alcohol prohibitions.

Program Coordinator

The Senior Director of Human Resources shall be designated as the Program Coordinator to implement the alcohol and drug-testing program of the college within the guidelines of this policy.

Pre-Employment Tests

A drug test shall be conducted in accordance with federal regulations before any driver is permitted to perform a safety-sensitive function for the College. Testing for newly hired drivers shall be conducted after the employment offer but before employment commences. Offers of employment are contingent on test results. Refusal to submit to drug testing and/or refusal to release information as required by the College shall remove the applicant from employment consideration. Such testing will also be required of any current employee transferring into a driver position.

Post-Accident Test

Alcohol and drug tests shall be conducted on a driver as soon as practicable after any accident if such driver:

- Was performing safety-sensitive functions with respect to the vehicle and the accident involved loss of human life; or
- Receives a citation under state or local law for a moving traffic violation arising from the accident.

All post-accident alcohol and drug testing shall be conducted within the required time periods. Breath alcohol tests must be conducted within two hours of the accident; urine tests must be conducted within 24 hours of the accident. If a test is not conducted within the appropriate period then the test will not be given, and the program Coordinator shall prepare and maintain a file documenting the reasons the test was not promptly administered.

Post-accident testing requirements may be fulfilled by properly administered tests conducted by federal, state, and/or local law enforcement officials as long as the results of those tests are provided to the College.

Random Testing

Alcohol and drug testing shall be conducted on a random basis at unannounced times throughout the year in accordance with federal regulations. Random tests for drugs and alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. Drivers to be tested shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Any Qualified Supervisor who has reasonable suspicion to believe that a driver has violated the alcohol or drug prohibitions of the College shall require the driver to submit to the appropriate testing. Reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of drugs.

Alcohol testing is authorized for reasonable suspicion only if the required observations are made just before, during, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the College shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours, and College will state in record the reasons for not administering the test.

Drug testing shall include documentation by a Qualified Supervisor who makes a finding of reasonable suspicion. He or she shall create and sign a written record of his or her observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier.

Return-to-Duty Tests

If the driver is allowed to continue employment with the College, an alcohol or drug test shall be conducted when the driver who has violated the College's alcohol or drug prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved alcohol, if allowed to return to duty, cannot return to duty in a safety-sensitive function until the return-to-duty test produces a verified result that meets federal and College standards.

Employees whose conduct involved drugs, if allowed to return to duty, cannot return to duty in a safety-sensitive function until the return-to-duty test produces a verified negative result.

Follow-up Tests

A driver who violates the College's alcohol or drug prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving an alcohol or drug problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

Refusal to Submit to Tests

No driver shall refuse to submit to any of the tests. Refusal to submit will be defined as failure to provide adequate breath or urine for testing when notified of the need to do so, or engaging in conduct that clearly obstructs the testing process. Such refusal is treated as if the College received a positive test.

Testing Procedures

The College shall follow the federal guidelines and standards of the Department of Health and Human Services regarding testing and laboratory procedures. This shall include selection of sites with appropriately trained personnel for alcohol and drug testing, selection of a laboratory certified by the Department of Health and Human Services to conduct specimen analysis, and selection of a Medical Review Officer to verify laboratory drug test results. The drug and alcohol-testing program of the College shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification, and integrity are not compromised.

Consequences

Employees whose conduct involved alcohol or drugs cannot return to duty in a safety-sensitive function until the return-to-duty test produces the required result. Further employment actions up to and including termination may be instigated in accordance with the Drug Free Workplace Act of 1988 (P.L. 101-226), other state and federal laws, and Board policy. Violation of this policy will result in disciplinary action up to and including suspension or termination of employment, or participation in evaluation/treatment for a substance use disorder.

Rehabilitation

The College shall provide educational information about the effects of drug and alcohol use and misuse to employees who are determined to have used, in violation of federal law or regulations, alcohol or drugs. This information shall include the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs. Eligible employees will be referred to the College's Employee Assistance Program.

Employee Records

Employees' alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written requests, a driver shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver. Test records shall be maintained with the separate medical files of each employee.

College Records and Reports

The College shall maintain records and reports of its alcohol and drug prevention program as required by federal law in 49 C.F.R. Part 382.401 and 382.403.

Notification

The College shall provide educational materials that explain the general requirements and College's policies and procedures. The Program Coordinator shall ensure that employed commercial motor vehicle drivers receive written materials explaining the College's drug and alcohol testing program requirements including:

1. Identity of the Program Coordinator
2. Categories of employees covered
3. Information about safety-sensitive functions and what period of the workday the employee is required to be in compliance
4. Specific information concerning prohibited conduct
5. Circumstances under which employee will be tested
6. Procedures used in the testing process
7. Requirement that the driver submit to alcohol and drug test administered in accordance with federal law
8. Explanation of what constitutes a refusal to submit to a drug and/or alcohol test
9. Consequences of violations
10. Information on the effects of drug use and alcohol misuse on personal life, health, and safety in the workplace

Employees shall sign statements certifying that they have received materials regarding the College's drug and alcohol testing program requirements.

MONITORING: Vice President of Finance and Administration and Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Sexual Harassment Training
PROCEDURE NO	II-002
Related Procedure	<i>Board II-009</i>
TYPE	All Personnel
RATIONALE	The Board of Trustees has adopted a sexual harassment policy which places responsibility for maintaining a work and education environment free from sexual harassment on faculty, staff, and students. In order to fulfill the College's obligation to educate employees about sexual harassment, a training program is required.

PROCEDURE

All new employees of the College will be informed of Board policy on sexual harassment and will receive written materials regarding sexual harassment during the orientation visit with the Director of Payroll Services.

All new regular employees will receive training regarding sexual harassment as part of their orientation to the College. This will consist of the following:

- Viewing a video which deals with sexual harassment.
- Receiving written materials dealing with sexual harassment.

All regular employees of the College will receive periodic training on sexual harassment that will consist of at least one of the following:

- Viewing a video which deals with sexual harassment.
- Attending a seminar dealing with sexual harassment.
- Receiving written materials dealing with sexual harassment.
- Attending a guest lecture on sexual harassment.

MONITORING: Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Temporary Assignments
PROCEDURE NO	II-003
<i>Related Procedure</i>	<i>Board V-002</i>
TYPE	All Personnel
RATIONALE	Assignment and remuneration procedures for temporary assignments of existing employees.

PROCEDURE

Definition

A temporary assignment results when an employee agrees to accept new responsibilities on an interim basis. This may result when a position is vacated and the employee accepting the temporary assignment assumes some or all of the responsibilities of the vacant position. It might also result from special circumstances (i.e., a special project or assignment) which significantly change the responsibilities of an employee for a defined period of time.

Process

- The supervisor of the area shall develop a temporary job description designating the responsibilities of the interim position.
- The job description and a Request for Job Description Update or Job Classification Review Form, indicating the temporary nature of the assignment, will be approved by the appropriate supervisor(s) of the area and sent to the Senior Director of Human Resources for a desk audit of the temporary assignment.
- The Senior Director of Human Resources will determine placement on the Salary Schedule and forward a recommendation to the President for final approval. Placement on the Salary Schedule will be a function of the amount and level of new responsibilities assumed in the temporary assignment.

Notification of Employee

- Classified Professional Staff - When the employee assuming a temporary assignment is a Classified Professional Staff employee, an appointment letter will be sent notifying the employee of the salary status of the position, length of assignment, copy of the temporary job description, and any other pertinent information.

- **Certified Professional Staff** - When the employee assuming a temporary assignment is a Certified Professional Staff employee, a revised contract will accompany a letter which notifies the employee of the salary status, length of assignment, a copy of the temporary job description, and any other pertinent information.
- **Change from Classified to Certified** - If the employee assuming a temporary assignment is a Classified Professional Staff employee but the desk audit determines that the temporary assignment is a Certified Professional Staff position, the employee will receive a contract for the remainder of the fiscal year or the length of the assignment if the assignment does not extend to the end of the fiscal year.

MONITORING: The Senior Director of Human Resources will perform a desk audit and make a recommendation to the President for final approval.

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October, 2008.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Enrollment in Jefferson College Classes
PROCEDURE NO	II-004
<i>Related Procedure</i>	<i>Board II-019</i>
TYPE	All Personnel
RATIONALE	An Administrative Procedure is necessary to implement Board Policy on this subject.

PROCEDURE

1. Student enrolls as a self-paying student.
2. If applicable, student completes the Free Application for Federal Student Aid (FAFSA) and lists the Jefferson College school code, 002468, on the FAFSA. Students who have earned a minimum of a bachelor's degree are not required to complete the FAFSA. Also, a student is not required to complete the FAFSA for a class when:
 - a. the student is auditing the class,
 - b. taking a dual enrollment or continuing education class, or
 - c. the student is a Jefferson College employee required by his or her supervisor to enroll in the class.
3. If an employee is enrolling in a class that is scheduled during the normal work day, employee obtains a Request for Approval of Taking Classes form and secures supervisor's signature.
4. Eligible employee/retiree obtains a copy of the Tuition Waiver form from the Office of Human Resources.
5. Employee/retiree completes and signs the Tuition Waiver form.
6. Employee/retiree or student returns the Tuition Waiver form and, if applicable, Request for Approval of Taking classes form, to the Office of Human Resources.
7. Office of Human Resources forwards the Tuition Waiver form to appropriate personnel.
8. If applicable, the Business Office verifies FAFSA information with the Financial Aid Office prior to processing the tuition waiver.

MONITORING: Senior Director of Human Resources and Vice President of Finance and Administration.

Reviewed / Approved by the Administrative Cabinet and the College President this 15th day of October, 2009

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Reimbursement of Professional Study Expenses
PROCEDURE NO	II-005
<i>Related Procedure</i>	<i>Board II-020</i>
TYPE	All Personnel
RATIONALE	The Board of Trustees established a policy for reimbursement of professional study expenses. An Administrative Procedure has been developed to carry out this policy.

PROCEDURE

Full-time faculty and staff members may be reimbursed for the cost of approved college and university study directed toward improvement of their qualifications. The procedure for requesting and obtaining approval for the reimbursement is as follows:

1. Employee obtains and reads the Board of Trustees policy on "Reimbursement of Professional Study Expenses" and consults with his/her dean regarding the applicability of the study to the reimbursement policy.
2. Employees who have not earned a minimum of a bachelor's degree and who are enrolling in undergraduate courses, must complete the Free Application for Federal Student Aid (FAFSA) and list the Jefferson College school code, 002468, on the FAFSA.
3. Employee completes the "Application for Approval of Reimbursement of Professional Study Expense" form and forwards the form to his/her Dean.
4. The Dean reviews Board policy to confirm that study is in compliance with Board policy and reviews the application for completeness.
5. The form is signed and dated by the Dean.
6. If the employee requests an advance toward reimbursement:
 - a. Check the advance block on the "Application for Approval of Reimbursement of Professional Study Expense" form, and complete and sign the "Employee Tuition Reimbursement Promissory Note."
 - b. Forward the white copy of the "Application for Approval of Reimbursement of Professional Study Expense" form, the "Employee Tuition Reimbursement Promissory Note," a copy of the billing statement from the college or university, and a completed "Order for Payment" form to the Business Office.

- c. The remaining copies of the "Application for Approval of Reimbursement of Professional Study Expense" form will be disbursed by the Business Office in accordance with the distribution legend printed on the form.
 - d. After the coursework has been completed, it is the responsibility of the employee to forward a copy of the official transcript or grade report and a paid receipt to the Business Office (Accounts Payable) within 30 days after the end of the semester.
 - e. The Business Office will clear the employee's tuition advance account.
7. If the reimbursement is being requested after the course work is completed (no advance was requested and received):
- a. Forward the "Application for Approval of Reimbursement of Professional Study Expense" form, a completed "Order for Payment," form, copy of a paid receipt, and a copy of the official transcript or grade report to the Business Office (Accounts Payable).
 - b. The remaining copies of the "Application for Reimbursement of Professional Study Expense" form will be disbursed by the Business Office in accordance with the distribution legend printed on the form.
 - c. The Business Office will issue a check for the appropriate amount.

MONITORING: Deans, Business Office, Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 15th day of October, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Official Email Communication
PROCEDURE NO	II-006
<i>Related Procedure</i>	<i>Board - None</i>
TYPE	All Personnel
RATIONALE	Establishing procedures for acquiring and accessing college provided email.

PROCEDURE

Upon being hired by Jefferson College, the Office of Human Resources will initiate the establishment of a college email address and services for all employees. To insure effective and timely communications of important information from the College, all employees must check this college-provided email regularly.

MONITORING: Deans

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October, 2008.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Request for Approval - Teaching and/or Taking Classes
PROCEDURE NO	II-007
Related Procedure	<i>Board - None</i>
TYPE	All Personnel
RATIONALE	An Administrative Procedure is necessary to establish procedures for certified professional staff and classified professional staff to teach or take classes during the normal work day.

PROCEDURE

1. Prior to accepting a teaching assignment or enrolling in a course that is scheduled during the normal work day, eligible employee obtains a copy of Request for Approval of Teaching and/or Taking Classes Form from the Office of Human Resources.
2. Employee completes and signs the form.
3. Employee secures signatures from supervisor and Dean for approval to take/teach the course and for the methodology specified to make up the work time lost during the normal workday.
4. If request is approved, employee takes form to the Office of Human Resources.
5. Office of Human Resources forwards form to appropriate personnel.

MONITORING: Senior Director of Human Resources, Deans, Associate Deans, Directors

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of November, 2008.

ADMINISTRATIVE PROCEDURES

Section III - GENERAL ADMINISTRATION

<u>Procedure Number</u>	<u>Procedure Title</u>
◆III-001.01	Internal Institutional Governance
◆III-001.02	Institutional Committees
◆III-002	Technology Security and Use
◆III-003	Institutional Effectiveness Review

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Internal Institutional Governance
PROCEDURE NO	III-001.01
Related Procedure	<i>Board VI-005</i>
TYPE	General Administration
RATIONALE	Establishes procedure guidelines for interrelationship and consultation of committees and boards in institutional governance (companion to Policy for Structure and Relationship with Committees in Institutional Governance.)

PROCEDURE

It shall be the procedure of the Administration of Jefferson College that all policies and communications shall be developed according to the following guidelines. Constituent committees, institutional committees, subcommittees, task forces, work groups, and boards are to follow their constitution or purpose. The Chair is responsible for producing a record of date, attendance, and actions in minutes and other useful information. Committees may gather information and formulate communications and recommendations.

Procedures for all constituent committees, institutional committees, subcommittees, task forces, and work groups appointed by the College President:

1. The following procedures have been established for the purpose of providing campus-wide communication of institutional or constituent committee actions.
 - a. Within one week of approval of the minutes by the committee, the chairperson or committee secretary shall distribute the minutes to faculty and staff electronically.
 - b. Each subcommittee, task force, or work group chairperson shall provide an update at the next committee meeting to be reflected in the meeting minutes of the parent committee.
 - c. By June 1, each committee chairperson shall submit a comprehensive report on the committee's work for the academic year. The committee chairperson shall be responsible for forwarding copies of the final report to the appropriate designated administrator for constituent committees and to the chairperson of the Council of Institutional Committee Chairs for institutional committees. All final reports from institutional committees will be compiled by the chairperson of the Council of Institutional Committee Chairs.

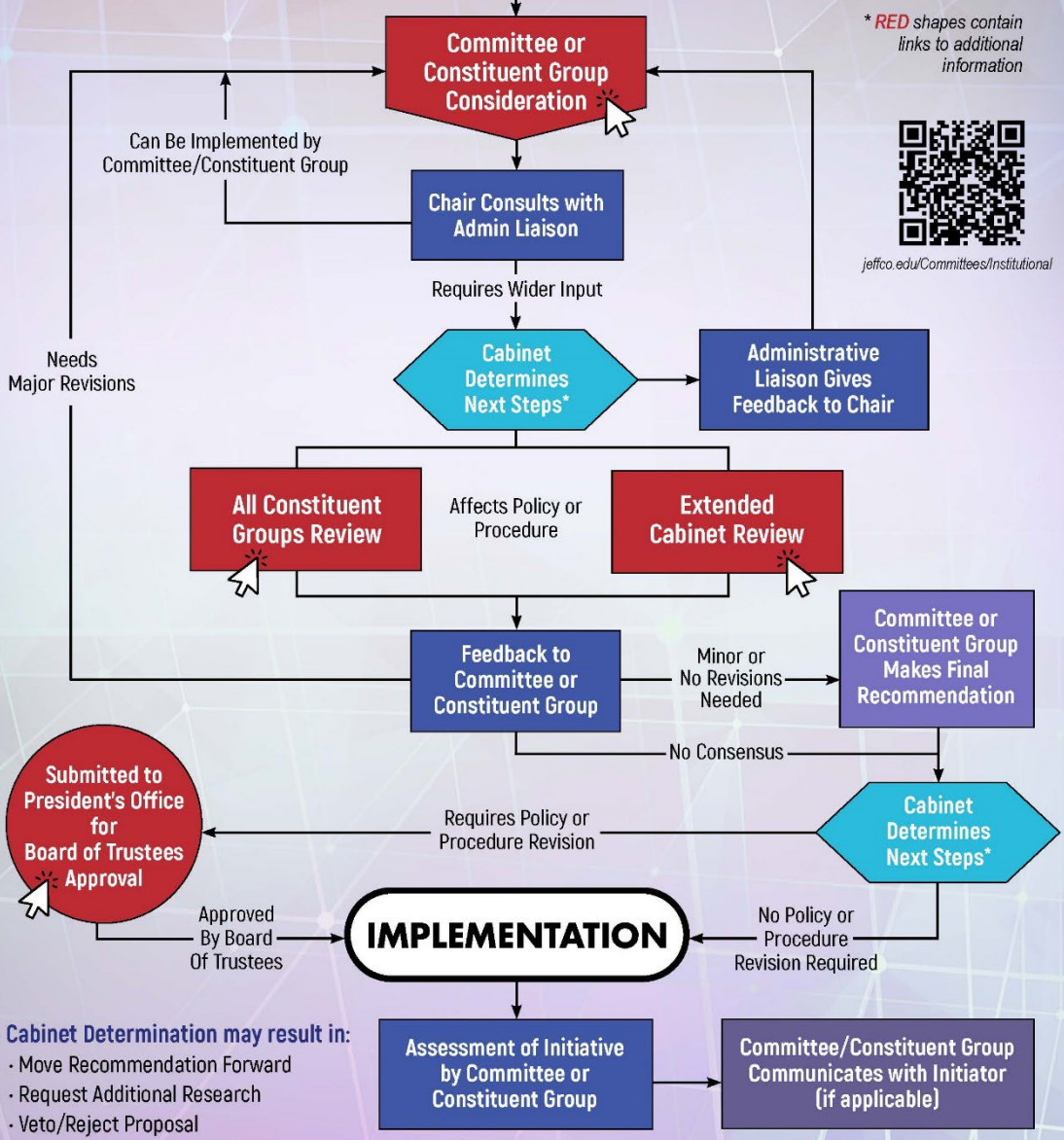
2. Unless otherwise stipulated:
 - a. The chairperson of the constituent or institutional committee shall be elected or appointed in April as designated in the Institutional Committee Administrative Procedure. Continuing members on the committee shall be identified, and this

information shall be forwarded to the President's Cabinet. Subcommittee, task force, and work group chairpersons will be appointed by the committee chairperson or appropriate administrative liaison.

- b. Committee members shall serve at the pleasure of the area they represent.
- c. In order to ensure proper representation, vacancies may be filled at any time in collaboration with the appropriate director, associate dean, dean, and/or vice president.
- d. The chairpersons of the constituent committees, institutional committees, subcommittees, task forces, work groups, and boards shall be responsible for coordinating the activities of their respective committees.
- e. A quorum shall consist of at least 50 percent of the committee membership.
- f. In the event of a disagreement over procedures, Robert's Rules of Order, Newly Revised shall apply.
- g. Recommendations for College policy or procedural changes shall be made in accordance with the following chart:

SHARED GOVERNANCE/ COMMITTEE RECOMMENDATIONS PROCESS

INITIATOR (Student, Employee, Subcommittee, Task Force, or Committee Member)



* Cabinet Determination may result in:

- Move Recommendation Forward
- Request Additional Research
- Veto/Reject Proposal

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Institutional Committees
PROCEDURE NO	III-001.02
<i>Related Procedure</i>	<i>Board VI-005</i>
TYPE	General Administration
RATIONALE	Support the principles of shared governance wherever and whenever appropriate in order to better fulfill the College mission.

PROCEDURE

A. Institutional Committees

1. Introduction: Shared Governance

Shared governance means that administrators, faculty, and staff each play a role in decision making at the College. Shared governance also encourages and respects the input of students and community members. Shared governance is a delicate balance between faculty and staff participation in planning and decision-making processes, on the one hand, and administrative accountability on the other. True shared governance attempts to balance maximum participation in decision making with clear accountability. Administrators are responsible for communication of final decisions to constituents [Adapted from Olson, G.A, (2009). Exactly What is “Shared Governance?” Chronicle of Higher Education]

Effective shared governance is predicated on committed and enthusiastic participation. All constituent groups are represented as needed to fulfill the purpose and charges of the committees. Committee membership will be determined through collaboration among faculty, staff, directors, associate deans, deans, and vice presidents. The goal is to accomplish a committee structure that empowers members to participate effectively in the growth and development of the College and encourages and recognizes effective leadership.

College constituents participating in shared governance are as follows:

- Board of Trustees
- President’s Administrative Cabinet
- President’s Extended Cabinet
- Faculty (Faculty Senate)
- Certified Professional Staff
- Classified Professional Staff

- Institutional Committees (and subcommittees, task forces, and work groups)
 - Students (Student Senate)
 - Advisory Committees
 - Appointed/Elected Boards
2. Guiding Principles - The institutional committee structure:
- a. upholds the Mission, Vision, and Values of the College;
 - b. supports the creation, revisions, and implementation of the College's Strategic Plan and action plans;
 - c. draws on the diverse experience and expertise of the College's constituents to support ongoing improvement and development of the College;
 - d. provides forums and collaborations to share ideas and resources;
 - e. conducts the work of the College in a collegial and public manner;
 - f. assumes committee members will participate year-round as necessary (with compensation for those who are not twelve-month employees);
 - g. promotes mutual respect and trust through open communication;
 - h. strives to achieve connectivity among constituents by encouraging collaboration and communication among the institutional committees;
 - i. encourages recommendations to the Administration to inform decision-making and planning;
 - j. informs promotion and tenure decisions;
 - k. recognizes and rewards leadership;
 - l. will be continuously reviewed by the Council of Institutional Committee Chairs;
 - m. allows for proposed changes by the Council of Institutional Committee Chairs as approved by the President's Cabinet.
3. Responsibilities of Institutional Committee Chairs include the following:
- a. are elected by each Institutional Committee from the voting membership or appointed by the administrative liaison to which the committee reports;
 - b. are compensated at a rate of \$600 for each fall and spring semester; \$300 for summer (if convened and actively working);
 - c. will ensure that a secretary is appointed for the committee and will seek assistance from the administrative liaison to identify a secretary, if needed;
 - d. are automatically members of the Council of Institutional Committee Chairs and attend meetings;
 - e. provide effective leadership for the Institutional Committee;
 - f. convene the Institutional Committee meetings as appropriate;
 - g. post electronically all Institutional Committee agendas in advance of the meetings;
 - h. post minutes of the meeting electronically within one week of approval;
 - i. submit the Committee's Annual Report by June 1 each year;
 - j. meet as needed with the designated administrative liaison;

- k. ensure that student perspectives are considered through student participation, focus groups, and surveys;
 - l. provide leadership in the submission of action plans; and,
 - m. lead the review and communication concerning action plans relevant to the committee.
4. Student Participation - Through the Student Development Coordinator, committee members will make every effort to ensure student representation by reaching out to students.
5. Institutional Committees Defined - Institutional Committees at Jefferson College are tasked to do the following:
- a. accomplish strategic goals and priorities of the College as a whole;
 - b. support shared governance by bringing together individuals with interest and expertise from the constituent groups;
 - c. complete relevant and timely work;
 - d. review and recommend policy in their respective areas; and,
 - e. serve as a consultative body concerning the policies of the College.
6. Institutional Committee Structure - The 12 Institutional Committees are:
- a. Accreditation Committee
 - b. Assessment Committee
 - c. Council of Institutional Committee Chairs
 - d. Community Engagement and Outreach Committee
 - e. Curriculum Committee
 - f. Diversity Committee
 - g. Employee Support Committee
 - h. Environment and Safety Committee
 - i. Strategic Enrollment Management and Retention Committee
 - j. Strategic Planning Committee
 - k. Student Learning and Support Committee
 - l. Technology Committee
7. Committee Membership - Members of institutional committees are generally volunteers who serve on the committee because of their professional interest and expertise in the activities of the committee. In some cases, specific individuals or designees from an area are needed for the proper operation of the committee. For example, the Community Engagement and Outreach Committee needs the active participation of the Director of Public Relations and Marketing or a designated individual from that area. All institutional committees are open for any members of the College community to attend meetings and participate. Subcommittees, task forces, and work groups generated by the institutional committees should contain individuals from the larger College community. All subcommittees, task forces, and work groups should originate from an institutional committee.

8. Committee Reporting Structure - Each institutional committee reports to a Vice President or designee whose roles include the following:
- is a non-voting ex officio member of each institutional committee reporting to them;
 - communicates with the institutional committees through the committee chairs;
 - ensures that each institutional committee is fulfilling its assigned charge;
 - ensures that institutional committee chairs are satisfying the requirements of their position; and,
 - may relieve institutional committee chairs or committee members of their duties if they are not fulfilling their assigned responsibilities.
9. Appointed/Elected Boards - Appointed/Elected Boards have a specific purpose in support of due process for students, faculty, and staff:

Care Team
 Financial Aid Appeals Board
 Grievance Board
 Sabbatical Leave Board*
 Scholastic Appeals Board
 Tenure Appeals Board*

*Elected by the Faculty Senate

10. Advisory Committees

Internal Committees: CTL Advisory Committee
 Project SUCCESS Advisory Committee

External Committees: Advisory Committees:
 ~ Accounting
 ~ Advanced Residential Carpentry
 ~ Area Technical School
 ~ Automotive Technology
 ~ Building Repair Technology
 ~ Business Management
 ~ Computer Information Systems
 ~ Digital Media
 ~ Criminal Justice
 ~ Culinary Arts
 ~ Early Childhood Education
 ~ Early College
 ~ Emergency Medical Technology/Paramedic
 ~ Engineering
 ~ Fire Science Technology
 ~ Health Services

- ~ Health Information Technology
- ~ Heating, Refrigeration, and Air Conditioning
- ~ Law Enforcement Academy
- ~ Metal Fabrication
- ~ Nursing
- ~ Physical Therapist Assistant
- ~ Precision Machining Technology
- ~ PLTW Biomedical Sciences
- ~ Radiologic Technology
- ~ Social Work
- ~ Teacher Education
- ~ Veterinary Technology
- ~ Welding Technology

Subcommittees:

For a current listing of subcommittees, task forces, and work groups, visit the Committees tab in MyJeffco.

INSTITUTIONAL COMMITTEE CHARGES & MEMBERSHIPS

ACCREDITATION COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held during the 1st week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Accreditation Committee shall be to provide leadership for the College's ongoing accreditation efforts.

Advisory recommendations from the Accreditation Committee shall be forwarded to the Vice President of Academic Affairs, Vice President of Student Services, and the Vice President of Finance and Administration through the HLC Liaison.

Charge:

The Accreditation Committee will:

- (a) Organize efforts to research and recommend the appropriate HLC accreditation process for the College;
- (b) Stay apprised of all current HLC requirements for accreditation, communicate this information, and recommend appropriate responses to the President's Cabinet;
- (c) Maintain a central repository for all third-party accreditations and approvals and the status of each and provide guidance as needed from an institutional perspective;
- (d) Arrange presentations for each program accreditation and provide feedback as needed from an institutional viewpoint;
- (e) Foster a culture of commitment to ongoing improvement through accreditation efforts;
- (f) Annually review and update the College's Assurance Argument, including regular review of the Criteria for Accreditation and Core Components; and,
- (g) Coordinate the College's Quality Initiative and facilitate a campus-wide inclusive process for developing that initiative.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- HLC Liaison
- 4 faculty representatives at large with efforts to gain equal representation from each school
- 1 Student Services representative
- 1 Institutional Research representative
- 1 Online Learning representative
- 1 Associate Dean

- 1 Outreach representative
- 1 Assessment Committee representative
- 1 Strategic Planning Committee representative
- 1 Student representative

Ex officio members shall include the following:

Vice President of Academic Affairs
Vice President of Student Services
Dean of Instruction

The HLC Liaison is appointed by the President and may be the chairperson. A quorum requires a majority of the membership. Members and chairs will serve renewable two-year terms.

Communication and Resources:

The committee uses consensus decision-making (some committees will specify Robert's Rules here). Resources are available at the following: MyJeffco (Committees tab); www.jeffco.edu; and www.hlcommission.org.

Reporting:

Reports to the Vice President of Academic Affairs, Vice President of Student Services, and the Vice President of Finance and Administration through the HLC Liaison. The HLC Liaison serves as the Administrative Liaison.

Strategic Planning Priorities:

Strategic Priority 1: Student Success
Strategic Priority 2: Instructional Excellence
Strategic Priority 3: Operational Excellence
Strategic Priority 4: Community Engagement

ASSESSMENT COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held during the 2nd week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Assessment Committee shall be to lead the College's efforts to continually assess teaching, learning, and services and use results in support of ongoing improvement. Advisory recommendations from the Assessment Committee shall be forwarded to the Vice President of Academic Affairs through the appropriate Deans and Associate Deans.

Charge:

The Assessment Committee will:

- (a) Serve as mentors in support of the College's ongoing assessment efforts;
- (b) Review and share data pertinent to ongoing assessment of curricular and co-curricular student learning outcomes and College services;
- (c) Assist with the annual review and updates of the Assessment Handbook;
- (d) Share course level, program level, and institution level assessment (IA) efforts to provide feedback and to communicate assessment efforts internally; and,
- (e) Select a recipient for the Linda Johnston Assessment & Innovation Award each spring semester.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- 2 School of Business, Social Science, and Public Services faculty
- 2 School of Humanities faculty
- 2 School of Math, Physics, and Technology faculty
- 2 School of Health and Science faculty
- 1 Student Services representative
- 1 Online Learning representative
- 1 Testing Center Coordinator
- 1 Institutional Research representative
- 1 Library representative
- 1 Associate Dean
- 1 Finance and Administration representative
- 1 Student representative

Ex officio members shall include the following:

Vice President of Academic Affairs
Vice President of Student Services
Dean of Instruction

The chairperson(s) shall be appointed by the Vice President of Academic Affairs. A quorum requires a majority of the members. Members and chairs will serve renewable two-year terms.

Communication and Resources:

The committee uses consensus decision-making (some committees will specify Robert's Rules here). Resources are available at the following links: MyJeffco (Committees tab and College Reports tab); www.jeffco.edu/ctl/; and www.hlcommission.org.

Reporting:

Reports to the Vice President of Academic Affairs through the Deans and Associate Deans. The Vice President of Academic Affairs serves as the Administrative Liaison.

Strategic Planning Priorities:

Strategic Priority 1: Student Success

Strategic Priority 2: Instructional Excellence

COMMUNITY ENGAGEMENT AND OUTREACH COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held during the 3rd week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Community Engagement & Outreach Committee shall be to collaborate with employees, students, and community members, in support of enrichment, lifelong learning, civic engagement, educational leadership, and community collaboration.

Advisory recommendations from the committee shall be forwarded to the Administrative Cabinet through the chair of the Community Engagement and Outreach Committee.

Charge:

The Community Engagement and Outreach Committee will:

- (a) Encourage civic engagement in the community at large;
- (b) Encourage civic engagement of students;
- (c) Encourage civic engagement in curriculum; and,
- (d) Encourage civic engagement of administration, staff, and faculty.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- 1 Associate Dean
- 1 School of Business, Social Science, and Public Services faculty member
- 1 School of Humanities faculty member
- 1 School of Math, Physics, and Technology faculty member
- 1 School of Science and Health faculty member
- 1 Classified Professional Staff member
- 2 Enrollment Services representatives
- 1 Public Relations and Marketing representative
- 1 Foundation representative
- 1 Jefferson County Council Member (JCCP) representative
- 1 Student representative

Ex officio members shall include the following:

- Vice President of Academic Affairs
- Vice President of Student Services
- Director of Public Relations and Marketing
- Academic Service Learning representative

The chairperson(s) shall be elected by the committee. A quorum requires a majority of the members. Members and chairs will serve renewable two-year terms.

Communication and Resources:

The committee uses consensus decision-making (some committees will specify Robert's Rules here). Resources are available at the following: MyJeffco (Committees tab) and www.jeffco.edu.

Reporting:

Reports to the Administrative Cabinet through the chair of the Community Engagement and Outreach Committee. The Director of Public Relations and Marketing serves as the Administrative Liaison.

Strategic Planning Priorities:

Strategic Priority 1: Student Success

Strategic Priority 2: Community Engagement

COUNCIL OF INSTITUTIONAL COMMITTEE CHAIRS

- Open and uses voting by simple majority.
- Meetings are generally held the 3rd week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Council of Institutional Committee Chairs shall be to coordinate and communicate the efforts of the institutional committees in support of the College's Mission and Strategic Plan.

Advisory recommendations from the Council of Institutional Committee Chairs shall be forwarded to the President through the Vice Presidents.

Charge:

The Council of Institutional Committee Chairs will:

- (a) Share and collaboratively support the ongoing work of the institutional committees;
- (b) Foster communication among all of the institutional committees;
- (c) When necessary, define the boundaries of responsibility among the institutional committees;
- (d) Communicate College needs, initiatives, and plans to the President's Cabinet;
- (e) Make recommendations to the President's Cabinet in support of the Mission, the Strategic Plan, shared governance, and ongoing improvement;
- (f) Meet at least four times a year; twice during the fall semester and twice during the spring semester; and,
- (g) Share information annually to the Board through the President.

Structure/Chairperson/Quorum:

Voting members shall include the chair(s) from each of the following institutional committees:

- Accreditation Committee
- Assessment Committee
- Community Engagement and Outreach Committee
- Curriculum Committee
- Diversity Committee
- Employee Support Committee
- Environment and Safety Committee
- Strategic Enrollment Management and Retention Committee
- Strategic Planning Committee
- Student Learning and Support Committee
- Technology Committee

Ex officio members shall include the following:

College President
Vice President of Academic Affairs
Vice President of Finance and Administration
Vice President of Student Services

The Council of Institutional Committee Chairs will recommend and approve the chair or co-chairs for the committee. A quorum requires a majority. The membership will change as new institutional committee chairs are elected.

Communication and Resources:

The committee uses consensus decision-making (some committees will specify Robert's Rules here). Resources are available at the following links: MyJeffco (Committees tab) and www.jeffco.edu.

Reporting:

Reports to the President through the Vice Presidents. The Vice Presidents serve as the Administrative Liaisons.

Strategic Planning Priorities:

Strategic Priority 1: Student Success
Strategic Priority 2: Instructional Excellence
Strategic Priority 3: Operational Excellence
Strategic Priority 4: Community Engagement

CURRICULUM COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held on the 4th Wednesday of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Curriculum Committee shall be to ensure the integrity of the College curriculum and academic policies.

Advisory recommendations from the Curriculum Committee shall be forwarded to the Dean of Instruction through the Chair of the Curriculum Committee.

Charge:

The Curriculum Committee will:

- (a) Approve all new programs and course offerings;
- (b) Approve all changes to existing programs and course offerings;
- (c) Approve all new and revised academic policies and procedures; and,
- (d) Recommend updates to Board Policy and Procedures and Administrative Policy and Procedures related to academic issues.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- 2-4 School of Business, Social Science, and Public Services faculty
- 2-4 School of Humanities faculty
- 2-4 School of Math, Physics, and Technology faculty
- 2-4 School of Science and Health faculty

Ex officio members shall include the following:

- Vice President of Academic Affairs
- Dean of Instruction
- 1 Associate Dean (rotates based on which school has agenda items)
- Registrar
- 1 Library representative
- 1 Student representative

The chairperson(s) shall be elected by the committee. A quorum requires a majority of the members. Members and chairs will serve renewable two-year terms.

Communication and Resources:

The committee uses consensus decision-making (some committee will specify Robert's Rules here). Resources are available at the following: MyJeffco (Committee tab) and www.jeffco.edu.

Reporting:

Reports to the Dean of Instruction through the co-chairs of the Curriculum Committee. The Dean of Instruction serves as the Administrative Liaison.

Strategic Planning Priorities:

Strategic Priority 1: Student Success

Strategic Priority 2: Instructional Excellence

DIVERSITY COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held during the 1st week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Diversity Committee shall be to oversee, implement, and support programs and initiatives that create a welcoming campus for students, faculty, and staff regardless of their age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, sexual orientation, gender identity or expression, or veteran status.

Advisory recommendations from the Diversity Committee shall be forwarded to the Dean of Institutional Effectiveness and the Senior Director of Human Resources through the chair of the Diversity Committee.

Charge:

The Diversity Committee will:

- (a) Support and promote current diversity initiatives;
- (b) Provide resources and coordination for new initiatives;
- (c) Communicate to the larger campus community about diversity and inclusion issues and provide training, supports, and resources;
- (d) Coordinate with other campuses and area organizations to make Jefferson College a regional leader in diversity;
- (e) Implement, report, and assess the Diversity Plan and revise the plan on a five-year cycle; and,
- (f) Coordinate diversity and inclusion efforts across campus.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- 1 School of Business, Social Science, and Public Services faculty
- 1 School of Humanities faculty
- 1 School of Math, Physics, and Technology faculty
- 1 School of Science and Health faculty
- 1 Classified Professional Staff representative
- 1 Certified Professional Staff representative
- 1 Student Senate representative
- Title IX Coordinator or designee
- 1 Accessibility Resource Office representative
- 1 Student Development Coordinator
- 1 Library Services representative

- 1 Center for Teaching and Learning representative
- 1 Human Resources representative
- 1 Global Education representative

Ex officio members shall include the following:

Senior Director of Human Resources
Dean of Institutional Effectiveness
Dean of Instruction
Vice President of Student Services
Strategic Planning Committee representative
Student Organization representative

The chairperson(s) shall be elected by the committee. A quorum requires a majority of the members. Members and chairs will serve renewable two-year terms.

Communication and Resources:

The committee uses consensus decision-making (some committees will specify Robert's Rules here). Resources are available at the following links: MyJeffco (Committees tab) and www.jeffco.edu.

Reporting:

Reports to the Dean of Institutional Effectiveness and Senior Director of Human Resources through the chair of the Diversity Committee. The Dean of Institutional Effectiveness and Senior Director of Human Resources serve as the Administrative Liaisons.

Strategic Planning Priorities:

Strategic Priority 1: Student Success
Strategic Priority 2: Instructional Excellence
Strategic Priority 3: Operational Excellence
Strategic Priority 4: Community Engagement

EMPLOYEE SUPPORT COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held during the 4th week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Employee Support Committee shall be to support a positive work environment and ongoing development of faculty and staff.

Advisory recommendations from the Employee Support Committee shall be forwarded to the Senior Director of Human Resources through the constituent heads.

Charge:

The Employee Support Committee will:

- (a) Facilitate a positive, productive, diverse, and cohesive work environment;
- (b) Make recommendations to Human Resources for wellness initiatives;
- (c) Facilitate the engagement of faculty and staff in co-curricular, cultural, and community events;
- (d) Make suggestions for faculty and staff training and mentoring; and,
- (e) Propose and support initiatives that reward and recognize achievements and contributions of faculty and staff.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- 4 Classified Professional staff members
- 4 Faculty representatives
- 2 Certified Professional staff members
- 1 Part-time Regular staff representative

Ex officio members shall include the following:

Senior Director of Human Resources or representative
Coordinator of the Center for Teaching and Learning or representative
Vice President of Finance and Administration
Vice President of Academic Affairs
Vice President of Student Services

The chairperson(s) shall be elected by the committee. A quorum requires a majority of the members. Members and chairs will serve renewable two-year terms

Communication and Resources:

The committee uses consensus decision-making (some committees will specify Robert's Rules here). Resources are available at the following links: MyJeffco (Committees tab) and www.jeffco.edu.

Reporting:

Reports to the Senior Director of Human Resources through the appropriate constituent heads. The Senior Director of Human Resources serves as the Administrative Liaison.

Strategic Planning Priorities:

Strategic Priority 3: Operational Excellence

FACILITIES, ENVIRONMENT, AND SAFETY COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held during the 1st week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Facilities, Environment, and Safety Committee shall be to promote a safe, healthy, and attractive campus environment.

Advisory recommendations from the Facilities, Environment, and Safety Committee shall be forwarded to the Vice President of Finance and Administration through the chair of the Facilities, Environment, and Safety Committee.

Charge:

The Facilities, Environment, and Safety Committee will:

- (a) Address and discuss safety and security issues;
- (b) Review and revise the Emergency Preparedness Plan;
- (c) Make recommendations for Emergency Preparedness training;
- (d) Provide input for campus beautification;
- (e) Promote environmentally friendly initiatives; and,
- (f) Discuss and review major campus facility updates and improvements as part of the Strategic Planning process.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- 2 Faculty members or representatives
- 2 Associate Deans or representatives
- 1 Student Services and Title IX representative
- 1 Human Resources representative
- 1 Police Department representative
- 1 Buildings and Grounds representative
- 1 Outreach representative
- 1 Library representative
- 1 Information Technology representative
- 1 Accessibility Resource Office Coordinator or representative
- 1 Public Relations and Marketing representative
- 1 Field House representative
- 1 Science Lab Coordinator
- 1 Student

Ex officio members shall include the following:

Vice President of Finance and Administration
Vice President of Academic Affairs
Vice President of Student Services
Chief of Police

The chairperson(s) shall be elected by the committee. A quorum requires a majority of the members. Members and chairs will serve renewable two-year terms.

Communication and Resources:

The committee uses consensus decision-making (some committees will specify Robert's Rules here). Resources are available at the following: MyJeffco (Committees tab) and www.jeffco.edu.

Reporting:

Reports to the Vice President of Finance and Administration through the chair of the Facilities, Environment, and Safety Committee. The Vice President of Finance and Administration serves as the Administrative Liaison.

Strategic Planning Priorities:

Strategic Priority 1: Student Success
Strategic Priority 2: Instructional Excellence
Strategic Priority 3: Operational Excellence
Strategic Priority 4: Community Engagement

STRATEGIC ENROLLMENT MANAGEMENT AND RETENTION COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held during the 3rd week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Strategic Enrollment Management and Retention Committee shall be to create an institution-wide, data-driven process designed to intentionally recruit students and retain them through the achievement of their goals.

Advisory recommendations from the Strategic Enrollment Management and Retention Committee shall be forwarded to the Vice President of Student Services and the Vice President of Academic Affairs through the chair of the Strategic Enrollment Management and Retention Committee.

Charge:

The Strategic Enrollment Management and Retention Committee will:

- (a) Continually gather and analyze data relevant to the Mission of the College;
- (b) Develop, implement, and assess a Strategic Enrollment Management Plan to:
 - (1) Lead initiatives to recruit and support the optimal number of students fostering a diverse campus community;
 - (2) Facilitate friendly and effective processes for supporting students from first contact to completion of their goals; and,
 - (3) Provide a supportive educational environment promoting student goal achievement.
- (c) Support the Mission, Vision, and Strategic Plan of Jefferson College;
- (d) Provide ongoing analysis of new program opportunities and existing program enrollments/opportunities;
- (e) Gather and analyze data to inform scheduling decisions;
- (f) Conduct environmental scanning and forecasting; and,
- (g) Drive campus discussions in response to student, community, and workplace needs.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- Director of Enrollment and Retention
- Director of Athletics
- Registrar
- Director of Admissions
- Coordinator of Retention Services
- 1 School of Business, Social Science, and Public Service faculty

- 1 School of Humanities faculty
- 1 School of Math, Physics, and Technology faculty
- 1 School of Science and Health faculty
- Director of Public Relations and Marketing
- 1 Financial Aid representative
- 1 Coordinator of Academic Success or representative
- 1 Outreach representative
- 1 Workforce and Employment Services representative
- 1 Student representative

Ex officio members shall include the following:

Vice President of Academic Affairs
 Vice President of Student Services
 Dean of Instruction
 Institutional Research representative
 Information Technology representative

The chairperson(s) shall be appointed by the Vice President of Student Services and Vice President of Academic Affairs. A quorum requires a majority of the members. Members and chairs will serve renewable two-year terms.

Communication and Resources:

The committee uses consensus decision-making (some committees will specify Robert's Rules here). Resources are available at the following: MyJeffco (Committees tab) and www.jeffco.edu.

Reporting:

Reports to the Vice President of Student Services and the Vice President of Academic Affairs through the chair of the Strategic Enrollment Management and Retention Committee. The Vice President of Student Services serves as the Administrative Liaison.

Strategic Planning Priorities:

Strategic Priority 1: Student Success
 Strategic Priority 2: Instructional Excellence

STRATEGIC PLANNING COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held during the 2nd week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Strategic Planning Committee (SPC) is to ensure that Jefferson College maintains its Strategic Plan consistent with the Mission, Vision, and Values of the College. The committee coordinates the Capital Request process each year and facilitates the submission and tracking of action plans in support of the College's Strategic Priorities.

Advisory recommendations from the Strategic Planning Committee shall be forwarded to the President through the Dean of Institutional Effectiveness.

Charge:

The Strategic Planning Committee will:

- (a) Periodically review the Strategic Plan and make necessary revisions to the mission, priorities, and goals;
- (b) Solicit ideas and opinions of faculty, staff, students, advisory groups, and the general public for recurring feedback and data collection regarding the direction of the future of the College;
- (c) Conduct a periodic environmental scan to determine the relevant internal and external conditions that may affect the plan;
- (d) Advocate for the maintenance and monitoring of the Key Performance Indicators and Integrated Planning processes;
- (e) Make annual budget recommendations to College Administration for capital project priorities; and,
- (f) Encourage the development of measurable action plans through regular communication with departments and committees.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- 1 Strategic Planning representative (Permanent Co-Chair)
- 4 Faculty (one from each school) (1 Faculty Co-Chair)
- 1 Associate Dean
- 1 Business Office representative
- 1 Academic Services representative
- 1 Buildings and Grounds representative
- 1 Human Resources representative
- 1 Institutional Research representative
- 1 Information Technology representative

- 1 Library representative
 - 1 Student Services representative
 - 1 Student Representative
- Ex officio* members shall include the following:
- President
 - Vice President of Academic Affairs
 - Vice President of Finance and Administration
 - Vice President of Student Services
 - Dean of Institutional Effectiveness
 - Dean of Instruction
 - Foundation Representative

The chairperson(s) shall be appointed by the Dean of Institutional Effectiveness. A quorum requires a majority of the members. Members and chairs will serve renewable two-year terms.

Communication and Resources:

The committee uses consensus decision-making (some committees will specify Robert's Rules here). Resources are available at the following: MyJeffco (Committees tab) and www.jeffco.edu.

Reporting:

Reports to the Dean of Institutional Effectiveness who will report to the President. The Dean of Institutional Effectiveness serves as the Administrative Liaison.

Strategic Planning Priorities:

Strategic Priority 1: Student Success
Strategic Priority 2: Instructional Excellence
Strategic Priority 3: Operational Excellence
Strategic Priority 4: Community Engagement

STUDENT LEARNING AND SUPPORT COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held during the 3rd week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Student Learning and Support Committee shall be to serve as an instrument for coordination and collaboration with regard to student access, achievement, and engagement.

Advisory recommendations from the Student Learning and Support Committee shall be forwarded to the Vice President of Student Services through the chair of the Student Learning and Support Committee.

Charge:

The Student Learning and Support Committee, by utilizing best practices, current data, and student feedback, will make recommendations to:

- (a) Enhance student services for students' academic progress, transfer, and career preparations;
- (b) Enhance the student experience, including academic, personal, and social aspects; and,
- (c) Enhance students' wellness, including emotional, financial, and physical aspects.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- 1 Coordinator of Academic Success or representative
- 1 School of Business, Social Science, and Public Service faculty
- 1 School of Humanities faculty
- 1 School of Math, Physics, and Technology faculty
- 1 School of Science and Health faculty
- 1 Student Services representative
- 1 Coordinator of Retention Services
- 1 Instructor of College Studies
- 1 Outreach representative
- 1 Workforce Development and Employment Services representative
- 1 Library representative
- 1 Online Learning representative
- 1 Residential Life representative
- 1 Student representative

Ex officio members shall include the following:

- Vice President of Academic Affairs
- Vice President of Student Services

Dean of Instruction
2 Associate Deans or representatives
Director of Enrollment and Retention

The chairperson(s) shall be elected by the committee. A quorum requires a majority of the members. Members and chairs will serve renewable two-year terms.

Reporting:

Reports to the Vice President of Student Services through the chair of the Student and Learning Support Committee. The Vice President of Student Services serves as the Administrative Liaison.

Strategic Planning Priority:

Strategic Priority 1: Student Success

TECHNOLOGY COMMITTEE

- Open and uses voting by simple majority.
- Meetings are generally held during the 2nd week of the month.
- Minutes are posted electronically by the committee chair within one week of approval.

Purpose:

The purpose of the Technology Committee shall be to provide guidance under shared leadership and facilitate technology innovation that shall serve both the College's Mission and its constituents.

Charge:

The Technology Committee will:

- (a) Develop, implement, review, and update the Technology Plan;
- (b) Gather technological data to assist strategic planning efforts at a college wide level to ensure alignment with institutional integrated plans;
- (c) review and analyze gathered data in order to recommend improvement to institutional technology;
- (d) Propose and prioritize innovative technologies in support of the Mission, Vision, and Values of Jefferson College; and,
- (e) Facilitate and provide recommendations on technology initiatives annually to the appropriate institutional parties for approval and funding.

Structure/Chairperson/Quorum:

Voting members shall include the following:

- 4 Faculty representatives (representation from each school)
- 2 Information Technology representatives
- 1 Student Services representative
- 1 Buildings and Grounds representative
- 1 Business Office representative
- 1 Academic Services representative
- 1 Human Resources representative
- 1 Library representative
- 1 Online Services representative
- 1 Student representative

Ex officio members shall include the following:

Vice President of Academic Affairs
Senior Director of Information Technology
Institutional Research representative
Senior Director of Area Technical School

Registrar
1 JCPD representative
1 Associate Dean
2 Information Technology representatives
1 Foundation representative

The chairpersons shall be elected by the committee. A quorum requires a majority of the members. Members and chairs will serve renewable two-year terms.

Communication and Resources:

The committee uses consensus decision-making (some committees will specify Robert's Rules here). Resources are available at the following: MyJeffco (Committees tab) and www.jeffco.edu.

Reporting:

Reports to the Vice President of Academic Affairs, Vice President of Student Services, and the Vice President of Finance and Administration through the Administrative Liaison. The Senior Director of Information Technology serves as the Administrative Liaison.

Strategic Planning Priorities:

Strategic Priority 1: Student Success
Strategic Priority 2: Instructional Excellence
Strategic Priority 3: Operational Excellence
Strategic Priority 4: Community Engagement

B. Standing Constituent Groups

1. Purpose and Membership of Committees

a. President's Cabinet

- (1) *Purpose:* To advise the President on all matters of policy and procedure and to serve as the principal communication and coordination mechanism for the administration. The President shall preside over meetings of the President's Cabinet.
- (2) The President's Cabinet shall report to the President.
- (3) *Membership* shall include:
 - Vice President of Academic Affairs
 - Vice President of Student Services
 - Vice President of Finance and Administration
 - Dean of Instruction
 - Dean of Institutional Effectiveness
 - Senior Director of Human Resources

b. President's Extended Cabinet

- (1) *Purpose:* To be a venue to communicate, to consult, to learn, and to work together toward implementing solutions to support student success.
- (2) The President's Extended Cabinet shall report to the President.
- (3) *Membership* shall include:
 - President
 - Executive Assistant to the President
 - Vice President of Finance and Administration
 - Vice President of Academic Affairs
 - Vice President of Student Services
 - Dean of Instruction
 - Dean of Institutional Effectiveness
 - Senior Director of Human Resources
 - President of Certified Professional Staff (plus two Certified Professional Staff representatives)
 - President of Classified Professional Staff (plus two Classified Professional staff representatives)
 - President of Faculty Senate (plus three faculty representatives, preferably one from each School)
 - Chair of the Council of Institutional Committee Chairs
 - Chair(s) of Diversity Committee
 - Student Senate representative

c. Faculty Senate

- (1) *Purpose:* Through democratic means, the Faculty Senate shall identify faculty viewpoints and concerns, and it shall represent its members with a single voice to the College Administration and Board of Trustees on matters of institutional significance.

- (2) *Membership*: The membership of the Faculty Senate shall be composed of all full-time personnel who are classified as faculty in the existing policy of the institution.
- (a) *Faculty Senate Executive Council*: The Executive Council is the representative body of the Faculty Senate. The Executive Council shall initiate recommendations to the administration concerning faculty issues. Also, as the situation warrants, the administration shall consult with the Executive Council before taking action on faculty matters and before making presentations to the Board regarding faculty concerns. To serve on the Executive Council of the Faculty Senate, a person must be a Senate member. The Executive Council shall consist of members serving in different capacities and selected as follows:
- (b) *Officers*:
- (i) President: Elected at large by the Senate as the Vice President/President-Elect before succeeding to the presidency. The term of office for the Senate President shall be one year, renewable for a maximum of one additional year at the incumbent's option, subject to a confirmation vote of the Senate membership.
 - (ii) Vice President/President-Elect: Elected at large by Senate. The Vice President/President-Elect shall succeed to the Senate Presidency after a term of one year, or after a term of two years if the Senate President during this period remains in office for a two-year term.
 - (iii) Immediate Past President: Succeeds to the office in the year following the term as President, with the option to renew for one more year if the current President opts to serve for two years.
 - (iv) Secretary: Elected at large by the Senate. The term for the Senate Secretary shall be one year, renewable each year at the incumbent's option, subject to a confirmation vote of the Senate membership.
- (c) *Faculty Representatives*:
- (i) Chairperson, Curriculum Committee: Elected by Curriculum Committee. The term for the Executive Council representative who is the chair of the Curriculum Committee shall be the term of their office on the Curriculum Committee.
 - (ii) Union delegate: President of faculty union or their designee. The term shall be indefinite for the association delegate to the Council, who shall serve

at the pleasure of the faculty association that they represent.

(iii) Four representatives from the four Schools of the College: The preference is one representative from each School; however, if necessary, multiple representatives may come from the same School. These representatives are elected to two-year staggered terms.

(iv) Area Technical School (ATS) representative: This representative is elected to a two-year term.

(d) *Representation from Other Constituent Groups (The following individuals are non-voting delegates who attend Executive Council meetings to provide perspective/input from their respective group.):*

(i) One representative from Certified Professional Staff: Elected by Certified Professional Staff.

(ii) One representative from Classified Professional Staff: Elected by Classified Professional Staff.

d. Certified Professional Staff

(1) *Purpose:* Through democratic means, the Certified Professional Staff shall:

(a) identify members' viewpoints and concerns and shall represent its members with a single voice to the College administration and Board of Trustees on matters of institutional significance;

(b) facilitate the provision of professional and skill development opportunities for Certified Professional Staff; and,

(c) increase communication among the Certified Professional Staff, Faculty, and the Classified Professional Staff.

(2) *Membership:*

(a) This constituent group shall report to the College President through the Administrative Liaison appointed by the President or designee.

(b) The Certified Professional Staff shall be composed of all full-time administrative professional staff as designated by the Administration of the institution.

(c) The Certified Professional Staff leadership shall consist of members serving in different capacities and selected as follows:

(i) President elected at large by the membership as the Vice President/President Elect before succeeding to the Presidency;

(ii) Past President;

(iii) Vice President/President Elect elected at large by the membership;

- (iv) Secretary elected at large by the membership;
 - (v) One Certified Professional Staff representative elected at large from the membership to serve as liaison to Faculty Senate;
 - (vi) One Certified Professional Staff representative elected at large from the membership to serve as liaison to Classified Professional Staff; and,
 - (vii) Other Representatives:
 - Faculty Representative elected by the Faculty Senate;
 - Classified Professional Staff representative appointed by the Classified Professional Staff.
- (e) Classified Professional Staff
- (1) *Purpose:* To provide a democratic means of identifying and solving problems of concern to the Classified Professional Staff, and to serve as a means of communication between the Classified Professional Staff and Administration, and Board of Trustees, including:
 - (a) Provision for a forum where problems related to policy may be studied and discussed; and
 - (b) Transmission of Classified Professional Staff suggestions to the administration.
 - (2) *Membership:*
 - (a) This constituent group shall report to the College President through the administrative liaison appointed by the President.
 - (b) Membership of this Classified Professional Staff group shall include full-time and part-time regular non-contractual staff so identified by the administration.
 - (c) The Classified Professional Staff Executive Committee shall consist of members serving in different capacities and selected as follows:
 - (i) President elected at large by the membership as the Vice President/President Elect before succeeding to the Presidency;
 - (ii) Past President;
 - (iii) Vice President/President Elect elected at large by the membership;
 - (iv) Secretary elected by the Classified Professional Staff Executive Committee;
 - (v) Two Classified Professional Staff representative elected by the Classified Professional Staff Executive Committee to serve as liaison to the Faculty Senate;

- (vi) One Classified Professional Staff representative elected by the Classified Professional Staff Executive Committee to serve as liaison to Certified Professional Staff;
- (vii) Two Classified Staff Professional representatives elected at large by the membership from each of five groups. All departments and divisions employing full- or part-time permanent Classified Professional Staff members will be included in the five groups;
- (viii) One Classified Professional Staff representative appointed by the Classified Professional Staff Executive Committee to serve as representative to the Council of Institutional Committee Chairs; and,
- (ix) Other representatives:
 - Administrative Liaison appointed by President;
 - Faculty Liaison elected/appointed by the Faculty Senate Executive Council; and,
 - Certified Professional Staff representative elected/appointed by the Certified Professional Staff.

C. Subcommittees, Task Forces, and Work Groups

Subcommittees, task forces, and work groups may be created at the discretion of the President and will report to the parent institutional committee; at least one person from the parent committee will serve on the subcommittee, task force, or work group.

Boards convene as needed to provide due process; procedures are designated for Boards in specific policies and procedures pertaining to each Board.

MONITORING: The College President shall forward to the Board of Trustees the list of committees, their functions, membership, and reporting procedures.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Technology Security and Use
PROCEDURE NO	III-002
<i>Related Policy</i>	<i>Board - None</i>
TYPE	General Administration
RATIONALE	Established and agreed upon written policies and procedures governing the use and care of the College's computing resources is essential to protect the taxpayers' investment in same.

PROCEDURE

1. The Academic Computing, Administrative Computing, and Telecommunications and Networking departments, in consultation with their respective constituencies, will develop policies and procedures governing the use of computing resources in their respective areas of responsibility.
2. Policies and procedures will be approved by the Administrative Cabinet.
3. Approved policies will be distributed to respective constituencies and be posted on MyJeffco.

MONITORING: All Deans, Department Supervisors, the Director of Information Technology

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE PROCEDURES

Section IV - INSTRUCTIONAL PERSONNEL -SPECIFIC POLICIES

<u>Procedure Number</u>	<u>Procedure Title</u>
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◆IV-001	Student Evaluation of Faculty as Related to Annual Faculty Performance Review
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ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Student Evaluation of Faculty as Related to Annual Faculty Performance Review
PROCEDURE NO	IV-001
<i>Related Procedure</i>	<i>Board Procedure - IV-001.04</i>
TYPE	Instructional Personnel
RATIONALE	Establishes the role of student evaluations in Annual Faculty Performance Review

PROCEDURE

Administration of Student Evaluations

Student evaluations are administered as part of the Faculty Performance Review as follows:

1. for faculty on term appointment, evaluations are administered in all classes being taught;
2. for faculty on continuing appointment, evaluations are administered in at least one class per semester; and,
3. additional evaluations may be administered as need is determined.

Performance Review and Student Evaluations

- The faculty member, as part of his/her annual performance review, completes a summary of student feedback.
- The faculty member meets with his/her division chair to review the student feedback as part of the annual performance review.
- The annual performance review documents and student evaluations are confidential internal documents.

MONITORING: Academic Dean(s)

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October, 2008.

ADMINISTRATIVE PROCEDURES

Section V – NON-INSTRUCTIONAL PERSONNEL

<u>Procedure Number</u>	<u>Procedure Title</u>
◆V-001	Market Sensitive Positions
◆V-002	Summer Flex Schedule

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Market Sensitive Positions
PROCEDURE NO	V-001
Related Procedure	<i>Board V-002</i>
TYPE	Non-Instructional Personnel
RATIONALE	The Board of Trustees has adopted a policy and certain conditions to govern situations in which it is not possible to attract and retain qualified employees in the assigned grade. An Administrative Procedure is necessary to carry out this policy.

PROCEDURE

This procedure describes the process of designating a position as market sensitive and placement of an employee on the salary schedule when in a position designated market sensitive.

There may be many factors which affect the College's ability to recruit and retain qualified employees into the assigned grade for a particular position. A position may be designated as market sensitive when circumstances such as the following have occurred:

1. The College has experienced resignation(s) in that position and evidence suggests that compensation was the primary reason for the resignation.
2. Normal recruitment efforts have been unsuccessful in attracting an adequate pool of qualified applicants.
3. Exceptional recruitment efforts have been unsuccessful in attracting an adequate pool of qualified applicants.
4. Applicants have expressed concern or candidates have refused our job offer because the salary is insufficient.
5. There is demonstrated evidence that market demand for a particular occupation far exceeds the available labor supply.

Designation of a position as market sensitive involves the following steps:

1. The appropriate Dean and the Senior Director of Human Resources must concur on the need to designate the position as market sensitive and jointly recommend same to the President.

2. The Cabinet must approve the recommendation and forward its recommendation to the President, who will in turn render a decision.
3. The designation as market sensitive will be for a specific position(s) and may be limited to a specific period of time.
4. The designation of the position as market sensitive will be reviewed by the appropriate Dean and the Senior Director of Human Resources as needed. Steps one through three above will apply.

The President will establish the salary of employees in positions designated as market sensitive giving consideration to market surveys and other available data. A market sensitive position will maintain placement at the grade at which it was classified. Employees in market sensitive positions will be placed at a specific step in the grade.

The salary of employees in market sensitive positions is subject to change (increase or decrease) based upon the market situation and other factors (budget, etc.). In no case will the salary decrease less than the step at which the employee is entitled by time in grade if the position is removed from market sensitive designation.

MONITORING: President, Deans, Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Summer Flex Schedule
PROCEDURE NO	V-002
Related Procedure	<i>Board V-003.02</i>
TYPE	Non-instructional Personnel
RATIONALE	The Board of Trustees had adopted a policy authorizing the implementation of a flexible work schedule for the summer months. An Administrative Procedure is necessary to carry out this policy.

PROCEDURE

Full-time employees will be required to work 37½ hours per week, exclusive of a lunch break, during the dates established for the summer "flex" schedule. Employees may select a four or five day work week. The daily schedule may be Monday-Friday, Monday-Thursday, or Tuesday-Friday, for those regularly employed Monday-Friday during the academic year.

"Flex" daily schedules are permissible provided full-time employees who are normally assigned a daytime schedule are scheduled to begin work so as to be on the job during the hours of 9 a.m. to 3 p.m. The work schedule must be approved by the supervisor and the respective dean and only under exceptional circumstances is the schedule to be changed during the summer term.

In consideration of the calendar, the Senior Director of Human Resources, with approval of the President, will establish the range of dates for the summer "flex" schedule and disseminate these dates and other applicable information to employees as appropriate.

MONITORING: Deans and Senior Director of Human Resources.

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE PROCEDURES

Section VI - EDUCATIONAL PROGRAM

<u>Procedure Number</u>	<u>Procedure Title</u>
◆VI-001	Institutional Research Services User Requirements
◆VI-002	Assessment Services Testing Fees
◆VI-003	Contract Development and Approval Process for Educational Programming
◆VI-004	Academic Honesty
◆VI-005	Conditions for Administration of Continuing Education Services
◆VI-006	Remuneration for Continuing Education Part-time Personnel - Fees for Participating School District Maintenance Services
◆VI-007	Grant Development and Approval Process
◆VI-008	Student Assessment
◆VI-009	Final/Course Grade Appeal
◆VI-010	Dual Credit for College Transfer Course

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Institutional Research Services User Requirements
PROCEDURE NO	VI-001
<i>Related Procedure</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	Increase efficiency by establishing priorities and accountability for Institutional Research Services.

PROCEDURE

It shall be the responsibility of the data requestor to obtain prior approval from the immediate supervisor for institutional research services. Institutional research reports shall be copied to the immediate supervisor and the President unless the data requestor requests confidentiality. First priority shall be given to externally mandated accrediting, federal, state, or local governmental agency reports. Second priority shall be given to Presidential or Administrative Cabinet requests. Third and subsequent priorities shall be determined by the Director of Research and Planning based on resource availability.

MONITORING: The President, through the Director of Research and Planning, shall distribute and monitor procedure effectiveness.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Testing Services Testing Fees
PROCEDURE NO	VI-002
<i>Related Procedure</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	Establishes a process for setting Testing Services testing fees.

PROCEDURE

1. Review assessment instrument costs as needed, but at least annually, and set appropriate fees to cover direct costs of the tests.
2. If revisions are made, forward the revised fee schedule to the Dean of Learning Resources for approval and to the appropriate offices for information.
3. Post the revised Testing Services Testing Fees schedule on the College website and in other appropriate locations.

MONITORING Dean of Learning Resources through the Director of the Learning Center/Testing Services.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Contract Development and Approval Process for Educational Programming
PROCEDURE NO	VI-003
<i>Related Procedure</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	Assure appropriate authorization of contract and compliance with all college policies and procedures as well as contract stipulations.

PROCEDURE

The Administrative Cabinet shall be responsible for the educational services contracts which benefit the academic area. The Administrative Cabinet may designate a division chair, director or instructor to develop and/or administer contracts. Examples of contracts covered include clinical sites and arrangements, instructional contracts (i.e., Continuing Education, EMT, etc.), internships/apprenticeships, business and industry customized training, consortia agreements (cooperating school districts, multi-agency arrangements, two-plus-two agreements, etc.), and third party pay contracted services AEL, Workforce Development, Perkins).

The designated individual has responsibility for submission of contract proposals, for tracking progress, for insuring accurate and timely reporting as required, for maintaining all required records, for forwarding a copy of funded educational services contracts to the Controller to assure accurate fiscal accountability.

Contracts involving matching requirements shall be cleared with Vice President of Finance and Administration. Further, each authorized individual shall consult with and gain written approval from all other potentially impacted parties prior to contract finalization for third party pay contracts for services.

Contracts should be reviewed by the Vice President of Finance and Administration prior to execution to review accounting and reporting requirements and to submit to the Board of Trustees for approval as necessary.

MONITORING: The appropriate Dean and the Vice President of Finance and Administration shall distribute and monitor policy effectiveness.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Academic Honesty
PROCEDURE NO	VI-004
<i>Related Procedure</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	Procedural steps are required to insure adequate and proper dissemination to students, faculty, and staff and to insure consistent administration of policy.

PROCEDURE

The Academic Honesty policy statement, a definition of academic honesty, and procedures for dealing with policy violations will be published in the Jefferson College Catalog, Jefferson College Student Handbook, and the Jefferson College Faculty/Staff Handbook by the Dean of Student Services.

All faculty will fully disclose expectations for academic honesty in writing through a statement in course syllabi as distributed to students.

Academic honesty policy violations will be disciplined as described in the Jefferson College Student Handbook.

MONITORING: The Chief Academic Officer or the Vice President of Student Services shall distribute and monitor policy effectiveness.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Conditions for Administration of Continuing Education Services
PROCEDURE NO	VI-005
<i>Related Procedure</i>	<i>Board VI-004</i>
TYPE	Educational Programs
RATIONALE	Establishes Administrative Procedures for delivery of Continuing Education services.

PROCEDURE

1. Participating school district part-time continuing education coordinator(s) or contacts shall be agreed upon jointly by the participating school superintendents and the Jefferson College Dean of Career and Technical Education for employment by Jefferson College.
2. Instructors shall be selected based upon training, experience, availability, and interest in the program. Where State Department of Education approval or other state or local approval is required of the instructor(s), these standards shall be met.
3. Enrollment requires payment at the time of registration on a first-come, first-serve basis. Students must be 17 years of age or older for all courses unless otherwise indicated in the course description. Students ages 12-16 may enroll in adult courses if they are accompanied by a paid adult assuming responsibility for the student.
4. Generally, continuing education classes are to be self-supporting. The Dean of Career and Technical Education may restrict use of waivers for tours, seminars, and some courses. Class size shall ultimately be determined after examining expenditures and anticipated receipts.
5. General Refund Policy: Refunds must be requested by the student 48 hours prior to the start of class. Extenuating circumstance refunds must be documented and approved by the Coordinator of Continuing Education.

MONITORING: The Dean of Instruction through the Coordinator of Continuing Education

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson College

TITLE	Remuneration for Continuing Education Part-Time Personnel and Fees for Participating Schools
PROCEDURE NO	VI-006
<i>Related Procedure</i>	<i>Board VI-004</i>
TYPE	Educational Program
RATIONALE	Establishes remuneration rates

PROCEDURE

1. Participating school district coordinators will be paid \$1000 for each continuing education course that makes.
2. Continuing Education instructors may be paid in accordance with the rate set by Human Resources for such services or at market rate for instructors in the field (to be approved in cooperation with the Senior Director of Human Resources); a percentage basis; course enrollment; other.
3. Fees for maintenance services for Continuing Education may be paid to participating school district, if required, at a rate agreeable to both parties.

MONITORING: The Dean of Instruction, through the Director of Business and Community Development, Coordinator of Continuing Education and Senior Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Grant Development and Approval Process
PROCEDURE NO	VI-007
<i>Related Procedure</i>	<i>Board VI-010</i>
TYPE	Educational Program
RATIONALE	Assure appropriate authorization of project/program, quality of proposals, required matches, and compliance with college policy and procedures as well as stipulations of the grant.

PROCEDURE

Each Administrative Cabinet member shall be responsible for any specific proposal which will benefit his/her area. The Administrative Cabinet member may assign grant responsibility to a director, division chair, instructor or other staff member as deemed appropriate.

An employee seeking to apply for a grant should follow these steps:

1. Obtain the permission of the respective Dean to pursue the grant. Dean assigns a contact person for the grant.
2. The grant contact person completes the attached checklist with the Dean's assistance.
3. Dean emails the relevant grant proposal information with a short summary to the President's Team, and requests to be on the agenda of a Team meeting at the earliest possible opportunity to discuss it.
4. The Team will discuss the merits of the grant proposal as it relates to the institution's mission, strategic long-range plans, fiscal impact, human resources impact, and other impacts on the institution's resources.
5. The Team will determine the programs/services that might be impacted by the grant; authorize the grant application; and outline the steps to be taken by the grant author. These steps may include, but not be limited to:
 - a. Consulting with the Vice President of Finance and Administration or Controller for fiscal controls and budget impact
 - b. Consulting with the Human Resources Director for personnel impacts
 - c. Consulting with the Executive Director of the Foundation for possible in-kind match
 - d. Consulting with the Dean(s)/Supervisor(s) in those areas that may be affected by the grant
 - e. Consulting with the Director of Institutional Research for data needs

- f. Consulting with other institutional personnel or community representatives as appropriate.

The employee seeking the grant is responsible for:

1. The written narrative
2. Obtaining needed assurances and letters of support
3. Submitting the grant application
4. Creating a checklist of steps needed for the application process, ongoing record- keeping, formative and summative evaluations, and other reporting requirements

MONITORING: The Administrative Cabinet shall distribute and monitor policy effectiveness.

Reviewed / Approved by the Administrative Cabinet and the College President this 15th day of October in the year 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Student Assessment
PROCEDURE NO	VI-008
<i>Related Procedure</i>	<i>None</i>
TYPE	Educational Program
RATIONALE	Assessment is a prerequisite for proper course placement and is necessary to determine student progress toward course, program, and institutional objectives.

PROCEDURE

Jefferson College will assess the basic skills of all first-time or degree-seeking students for appropriate course placement. Students who have submitted ACT scores to the College will not be required to complete the COMPASS as part of the admissions process. All other first-time students shall take the COMPASS test to determine proper course placement during the admissions process. Basic academic skill levels are recommended for some course placements and are required for others, such as English composition and mathematics placement.

In addition, some students who are applying for financial aid may be required to take the COMPASS test in order to demonstrate ability to benefit.

Exceptions to this policy include: (a) students who have an earned associate's or higher college degree; (b) students who have completed the equivalent of English composition and college algebra at a previous institution of higher learning; and, (c) students enrolling for six hours or less and not enrolling in English composition or math courses.

Students are permitted to take the COMPASS test only once unless permission is obtained from the Director of the Learning Center/Assessment Services, Assessment Services staff, or high school/college advisors or instructors for a retake on the COMPASS test. Permission to retake the COMPASS is based on evidence that the first test administration was not an accurate or valid assessment of the student's skills. Per ACT guidelines, students are issued a two-test maximum within 90 days. Additional test administrations may be approved if there is a significant time lapse between the original test administration(s) and the student's current enrollment situation.

Jefferson College will assess the achievement of the students earning an award, certificate, or degree. Multiple measures are used to assess student achievement. Standardized instruments are one of the methods employed to assess the academic achievement of students eligible to obtain a certificate or associate degree. A written assessment plan is maintained by the institution, and student outcomes assessment is under the purview of the Assessment Committee.

MONITORING: Faculty, Associate Deans, Deans, Director of Learning Center/Assessment Services, Chief Academic Officer, Assessment Committee, and Curriculum Committee

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Final Course Grade Appeals
PROCEDURE NO	VI-009
<i>Related Procedure</i>	<i>None</i>
TYPE	Educational Program
RATIONALE	The Administrative Cabinet has adopted a policy to assure the opportunity for just and timely resolution of disputes arising from the assignment of final course grades. Procedures are necessary to carry out this policy.

PROCEDURE

The appeal procedure consists of an informal stage and a formal stage. Informal resolution must be pursued prior to initiating formal appeal. This procedure is applicable exclusively for resolution of final course grades.

Informal Grade Appeal Resolution

Upon receipt of the final course grade in question, the appellant (student) shall immediately contact the instructor of record to determine why the discrepancy exists between the grade expected and the grade received. This contact shall be in person whenever possible, and every effort must be made by both parties to satisfactorily settle the matter at this level.

Formal Grade Appeal Review Process

If the issue cannot be settled on an informal basis to the satisfaction of both parties, the appellant shall:

- Contact the instructor of record by delivery of a written request for a change in grade to the office of the appropriate Associate Dean no later than the end of the first week of the term following the receipt of the grade. The appellant must document in writing justification for requesting a change of grade. The instructor of record shall deliver a written response to the office of the appropriate Associate Dean within two school days following receipt of the written appeal, documenting the reason(s) for the determination of the grade.
- If the appellant is convinced the issue has not been justly resolved, or having failed to receive a written response by the instructor of record, he/she must file a written appeal of the decision with the appropriate Associate Dean by the end of the second week of the term following the receipt of the grade. The Associate Dean will inform the appellant in writing of his/her decision within two school days.

- If the appellant remains unsatisfied, he/she must, within two school days from the receipt of the Associate Dean's decision, file a written appeal with the Dean of Instruction. The Dean of Instruction will review all written statements and documentation and will pursue any other means deemed necessary to reach a decision on the appeal. The Dean of Instruction will, within two school days from the receipt of the appeal, inform the student and the instructor of record in writing of his/her decision. The decision of the Dean is final.

MONITORING: Chief Academic Officer, Dean of Instruction, Curriculum Committee

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Dual Credit for College Transfer Courses
PROCEDURE NO	VI-010
<i>Related Procedure</i>	<i>None</i>
TYPE	Educational Program
RATIONALE	An Administrative Procedure is required to assure compliance with the Administrative Policy.

PROCEDURE

The Chief Academic Officer will provide evidence demonstrating that the policy guidelines for the delivery of dual credit programs offered in high schools have been implemented. The institution will report annually to the Coordinating Board of Higher Education such information as:

- The number of sections offered.
- The number of students enrolled (duplicated headcount) per high school.
- The total by class (year in high school).
- The number of high schools served by dual credit and the number of sections in each.
- The student credit hour production (total for all dual credit and total by high school).
- The number of sections offered in mathematics, science, social science, and composition and humanities.
- Summary data on the performance of dual credit students.

MONITORING: Chief Academic Officer

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE PROCEDURES

Section VII – STUDENT SERVICES

<u>Procedure Number</u>	<u>Procedure Title</u>
◆VII-001	Transcribing Fees for Credit by Examination
◆VII-002	Services to Students with Disabilities
◆VII-003	Institutional Record of Student Complaints
◆VII-004	Attendance Policy Implementation
◆VII-005.01	Board of Trustees Scholarship Program
◆VII-005.02	Missouri Senior Citizen Scholarship
◆VII-006	Commencement Attire
◆VII-007	Official Email Communications - Students

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Transcripting Fees for Credit by Examination
PROCEDURE NO	VII-001
<i>Related Procedure</i>	<i>Board VII-002</i>
TYPE	Student Services
RATIONALE	Adoption of uniform fee for transcripting credit by examination

PROCEDURE

Policy is self-explanatory.

MONITORING: Registrar

Reviewed/Approved by the Administrative Cabinet and the College President this 12th day of August, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Services to Students with Disabilities
PROCEDURE NO	VII-002
<i>Related Procedure</i>	<i>Board VII-009</i>
TYPE	Student Services
RATIONALE	Support the Administrative Policy of providing reasonable accommodations to students with disabilities

PROCEDURE

1. The student is responsible for contacting the Accessibility Resource Office (ARO) to discuss potential eligibility and the process for accessing disability services.
2. The student schedules an appointment to complete the program forms.
3. The student provides the ARO with all requested and appropriate documentation. (If accommodations are needed for entrance placement, the student needs to schedule an appointment with the ARO Coordinator before meeting with an advisor or registering for classes.)
4. The ARO Accommodations Board reviews the documentation and makes a determination as to whether the student meets the criteria for reasonable accommodations. (If approved accommodations do not meet the expectations of the student, an appeal process is described in the ARO Policies and Procedures Manual, which is available on the College website under Student Support.)
5. The student meets with the ARO Coordinator or informs the ARO Office each semester to continue receiving accommodations.

MONITORING: The Vice President of Academic Affairs, through the Director of Learning Services shall monitor the procedures implementation.

Reviewed/Approved by the President's Leadership Council and the College President May 22, 2012.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Institutional Record of Student Complaints
PROCEDURE NO	VII-003
<i>Related Procedure</i>	<i>None</i>
TYPE	Student Services
RATIONALE	In accordance with guidelines established by College Policy and the Higher Learning Commission of the North Central Association of Colleges and Schools to comply with federal regulations, the College will maintain records of formal written student complaints.

PROCEDURE

A tracking system to record and track student complaints will be maintained in the Vice President of Student Services Office. The tracking system will contain the following information:

1. The date and office to which the complaint was first formally submitted to an appropriate officer - President, Associate Dean, etc. (who forwards to Chief Academic Officer), or member of the Administrative Cabinet;
2. The nature of the complaint (e.g. dispute about a grade, allegations of sexual harassment, etc.);
3. The steps taken by the College to resolve the complaint;
4. The College's final decision regarding the complaint, including referral to outside agencies; and,
5. Any other external actions initiated by the student to resolve the complaint, if known to the College (e.g. lawsuit, EEOC investigation, etc.).

After a formal complaint has been received and addressed by a designated officer, a report containing the information listed above will be prepared and forwarded to the Office of the Vice President of Student Services for entry into the College's Institutional Record of Student Complaints tracking system.

If, at any time, the designated officer receiving the formal complaint or the Vice President of Student Services determines that the complaint may involve criminal action, the complaint will be forwarded to the Public Safety Supervisor for action.

MONITORING: Vice President of Student Services

Reviewed/Approved by the Administrative Cabinet and the College President on August 12, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Attendance Policy Implementation
PROCEDURE NO	VII-004
<i>Related Procedure</i>	<i>Board VIII-003.2</i>
TYPE	Student Services
RATIONALE	Board procedure establishes guidelines for student class attendance and designates the Vice President of Student Services to monitor the implementation of those procedures.

PROCEDURE

Prior to implementing the attendance policy, all students should be advised of the attendance requirements for each course in which they are enrolled. The attendance expectation should be outlined in the course syllabus and it should be discussed sometime during the first week of class.

When a student is assessed to be in violation of the attendance policy, the instructor should inform the student that he or she is no longer to attend the class and should refer the student to the Class Attendance Policy as published in the Jefferson College General Catalog.

The instructor should notify the Vice President of Student Services Office in writing that the student is in violation of the attendance policy and that the student has been notified. Once informed, the Vice President of Student Services Office will formally advise the student in writing that he or she is not to return to class and that he or she must submit an official ADD/DROP form to Student Records to be officially withdrawn from the class.

In those cases where the student has stopped attending class and has not officially withdrawn from the course, the instructor may choose to implement the policy. If the instructor chooses to implement the policy, the Vice President of Student Services Office should be notified as soon as possible and the instructor should document the last of attendance and report it on the final grade roster. A letter of notification will then be forwarded to the student. If the instructor chooses not to implement the policy, the instructor shall document the last date of attendance or involvement in the class and report it on the final grade roster.

MONITORING: Vice President of Student Services

Reviewed/Approved by the Administrative Cabinet and the College President on August 12, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Board of Trustees Scholarship Program
PROCEDURE NO	VII-005.01
<i>Related Procedure</i>	<i>None</i>
TYPE	Student Services
RATIONALE	To insure the appropriate application of College policies in the use of instructional funds for scholarships awarded to students based upon a record of merit, achievements, leadership, talent, socio-economic background and good citizenship.

PROCEDURE

Scholarships provided through institutional funds are awarded to degree seeking students and are non-refundable unless otherwise indicated. The award value and specific awarding and renewal criteria are indicated by scholarship title (see Appendix A).

MONITORING: Awarding agents have been designated for each institutional scholarship. The Office of Admissions and Financial Aid shall perform the required student eligibility verification process.

Reviewed/Approved by the Administrative Cabinet and the College President on July 13, 2011.

APPENDIX A

List of Jefferson College Board of Trustee Scholarships

Title:	Achievement Scholarship
Value:	\$500, refundable to the student
Quantity:	Limited by the number of Board of Trustees Scholarship awards to A+ students.
Criteria:	Recipients shall be participating in the A+ Scholarship program and awarded a Board of Trustees Scholarship.
Requirements:	Recipients must complete the first year of study with at least 24 credit hours. Students who wish to be considered for this scholarship must choose between accepting the original Board of Trustees Scholarship awarded and the A+ Scholarship. The original Board of Trustees Scholarship may not be used to fund future semesters, should the student lose eligibility for the A+ and/or Achievement Scholarships.
Renewal:	The award renewal criteria will equal the renewal criteria of the original Board of Trustees Scholarship. Compliance with the financial aid minimum standards of academic progress is required.
Awarding Agent:	Admissions and Financial Aid

Title:	Adult Re-Entry Scholarship
Value:	Tuition
Quantity:	10 new, 10 renewable per academic year
Criteria:	Recipients shall be first time or continuing Jefferson College students who have chosen to return to school after a period of time. Recipients must reside in Jefferson County. Preference will be given to mature individuals who are single parents or who have chosen to pursue a non-traditional career path.
Requirements:	Recipients must be seeking a degree and are encouraged to enroll full-time each semester, but may receive the award if enrolled in a minimum of six credit hours.
Renewal:	Renewable for a second year with a 2.0 cumulative GPA and compliance with the financial aid minimum standards of academic progress.
Awarding Agent:	Admissions and Financial Aid

Title:	Art Scholarship
Value:	Tuition - 50% Tuition
Quantity:	6 new, 6 renewable per academic year
Criteria:	Recipients shall submit a portfolio for review to the Jefferson College Art Program. A letter of recommendation and a high school transcript should accompany the portfolio. Students interested in the art scholarship are encouraged to participate in the Jefferson College High School Art Exhibition.

Requirements:	Recipients must complete the first year of study with at least 24 credit hours.
Renewal:	Renewable with a 2.0 GPA and the recommendation of the recipient's art instructor. Compliance with the financial aid minimum standards of academic progress is required.
Awarding Agent:	Art faculty

Title:	Athletic Scholarship
Value:	Varies Quantity: Maximum of 24 Baseball, 16 Basketball, 14 Volleyball, 18 Soccer, 24 Softball (includes new and renewals)
Criteria:	Athletic Scholarship awards are made in accordance with the NJCAA standards and are offered to student athletes who have demonstrated an athletic talent as well as an ability to succeed academically. A Letter of Intent must be filed with the Financial Aid Office prior to awarding scholarships. Recipients of Athletic Scholarships must be enrolled full-time and participating in a varsity sport. Recipients may reside in or out of district.
Requirements:	Recipients must complete the first year of study with at least 24 credit hours.
Renewal:	Renewable for a second year, providing the student has met the NJCAA eligibility requirements, earned a required 2.0 cumulative GPA, and has earned the recommendation of the Athletic Director.
Awarding Agent:	Athletic program

Title:	Career and Technical Education - 50% Scholarship
Value:	50% Tuition
Quantity:	30 per academic year
Criteria:	Recipients shall be first-time, full-time students who have earned a high school diploma or GED and placed in the upper 50 percent of the graduating class or current or returning students who meet the established major and G.P.A. requirements.
Requirements:	Recipients must declare a career & technical education major and enroll in at least 12 credit hours each semester with a G.P.A. of 3.0 in their major field.
Renewal:	Non-renewable. The award shall be good for two semesters of the fiscal year that the scholarship is awarded. The student must complete the Application for Career & Technical Education Scholarship form.
Awarding Agent:	The scholarship will be offered to the recipient by a full-time teaching faculty member or an employee of Jefferson College, and should be awarded to a student who has declared interest in that particular major. If the student is an A+ student and will be using the A+ scholarship, he/she will not be eligible to receive the career & technical education scholarship. The scholarship cannot be combined with other tuition specific financial aid.

Title:	James Lee Chism Scholarship
Value:	Full Tuition
Quantity:	1 new, 1 renewal per academic year
Criteria:	The James Lee Chism Scholarship was established by the Board of Trustees in recognition of the service provided by James Lee Chism, a founding member of the Jefferson College Board of Trustees. The recipient shall be a recent graduate of a Jefferson County high school or reside in the county at the time of high school graduation.
Requirements:	Recipients must complete the first year of study with at least 24 credit hours.
Renewal:	Renewable for a second year with a 3.25 cumulative GPA.
Awarding Agent:	Admissions and Financial Aid

Title:	Drama Scholarship
Value:	Varies, up to the cost of Full Tuition
Quantity:	2 new, 2 renewable per academic year
Criteria:	Recipients must demonstrate superior ability in the dramatic arts and may be either a new or returning Jefferson College student. Each year one scholarship is designated to recognize acting ability, while the other is awarded to a student for his/her technical theater experience. Recipients shall be a recent graduates of a Jefferson County high school or reside in the county at the time of graduation.
Renewal:	The scholarships are renewable with a 2.0 GPA and the recommendation of the recipient's drama instructor. Compliance with the financial aid minimum standards of academic progress is required.
Awarding Agent:	Drama faculty

Title:	GED Scholarship
Value:	Tuition
Quantity:	15 new, 15 renewable per academic year
Criteria:	Recipients shall be first-time or continuing students who have chosen to return to school after obtaining the Certificate of High School Equivalency (GED). Applicants who have demonstrated superior ability and achievement on the GED test will be considered for this award. Applicants must achieve a minimum GED score of 2800 for consideration. Preference is given to those achieving the highest standard scores. When scores are equal, financial need is considered. Recipients of this award must reside in Jefferson County.
Renewal:	Renewable for a second year with a 2.0 GPA and compliance with the financial aid minimum standards of academic progress.
Awarding Agent:	Admissions and Financial Aid

Title:	Ray Henry Scholarship
Value:	Full Tuition
Quantity:	1 new, 1 renewable per academic year
Criteria:	The Ray Henry Scholarship was established by the Board of Trustees in recognition of the service provided by Dr. B. Ray Henry, a former president of Jefferson. The recipient shall be a recent graduate of a Jefferson County high school or reside in the county at the time of high school graduation and rank in the top 25 percent of the graduating class.
Requirements:	Recipients must be enrolled full-time each semester and must complete the first year of study with at least 24 credit hours.
Renewal:	Renewable for a second year with a 3.25 cumulative GPA
Awarding Agent:	Admissions and Financial Aid

Title:	Honors "Top Ten" Scholarship
Value:	Full Tuition
Quantity:	Unlimited
Criteria:	Recipients shall have maintained a high school class rank in the top ten percent, after six or seven semesters. Recipients shall be recent graduates of a Jefferson County high school or reside in the county at the time of graduation. Home-schooled students who reside in Jefferson County are eligible for the Honors Scholarship with an ACT composite score in the 90 th percentile.
Requirements:	Recipients must complete the first year of study with at least 24 credit hours.
Renewal:	Renewable for a second year with a 3.25 cumulative GPA
Awarding Agent:	Admissions and Financial Aid

Title:	Jefferson Scholarship
Value:	Full Tuition
Quantity:	15 per academic year
Criteria:	Recipients must rank in the top 50% of the graduating class and be recent high school graduates. The Jefferson Scholarship may be awarded to students residing in-district or out-of-district.
Requirements:	Recipients must complete the first year of study with at least 24 credit hours.
Renewal:	Renewable for a second year with a 3.25 cumulative GPA.
Awarding Agent:	Jefferson College Scholarship Committee, Admissions and Financial Aid

Title:	Mathematics Scholarship
Value:	Full Tuition
Quantity:	2 new, 2 renewable
Criteria:	Recipients shall be graduates of a Jefferson County high school or be a graduate of a home-schooled program who resides in Jefferson County, and must participate in the Annual Jefferson College Mathematics Contest.

	Scholarship(s) shall be awarded to the two highest scoring Seniors who plan to attend Jefferson College.
Requirements:	Recipients must complete the first year of study with at least 24 credit hours.
Renewal:	The scholarships are renewable with a 3.25 GPA and the recommendation of the recipient's mathematics instructor or the Math & Science Division Chairperson. Compliance with the financial aid minimum standards of academic progress is required.
Awarding Agent:	Math & Science Associate Dean

Title:	Music Scholarship
Value:	Varies
Quantity:	Varies
Criteria:	Recipients shall be students majoring in instrumental or vocal music at Jefferson College. An audition with the faculty is required. Scholarships are awarded to students with musical talent and a proven ability to succeed academically.
Requirements:	Recipients must complete the first year of study with at least 24 credit hours.
Renewal:	Renewable with a 2.5 GPA and the recommendation of the recipient's music instructor. Compliance with financial aid minimum standards of progress is required.
Awarding Agent:	Music faculty

Title:	President's Scholarship
Value:	Full Tuition
Quantity:	10 awarded, 10 renewable per academic year
Criteria:	Recipients shall rank in the top 25 percent of the graduating class and be a recent graduate of a Jefferson County high school or reside in the county at the time of graduation.
Requirements:	Recipients must complete the first year of study with at least 24 credit hours.
Renewal:	Renewable for a second year with a 3.25 cumulative GPA.
Awarding Agent:	Admissions and Financial Aid

Title:	Science Scholarship
Value:	Full Tuition
Quantity:	2 new, 2 renewable per academic year
Criteria:	Recipients shall indicate intent to major in a science-related field (i.e. biology, chemistry, physics, genetics, etc.) and complete the Jefferson College Board of Trustees Science Scholarship application. Recipients shall be recent graduates of a Jefferson College high school or reside in the county at the time of graduation.
Requirements:	Recipients must complete the first year of study with at least 24 credit hours.

Renewal:	The scholarships are renewable with a 3.25 GPA and the recommendation of the recipient's science instructor or the Math & Science Division Chairperson. Compliance with the financial aid minimum standards of academic progress is required.
Awarding Agent:	Math & Science Associate Dean

Title:	Special Opportunity Academic Award
Value:	Full Tuition
Quantity:	10 new, 10 renewable per academic year
Criteria:	Recipients shall be students who rank in the top half of their graduating class or have achieved a minimum GED test score of 2800. Recipients must come from a disadvantaged socio-economic background. Preference will be given to students participating in the Jefferson College Student Support Services program, Project Success and to students who have demonstrated financial need.
Renewal:	Renewable for a second year with a 2.0 cumulative GPA and compliance with the financial aid minimum standards of academic progress.
Awarding Agent:	Admissions and Financial Aid

Title:	Charles Studyvin Scholar/Leader Award
Value:	Full Tuition, Books and Lab Fees
Quantity:	1 awarded per academic year, 1 renewal
Criteria:	The Charles Studyvin Scholar/Leader Award was established by the Board of Trustees in recognition of the 22 years of services provided by Charles Studyvin, former President of the Jefferson College Board of Trustees. The recipient shall demonstrate scholarship, academic promise, leadership, and potential for a future leadership role.
Requirements:	Recipients must complete the first year of study with at least 24 credit hours.
Renewal:	Renewable for a second year with a 3.25 cumulative GPA
Awarding Agent:	Jefferson College Scholarship Committee

Reviewed / Approved by the Administrative Cabinet and the College President on July 13, 2011.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Missouri Senior Citizen Scholarship
PROCEDURE NO	VII-005.02
<i>Related Procedure</i>	<i>None</i>
TYPE	Student Services
RATIONALE	To insure the appropriate application of college policies in the use of institutional funds for scholarships awarded to students based upon a record of merit, achievements, leadership, talent, socio-economic background, and good citizenship.

PROCEDURE

Available as of January 1, 1999, through the Missouri General Assembly in House Bill No. 1694, section 173.241 (applies only to college credit courses as outlined below): Any Missouri resident who is at least 65 years of age on or before August 1 of the school year may take courses at Jefferson College tuition free. Proof of age (i.e. birth certificate, driver's license) must be provided to the Office of Admissions and Financial Aid.

The scholarship covers the cost of tuition. The student is responsible for the cost of lab fees, supplies, and textbooks. The student must complete the regular admission process of the college and pay the one-time, non-refundable \$20.00 admissions application fee.

All course pre-requisites must be met. Enrollment is limited to non-credit (audit) and is available based on space availability. High demand courses for degree-seeking students may be restricted. This scholarship enrollment will not count toward the minimum course enrollment level required to offer a course. The Senior Citizen Scholarship recipient may not register for classes until the Friday before classes begin.

To apply, complete the Jefferson College Senior Citizen Scholarship Application. Applicants will be accepted throughout the year. There is no deadline for this award. Contact the Office of Admissions and Financial Aid.

MONITORING: The Director of Admissions and Financial Aid

Reviewed/Approved by the Administrative Cabinet and the College President on August 12, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Commencement Attire
PROCEDURE NO	VII-006
<i>Related Procedure</i>	<i>None</i>
TYPE	Student Services
RATIONALE	To insure the appropriate attire for Commencement exercises.

PROCEDURE

Additional ornamentation beyond those specifically listed below requires prior approval from the Commencement Subcommittee. Requests must be received at least one month prior to Commencement.

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|--|-----------------------|
| • Students graduating with honors (3.50 or higher) | Gold Honor Cords |
| • Honors Program Graduates | Purple Cords |
| • Phi Theta Kappa | Stole/Cord/Tassel/Pin |
| • National Technical Honor Society | Stole/Tassel |
| • Veteran Status | Red-White-Blue Cord |
| • Radiologic Technology Honor Society | Forest Green Cord |
| • Respiratory Therapy | Program Cord |
| • Nursing (PNE & RNR) | Program Pins |
| • Occupational Therapy Assistant (OTA) | Program Pin |
| • Physical Therapist Assistant (PTA) | Program Pin |
| • Radiologic Technology | Program Pin |
| • Veterinary Technology (VET-Tech) | Program Pin |

The institutional honor cords (Honors Program and graduation with honors) will be distributed through the Vice President of Student Services Office at the Honors Recognition Ceremony.

Phi Theta Kappa honor stoles/cords/tassels and National Technical Honor Society stoles/tassels may be purchased through the Jefferson College Bookstore (with prior approval from the Phi Theta Kappa and National Technical Honor Society advisors).

All program-related cords and pins will be purchased and distributed through that program. When multiple tassels are available to the graduate, only one tassel will be worn.

MONITORING: The Vice President of Student Services and the Senior Director of Enrollment Management/Registrar.

Reviewed/Approved by the Administrative Team and the College President on this 10th day of April in the year 2015.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Official Email Communication - Students
PROCEDURE NO	VII-007
<i>Related Procedure</i>	<i>None</i>
TYPE	Student Services
RATIONALE	Establishing procedures for acquiring and accessing College provided email.

PROCEDURE

Upon enrolling for college-credit, continuing education, or adult education/GED classes, the institution will provide email services for all students. To insure effective and timely communication of important information from the College, all students are expected to check their email regularly.

MONITORING: Deans

Reviewed/Approved by the Administrative Cabinet and the College President on May 10, 2010.

ADMINISTRATIVE PROCEDURES

Section VIII – BUSINESS OPERATION

<u>Procedure Number</u>	<u>Procedure Title</u>
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- | | |
|-----------|---|
| ◆VIII-001 | Acquisition of Computer Hardware and Software |
| ◆VIII-002 | Mileage Reimbursement |
| ◆VIII-003 | Cell Phones |
| ◆VIII-004 | Campus Security and Fire Safety |
| ◆VIII-005 | Publication Services User Requirements |
| ◆VIII-006 | Website |
| ◆VIII-007 | Social Media Networking |
| ◆VIII-008 | Travel and Expense |
| ◆VIII-009 | Animals on Campus |

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Acquisition of Computer Hardware and Software
PROCEDURE NO	VIII-001
<i>Related Procedure</i>	<i>Board VIII-003</i>
TYPE	Business Operation
RATIONALE	Procedures are necessary to implement the policy on this subject.

PROCEDURE

1. Faculty are encouraged to consult in advance with personnel in the Department of Instructional Support and Academic Computing before configuring hardware changes or when planning to add hardware or software to their labs or classrooms. Computers, SmartBoards, and other audiovisual equipment are considered hardware and software under this section.

Staff and faculty are encouraged to consult in advance with personnel in the Computer Center before configuring hardware changes or when planning to add hardware or software to their office computing equipment.

2. Requisitions for academic hardware and software shall be signed by the appropriate budget manager and forwarded directly to the Director of Instructional Support and Academic Computing review to ensure compatibility with College systems. Requisitions for administrative hardware and software shall be signed by the appropriate budget manager and forwarded directly to the Director of Telecommunications and Network Management for review to ensure compatibility with College systems.
3. The Director of Instructional Support and Academic Computing will sign off on academic computing items and the Director of Telecommunications and Network Management will sign off on administrative items and forward the requisitions to the Director of Purchasing for processing. The Directors will use the following decision criteria and processes for the review:
 - a. Assure compatibility with College use and network
 - b. Assure compatibility of software with capabilities of host PC
 - c. Assure purchase is being made at the lowest cost
 - d. Determine level of support required from computer personnel
 - e. Advise requestor of level of support
 - f. Update College inventory of hardware and software
4. Computer equipment will be bid at least annually in the fall as funds are available in order to comply with the College academic schedule. Exceptions to this schedule must be approved by the President.

5. Licenses for hardware and software for academic computing will be kept in the Instructional Support and Academic Computing Office.

Licenses for hardware and software for administrative computing will be kept in the Telecommunications and Network Management Office.

MONITORING: Administrative Cabinet, Budget Managers, Director of Information Technology

Reviewed / Approved by the Administrative Cabinet and the College President on August 12, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Mileage Reimbursement
PROCEDURE NO	VIII-002
<i>Related Procedure</i>	<i>Board VIII-017</i>
TYPE	Business Operation
RATIONALE	Procedures are necessary to implement the policy on this subject

PROCEDURE

The mileage reimbursement rate will be reviewed for change twice each fiscal year; once on June 1 and again on December 1. The Controller will ascertain the Federal Government's rate for mileage reimbursement on June 1 and December 1 of each year and implement that rate as the College's rate on July 1 and January 1 respectively. The Controller will notify College faculty and staff of any change in the rate. Faculty and staff will be reimbursed at the rate in effect as of the date of their travel.

MONITORING: Controller and Vice President of Finance and Administration

Reviewed / Approved by the Administrative Cabinet and the College President on August 12, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Cell Phones
PROCEDURE NO	VIII-003
<i>Related Procedure</i>	<i>None</i>
TYPE	Business Operation
RATIONALE	Procedures are necessary to implement the policy on this subject

PROCEDURE

1. The acquisition of all cell phones and pagers shall be approved by the Vice President of Finance and Administration and respective Deans.
2. The Vice President of Finance and Administration shall be consulted prior to the acquisition of, or committing to a plan renewal, for a cell phone or pager.
3. Cell phones provided by the College are intended for College-related business use. Employees will reimburse the College for any personal calls or other uses associated with increased costs of cell phone usage.

MONITORING: Deans and Vice President of Finance and Administration

Reviewed/Approved by the Administrative Cabinet and the College President on August 12, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Campus Security and Fire Safety
PROCEDURE NO	VIII-004
<i>Related Procedure</i>	<i>None</i>
TYPE	Business Operation
RATIONALE	Procedures are necessary to implement the Campus Security and Fire Safety policy.

PROCEDURE

These procedures identify to students and others the methodology for reporting criminal actions or other emergencies occurring on Jefferson College property. Crime reporting on college campuses is mandated by the federal Crime Awareness and Campus Security Act of 1990. Compliance with this act, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, provides students and families with the information they need to make informed decisions.

Reportable Crimes

Reporting of the following crimes is mandated by the Clery Act:

- Murder/non-negligent Manslaughter
- Negligent manslaughter
- Forcible sex offenses (including forcible rape)
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Arrests for:
 - Illegal weapons possession
 - Drug law violations
 - Liquor law violations

To Report a Crime

Accurate and timely reporting of all crimes to the Public Safety Department and to the Jefferson County Sheriff's Office is required. Contact the Public Safety Department at extension 500, or the Public Safety cell phone 314-630- 8381, or the Public Safety pager at 314-205-5210. The Jefferson County Sheriff's Office main phone number is 636-797-5000. If the situation warrants, call 911 for the Jefferson County emergency dispatching.

Alternately, crimes may be reported to the following designated Jefferson College *Crime Security Authorities*:

Title/Office	Phone Extension	Building Location
President	3101	Administration
VP – Finance & Administration	3120	Administration
Dean of Instruction	3400	Technology Center
VP – Student Services	3200	Student Center
Director of Learning Services	3154	Administration
Director of Buildings & Grounds	3501	Buildings & Grounds
Supervisor of Public Safety	3503	Buildings & Grounds
Public Safety Department Personnel	3500	Buildings & Grounds
Director of Student Housing	636-789-2968	Viking Woods Office
Viking Woods Student Housing Employees	636-789-2968	Viking Woods Office
Director of Athletics	3386	Field House
Athletic Department Coaches	3394	Field House
Advisors to Student Organizations	Various	Various

The *Campus Security Authority* will assist the individual reporting a crime to the Jefferson County Sheriff’s Office if appropriate. They can also assist victims with off-campus referral services through local hospitals, mental health agencies, and other support organizations. A Campus Security Authority will also assist the victim with changes in academic and/or campus living arrangements if desired and if available.

Voluntary Confidential Crime Reporting

A victim of a crime may not want to pursue action within the College system or the criminal justice system, but may still want to consider making a confidential report. With the victim’s permission, the Public Safety Supervisor or a Campus Security Authority can file a report on the details of the incident without revealing the victim’s identity. The purpose of a confidential report is to comply with the victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine if there is a pattern of crime with regard to a particular location, method, or assailant, alert the campus community with Timely Warnings of potential danger, and take appropriate measures to minimize the chances of reoccurrence. Also, reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Crime Reporting to the Jefferson County Sheriff’s Office

The College Public Safety Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the Jefferson County Sheriff’s Office (call 911), or at the branch office located on the Hillsboro Campus. Because police reports are public records under state law, the Jefferson County Sheriff’s Department cannot hold reports of crime in confidence.

Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to other College Campus Security Authorities, as previously identified. A Campus Security Authority will assist the individual with a Sheriff's Department report and other needed services if requested.

Campus and Facility Access

College faculty and staff have access to the campus and its facilities at all times; however, their presence may be questioned by Public Safety personnel. The College is monitored by Public Safety personnel 24 hours a day. Students and visitors may access the facilities whenever they are open. Visitors should inquire at the administrative office in each building where classes are conducted so as not to disrupt the educational processes. Again, Public Safety personnel have the right to question the presence of individuals on campus, especially during the off-hours.

Campus Law Enforcement Authority and Jurisdiction

The Public Safety Department is under the command of the Public Safety Supervisor (ext. 503) who is assisted by other public safety personnel. The Public Safety Supervisor reports to the Director of Buildings & Grounds (ext. 500), and ultimately to the Vice President of Finance and Administration (ext. 120). The purpose of the Public Safety Department is to provide assistance, protective, and safety services to the campus community to provide a safe and secure environment within the campus. To accomplish these purposes, the Department enforces the rules of the College and works closely with local law enforcement authorities for the enforcement of the laws of the State of Missouri and the protection of those freedoms set forth in the constitution of the United States. Department personnel provide service and assistance in a courteous and professional manner. The Department personnel discharge their duties within the scope of the College's mission as a degree-granting institution of higher education.

Department personnel are empowered to monitor individual conduct and to issue fines for violations of campus traffic regulations. Department personnel are not permitted to carry firearms. Department personnel shall request the assistance of the Jefferson County Sheriff's Department (or in the case of the Viking Woods apartments, the city of Hillsboro Police Department) in the event of criminal action on campus and defer any arrest or official investigation of a crime to the Sheriff's Department personnel. Furthermore, the Jefferson County Sheriff's Department has a satellite office on the Hillsboro campus for the convenience of its deputies. Sheriff's deputies access their office on the Hillsboro campus grounds 24 hours a day. The Jefferson College Public Safety Department personnel maintain a close working partnership with the Sheriff's Department officers.

The Viking Woods student housing apartment complex is adjacent to the Hillsboro campus but within the City of Hillsboro's jurisdiction. Therefore, the City of Hillsboro Police Department has jurisdiction at the Viking Woods student housing apartment complex and shall be contacted for assistance in the event of criminal activity.

Dissemination of Information

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of Public Safety Supervisor, constitutes an ongoing or continuing threat, a campus wide Timely Warning will be issued. The warning will be issued through the college electronic STARS bulletin board to students, faculty, and staff and posted at strategic locations throughout the affected areas.

The Public Safety Supervisor communicates with the Sheriff's Office and local police departments to ensure prompt and efficient coordination of safety activities. In addition, campus software can interrupt all campus- networked computers to flash warning messages on the monitors. Also, the voice-sound siren systems at the Hillsboro campus can alert the entire campus.

Annual Disclosure of Crime Statistics

Campus Security Authorities routinely submit Incident Reports of reported crimes to the Public Safety Supervisor in a timely manner. Annually in the spring, the Public Safety Supervisor contacts local law enforcement agencies for pertinent information regarding reported crimes on public property adjacent to, and easily accessible from, campus property. All reportable crimes from the previous calendar year are then summarized and forwarded to the Office of Research and Planning. The Director of Research and Planning compiles and categorizes these data in the Annual Security and Crime Statistics Report that is submitted electronically each year to the U.S. Department of Education. By October 1st each year, a formal, written report is posted on the college website at:

http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=81&Itemid=84

Furthermore, by October 1st, a written notice that includes information about the content and method for accessing the Annual Security and Crime Statistics Report and all other required federal disclosures is mailed directly to each currently enrolled student and employee via the campus email system. A written copy of the notice is provided to all students and employees who apply.

MONITORING: President, Administrative Cabinet, and designated Campus Security Authorities

Reviewed / Approved by the Administrative Cabinet and the College President on August 12, 2009.

ADMINISTRATIVE PROCEDURES
The Community College District of Jefferson County

TITLE	Publication Services User Requirements
PROCEDURE NO	VIII-005
<i>Related Procedure</i>	<i>None</i>
TYPE	Business Operation
RATIONALE	The quality and consistency of printed materials directly affect the image of the College. In order to maintain a highly positive image of Jefferson College and sustain an identity that is consistent, professional, and easily recognizable, all institutional publications must follow established policies and standards.

PROCEDURE

Visual/Graphic Design Standards

The Marketing and Public Relations department is responsible for maintaining the visual image and identity of Jefferson College. It establishes basic standards and has authority for sustaining integrity and unified image throughout the full range of visual communication and graphic design.

To accomplish this objective, all institutional departments and divisions should submit graphic design projects to Marketing and Public Relations for preparation when ANY of the following conditions exist: (1) project is intended for public/external audience (anyone other than a current Jefferson College employee or student), or (2) requires any color other than black, or (3) includes postal regulations such as post cards and business reply mailers, or (4) requires oversized (11x17 or larger) or special paper other than bond. Excluded are material(s) with an internal audience including class handouts, tests, syllabi, campus only events, correspondence, and memos.

Marketing and Public Relations 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 and reviewed by Marketing and Public Relations prior to printing.

External Use of College Logo

Any outside individuals, entities, or other organizations what wish to use the logo(s) of Jefferson College must first obtain written permission from the Director of Marketing and Public Relations.

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.

Prioritizing of Projects

Graphic design services are available to faculty and staff on the following basis:

- First priority is given to the production of major college publications requiring a significant amount of creative attention to design. They are incorporated into the annual Publication Services Production Schedule.
- Second priority is given to the production of short-term projects that require a minimum of creative design and staff involvement, completed in order of submission.

All projects must be requested a minimum of 2 weeks prior to the date needed. Materials will be produced as expeditiously as possible on a first come/first served basis. Deadlines and dates of upcoming events will determine the sequence of projects within each priority category.

Public Use of Services

The Marketing and Public Relations department will produce materials for events that are sponsored or co-sponsored by Jefferson College, but will generally be unable to provide services for community groups or private individuals.

Use of Equipment

Equipment housed in the Marketing and Public Relations department will not be available for loan to faculty, staff, or students without the written permission of the Director of Marketing and Public Relations.

Graphics Copyright Compliance

Adherence to copyright laws is mandatory. Obtaining written permission to use copyrighted materials shall be the responsibility of the faculty or staff member requesting the production of said materials. A copy of the letter of permission will be kept on file in the Marketing and Public Relations department. Since most clip art used in the Marketing and Public Relations department is from a copyrighted subscription service, any college faculty or staff member may use the clip art for college purposes, but personal use would constitute a copyright violation.

Requesting Services

Whenever a college faculty or staff member wishes to request services from the Marketing and Public Relations department, a "Publication Services Request Form" must first be completed and signed by the appropriate supervisor and Dean. This form will be attached to accompanying publication information provided by the department or individual requesting the project.

All text must be submitted in electronic form via e-mail and attached as hard copy to the "Publication Services Request Form." Submitted copy must be in "finished form" meaning it is to be a final, proofed copy as opposed to merely a draft copy of the text.

The appropriate supervisor's and Dean's signatures will indicate approval of all submitted text and assurance that the content is in compliance with college policies.

Adherence to the Style Manual Guidelines

To enhance the image of the college and establish a strong, easily recognizable "look" to all college publications, all publications to be distributed off-campus must follow the guidelines set forth in the Jefferson College Style Manual which was approved by the Administrative Cabinet.

Proofreading of Publications

It will be the responsibility of the department or individual requesting the project to proofread the final copy of all productions. The Marketing and Public Relations department will create the publication design, proof the design for accuracy and apply the college logo consistently, utilize standard college terminology, include the appropriate college policy statements, date the publication, and provide written directions for printing.

The requesting department or individual will mark revisions to be made; Publication Services will revise the publication as indicated, and the department or individual requesting the project will sign approval on the revised proof.

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.

MONITORING: The President, through the Director of Marketing and Public Relations, shall distribute and monitor procedure effectiveness.

Reviewed / Approved by the Administrative Cabinet and the College President on August 12, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Website
PROCEDURE NO	VIII-006
<i>Related Procedure</i>	<i>None</i>
TYPE	Business Operation
RATIONALE	The Jefferson College website represents Jefferson College, its divisions, services, offices, or other units as well as officially registered Jefferson College students, faculty and staff organizations. The quality of information published on the web directly affects the image of the College. In order to maintain a high quality image of Jefferson College and maintain an identity that is consistent, professional, and easily recognizable, information published electronically on the web must follow established policies and standards.

PROCEDURE

The Director of Marketing and Public Relations and the Webmaster will have overall responsibility for the creation, organization, and design of the web site. The Webmaster will monitor the policies, standards, and guidelines established for web publishing, making suggestions for updates as needed. The Webmaster will also respond to the College Web site technical requests and inquiries.

All officially constituted divisions, departments, programs, committees, administrative departments, Jefferson College faculty and staff, and College-approved student organizations are eligible to participate. It is the responsibility of each individual submitting material for publication to obtain approval from his/her supervisor and appropriate Dean.

Individuals (page owners) submitting web material will be responsible for their web page content. Appropriateness of content is based on lawfulness, truthfulness, and compliance with College policy. Page owners are also responsible for deleting web page content when it is no longer relevant or accurate. Copyright and photo permissions shall be the responsibility of each page owner. The Webmaster shall approve and/or create all photos or graphic content used on the web site. Using present College policy and procedures for publication, the Administrative Cabinet members are responsible for what their divisions publish.

When students enroll for academic credit at Jefferson College, their graduation requirements are governed by the catalog in effect at the time of their enrollment. As such, the most recent version of the General Catalog published on the Jefferson College web site is the official “catalog of record” for new students.

Violations of the Website policy and procedures by students or faculty and staff will be responded to by the appropriate Administrative Cabinet member.

MONITORING: Webmaster, Director of Marketing and Public Relations, President

Reviewed/Approved by the Administrative Cabinet and the College President on August 12, 2009.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Social Media Networking
PROCEDURE NO	VIII-007
Related Procedure	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	In order to communicate via social media sites in a consistent, professional manner, the College should develop clearly defined guidelines pertaining to account creation, content, account maintenance, and other operational issues.

PROCEDURE

Account Creation and Authorization

In order to create an official Jefferson College social media account, individuals must complete a Social Media Account Application, requiring written approval from their immediate supervisor, their respective dean, and the Social Media Team (appointed by the Director of Marketing and Public Relations).

Account Guidelines

Jefferson College has established the following guidelines for official social media accounts:

- All official social media accounts will have at least two Jefferson College employees as account administrators.
- Jefferson College employees identified as account administrators are responsible for managing and monitoring content of their accounts.
- Account administrators are responsible for removing content that may violate the College's social media user guidelines and content policy.
- The Jefferson College Social Media Team will provide guidance and assistance to individuals and groups designing and implementing social media accounts.

Personal Use and Social Networking

Personal and professional interaction on social media sites must be kept separate. Personal use of social media sites by employees should only take place on personal time and should not take place while performing professional duties and responsibilities during normal business hours.

When someone is identified with social media at Jefferson College as a professional, they are expected to behave appropriately and conduct themselves in a manner consistent with Social Media Administrative Policy and Procedures.

When identified as a Jefferson College employee, individuals:

1. Should not engage in social media activities that might bring Jefferson College into disrepute.
2. Should act in a transparent manner when utilizing Jefferson College social media.
3. Should not use social media in any way to attack or abuse the institution or colleagues.
4. Should not post derogatory or offensive comments on the social media accounts.

Any social media activities associated with work for Jefferson College should be approved in advance by an employee's immediate supervisor.

Content Guidelines

When participating in College-endorsed social networking activities, individuals should adhere to the following content guidelines:

Content Respect

- *Respect Others:* Sexist, racist, offensive, obscene, sexually explicit, illegal, derogatory and other discriminatory posts, comments, images or videos will be removed immediately. Users are free to discuss topics and disagree with one another, but maintaining a respectful environment is expected. Ensure that proper permissions are obtained prior to posting images or videos of individuals.
- *Respect Yourself:* For safety and security, refrain from sharing personal contact information (home phone numbers, mailing addresses, personal email addresses, etc.).
- *Respect Jefferson College:* Offensive, derogatory and other discriminatory posts, comments, images or videos that attack individual faculty, staff or students will be removed immediately. Users are free to post topics that are honest in nature about their experience at Jefferson College, but content should not be personal.
- *Respect Intellectual Property:* It is very important at Jefferson College to respect intellectual property and follow copyright policies. When posting text, images, or video, ensure that proper permissions are obtained and that proper credit is given when required.

Content Submissions

- Use good judgment about content and respect privacy laws. Do not include confidential information about the college, its faculty, staff, or students.
- Individuals may post freely any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise damaging, or illegal.
- Representation of personal opinions as being endorsed by the college or any of its organizations is strictly prohibited. Individuals may not use the Jefferson College name to promote any opinion, product, cause, or political candidate.

- By posting content to any social media site, individuals agree that they own or otherwise control all of the rights to that content, that their use of the content is protected fair use, that they will not knowingly provide misleading or false information, and that they assure and hold the College non-liable for any claims resulting from the content.
- Jefferson College reserves the right to remove any content for any reason, including, but not limited to, content that is deemed threatening, obscene, a violation of intellectual property rights or privacy laws, or is otherwise damaging or illegal.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. • Individuals shall cease from utilizing information and conducting activities that may violate local, state, or federal laws and regulations. • Outdated material or unused accounts or pages shall be removed.

MONITORING: Department Supervisors, Webmaster/Computer Services, Marketing and Public Relations Director, Social Media Team, and President

Reviewed/Approved by the Administrative Cabinet and the College on May 10, 2010.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Travel and Expense
PROCEDURE NO	VII-008
<i>Related Procedure</i>	<i>None</i>
TYPE	Business Operation
RATIONALE	Procedures are necessary to implement guidelines for employees conducting official College business or incurring travel costs at the College's expense.

PROCEDURE

Policy Statement

The College will reimburse travel expenses that are reasonable and necessary for business purposes of the College. Additionally, all travel expenses must be documented and conform to applicable laws, sound business practices, and common sense. This procedure and its documentation requirements apply to all employees, consultants, guest lecturers, interview candidates, and others who seek payment of travel expenses from Jefferson College, regardless of the account to which their expenditures are budgeted or recorded or the type of funding supporting such expenses.

Reason for Policy/Purpose

The purpose is to provide broad guidelines for official business travel in accordance with applicable regulations and sound business practices.

Who Needs to Know these Guidelines

All faculty, staff, and individuals conducting official College business.

What this Policy/Procedure Covers

- General Permitted Expenses
- Specific Types of Expenses
- Required Approvals and Authorizations
- Required Documentation and Submissions
- Travel Agencies
- Travel Advances
- Additional Information

Specific provisions in Restricted Grant Fund agreements may govern travel and other expenses on those awards and take precedence over the College's Travel and Expense Policy to the extent they are more limiting or require additional documentation. Exceptions to this policy must first be approved by the Budget Manager, and then by the Vice President of Finance and Administration.

General Permitted Expenses

Individuals conducting official College business or incurring travel costs at College expense are expected to exercise the same care in incurring expenses as a prudent person would in spending personal funds. If an employee has any doubts about the appropriateness of an anticipated travel expense, the employee should consult with their supervisor in advance of incurring the expense, and may also consult with the Vice President of Finance and Administration regarding the application of this policy. Any non-allowed or excess expenses and/or advances are the responsibility of the employee, and must be promptly repaid if initially paid from College funds.

Specific Expenses

- *Air Travel* - Travelers should select the least costly air route, considering advance purchase rates and airline discounts. At the traveler's discretion, other potential savings opportunities may be considered (e.g., Savings of a Saturday night stay outweighs the incremental costs of lodging and meals).

Travel paid with grant funds may have different/additional restrictions. Travelers are encouraged to contact the Business Office prior to making any plans or reservations for air travel using restricted grant funds.

Travelers may fly business class if any one scheduled flight segment is longer than five (5) hours, provided they have prior written approval from their Budget Manager or approval source.

The traveler is responsible to check for any budgetary, cost containment, grant restrictions, laws, etc., prohibiting such class of travel.

Travelers are encouraged, wherever practical and possible, to utilize electronic tickets (e-tickets) to reduce expense and limit the possibility of loss or theft of paper tickets.

- *Hotels* - Travelers are encouraged to utilize hotels that offer Government/College rates (or use personal discounted rates such as AAA, etc.).
- *Automobile* - All travelers must have a valid U.S. driver's license and be at least twenty-one years of age.

Travelers must receive written authorization from their supervisor and/or budget manager before requesting a vehicle.

In the event a traveler is notified late of a meeting date and cannot acquire written authorization from a supervisor or a budget manager, a verbal authorization for travel will be accepted by the designated car rental service to gain access to an automobile.

In the event that travel is canceled or terminated early the traveler should notify the designated car rental service immediately.

Travelers should use the following criteria to determine category of vehicle to use when traveling on College business. If you are unsure which type of vehicle to use, please refer to mileage calculator on the Jefferson College website.

- *Personal Vehicle* - Use personal vehicle when the anticipated length of the trip is less than 100 miles (at employee discretion, people traveling, etc.).

If personal vehicles are used, Jefferson College reimburses actual mileage incurred at the standard IRS mileage rate. If the mileage reimbursement amount exceeds the rental cost, the College will only reimburse the traveler the rental vehicle cost or the total cost for use of a personal vehicle on a business trip limited to economy airfare whichever is the least expensive.

Only one person in a private vehicle may make a claim for reimbursement. Reimbursement requests for use of a personal car must include the purpose of the trip, date, location, receipts for tolls and parking, and recorded mileage.

Travelers using personal automobiles to travel on official College business must maintain adequate liability insurance for their protection and for the protection of any passengers.

Travelers will not be reimbursed for any repairs to their personal cars even if these costs result from College business travel.

- *Lease Vehicle* - Use a rental vehicle when the anticipated length of the trip is greater than 100 miles.

When renting a vehicle, travelers should reserve a vehicle by calling Enterprise Car Rental (636) 931-1976.

When traveling alone, car rental should be a compact or mid-size vehicle. Travelers will not be reimbursed for specialty rental vehicles (e.g., luxury, sports utility, convertible, etc.) except in unusual circumstances. The appropriate Budget Manager must approve in writing, in advance, any such unusual circumstance.

In the U.S. and Canada, travelers should not purchase Collision Damage Waiver (CDW) or Liability Damage Waiver (LDW) insurance offered by car rental agencies. The College provides this coverage.

Prior to signing and assuming responsibility for a rental vehicle, all employees must visually inspect the vehicle, and identify any damage to the vehicle.

Employees must return all rental vehicles with the same amount of fuel that the vehicle had at the time of rental. (Travelers have the option of signing for a fuel card in the

Business Office during normal business hours prior to their trip. Or, employee can pay for the fuel themselves and be reimbursed through a Travel Expense Voucher. Travelers must be sure to retain detailed receipts for reimbursement.)

Jefferson College employees using personal automobiles to travel on official College business must maintain adequate liability insurance for their protection and for the protection of any passengers.

Employees involved in an accident while traveling on College business must report the accident immediately to the local police department, and then notify the College's Public Safety Office (636) 797-3000, ext. 500. If a rental car was involved, the rental company should also be notified. Travelers are encouraged to visit STARS to access the College's designated car rental service.

- *Meals & Entertainment* - Reasonable meal costs will be reimbursed. Claims should be submitted on a Travel Expense Voucher, and include actual receipts showing itemized summary of costs.

Each attendee's name, title or affiliation, the business purpose, and matter discussed should be included. For group functions, it is helpful to provide additional supporting documentation such as a copy of the announcement, the invitation list, and final number of attendees.

- *Family* - Jefferson College will not pay or reimburse business travel or entertainment expenses for family members or friends who accompany College employees or students on College business, except in unusual circumstances. The appropriate Budget Manager must approve in writing, in advance, any such unusual circumstance.

Required Approvals and Authorizations

The primary responsibility for review and approval of all Jefferson College business travel expenses rests with the supervisor who is fiscally responsible for the organization unit to which the expenditures will be charged. No one may authorize reimbursement of his or her own business travel expenses.

Required Documentation and Submissions

A Jefferson College Travel Expense Voucher should be completed, approved, and submitted to the Business Office for reimbursement of travel expenses within five (5) business days of the completion of travel.

All travel payments must be substantiated, preferably by dated, original receipts with proper explanations, including descriptions of the times and/or dates when the expenses were incurred, and the business purpose of the expense.

Travel Agencies

Jefferson College does not endorse the use of any particular travel agency to assist the College with official travel including air, rail, and hotel.

Travel Advances

All travelers are eligible for advances of \$100 per day up to a maximum of \$750 per week for reasonable out-of-pocket travel expenses.

The College's Travel Advance Policy allows travelers to request advances in the form of a Jefferson College check, issued by Accounts Payable, two (2) weeks prior of travel dates. (An Order for Payment, with appropriate signatures of approval, should be submitted to Business Office at least five (5) business days prior to issuance of the requested travel advance check.)

Travel advances must be accounted for on a Travel Expense Voucher in five (5) business days after return. Any excess advance funds must be repaid at the time travel expense reimbursement form is submitted. Unaccounted travel advances have personal income tax consequences for the traveler.

Additional Information

The following types of expenses, if reasonable and necessary for College business purposes, and if properly documented, are examples of expenses that may be payable or reimbursable as defined in this Policy.

Allowable Expenses

- Air and rail travel may also include change or cancellation penalties imposed by the airlines if due to unavoidable circumstances (supporting documentation must be supplied)
- Car rental, gasoline, and oil for rental vehicles
- Ground transportation, including taxi and public transportation fares, mileage for personal vehicles, parking fees, and tolls
- Laundry/dry cleaning during trips longer than five (5) calendar days
- Lodging Meals while on official College business
- Miscellaneous luggage storage and valet
- Non-employee travel costs (job applicants, guest lecturers, consultants and others)
Registration and fees for attendance at approved conferences and seminars
- Taxes associated with transportation, lodging and meals (Sales Tax Letters are available in the Business Office)
- Telephone, faxes, and data transfer by modem
- Tips (reasonable and customary amounts on meals, lodging and transportation)

- Travel to and from airport – calculated at the rate per mile established by the IRS (If a second party drives the traveler to an airport and picks him/her up after the trip, the traveler may be reimbursed for two (2) roundtrips, but not more than the costs of other available means of transport)

Non-Allowable Expenses

The following are examples of non-payable/non-reimbursable expenses. This should be considered a partial listing.

- Airline club membership fees – annual membership for charge cards, fees, interest, and/or late charges associated with personal credit cards
- Alcoholic beverages
- Car washes
- Clothing
- Commuting costs to/from home and normal place of business
- Costs incurred by unreasonable failure to cancel reservations
- Dependent care, lawn care, maid service and pet care
- Excessive tipping
- Fines or tickets resulting from traffic, parking, or other violations
- Golf or tennis court fees, membership in country, tennis or golf clubs, or any sporting equipment, except when part of a pre-authorized group
- Haircuts
- Life, accident, or flight insurance premiums
- Lost, broken or stolen property (including luggage, brief cases, or laptops)
- Newspapers, magazines, and books
- Expenses that have been or will be paid or reimbursed by an outside source

MONITORING: President, Deans and Budget Managers

Reviewed / Approved by the Administrative Cabinet and the College President July 14, 2010.

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Animals on Campus
PROCEDURE NO	VIII-009
<i>Related Policy</i>	<i>None</i>
TYPE	Business Operation
RATIONALE	Establishes Administrative Procedure regarding parameters for animals on campus

PROCEDURE

Jefferson College supports the use of service animals and support animals on campus by those with disabilities as allowed by law and in accordance with this Procedure. Students with questions about the use of service animals or support animals should refer to this Procedure and/or visit the Accessibility Resources Office (ARO). Employees should contact the Office of Human Resources.

Generally, animals under the control of an adult (i.e., 18 years or older) are permitted on College property, but are not permitted within College-owned buildings or facilities with the exception of the following circumstances:

- Animals used in the College's Veterinary Technology program for instruction.
- Employees who reside on-campus may have an animal within their residence or any outdoor spaces on campus.
- Animals used in official College events as approved by the overseeing vice president.
- Animals that serve as an accommodation for a disability, such as service animals trained to assist persons with disabilities, or support animals in campus housing.

The College recognizes that, as outlined below, pets may be walked in outdoor public spaces and that activities or events on campus may involve animals with the appropriate approvals.

Service animals are working animals and are restricted to dogs that are specifically trained to engage in work or a task directly related to support their handler's disability, such as guiding an individual who is blind, alerting an individual who is deaf, pulling a wheelchair, alerting an individual with diabetes if they need to take insulin, or alerting a person of an impending seizure or PTSD episode. In some cases, a miniature horse may also qualify as a service animal. Any other animals, whether wild or domestic, trained or untrained, are not service animals.

Animals that serve solely to provide a crime deterrent effect, or to provide emotional support, comfort, or companionship are not service animals under the law. Access of service animals on campus is governed by the Americans with Disabilities Act as Amended in 2008 (ADAAA) and

Section 504 of the Rehabilitation Act of 1973, while Emotional Support Animals is governed by Housing and Urban Development (HUD) and the Fair Housing Act.

Service animals have the same rights of access anywhere on campus, in accordance with their handler's rights to access, with limited expectations based on health or safety issues, such as certain laboratories and food preparation areas. Service animals are considered an extension of their handler and should be with that person and leashed or harnessed at all times, unless there is a disability related reason why a leash, harness, or tether is not possible.

Service animals are not required by law to wear a vest or harness designating them as a working animal, although many handlers do so to signal to others that their animal is working and is not to be considered a pet. There is no state or federal registry of service animals, or agencies that provide approval.

Students

- A. **Service Animals**: Students with disabilities who wish to bring a service animal to the College campus – including residential facilities, classrooms, and other College facilities – may do so without prior approval. However, students are strongly encouraged to reach out to the College's Accessibility Resource Office (ARO) to ensure that their experience bringing the animal to campus is smooth. Additionally, students with service animals who plan to live in residential facilities are also strongly encouraged to inform Residence Life that they plan to have a service animal living with them. Advance notice of a service animal for residential facilities may allow more flexibility in meeting a student's needs including notifying roommates.

- B. **Emotional Support Animals**: Students who wish to bring an emotional support animal into residential facilities as an exception to the Policy must go through the reasonable accommodation application process with the Accessibility Resource Office (ARO). While student accommodation requests will be accepted and considered at any time, requests should be made as far in advance as is reasonably possible before the student intends to bring the animal to campus in order to ensure timely consideration. An emotional support animal will not be allowed until formal approval has been received. Housing will allow one ARO-approved support animal per student resident.
 1. Upon receipt of request for an emotion support animal, the ARO will engage in the interactive process as part of the accommodation approval procedure with the student to determine if the use of the animal is a reasonable accommodation. This is an individualized assessment and determinations will be made on a case-by-case basis.
 2. In order for an emotional support animal to be considered as a reasonable accommodation for a student with a qualified disability, the request must include supporting documentation from a professional physician, psychiatrist, social worker, or other licensed mental healthcare provider (on letterhead and signed) and generally include the following information:

- A current diagnostic statement that identifies the disability, including date of initial and most current diagnosis, and a description of the functional limitation or symptoms of the disability affecting the student;
 - Information regarding the relationship between the disability and the relief the animal provides; and,
 - Information that demonstrates the animal is necessary in order for the student to use and enjoy his/her on-campus living arrangement.
3. Emotional support animals that have been approved as a reasonable accommodation must be contained in the owner's residence or walked in appropriate outdoor spaces. Students are not permitted to bring emotional support animals into classrooms, meetings, or other College facilities and events.

Visitors

- A. **Service Animals**: Visitors are permitted to bring service animals onto campus and into College buildings, classrooms, residential areas, meetings, dining areas, recreational facilities, activities, and events without prior approval subject to the standards outlined below.
- B. **Emotional Support Animals**: Visitors may not bring emotional support animals into College facilities.

Employees

- A. **Service Animals**: Employees with disabilities who wish to bring a service animal to a part of the College campus that is not their workspace – including residential facilities, event spaces, and other College facilities – may do so without prior approval as “Visitors” (above). Employees with disabilities who wish to bring a service animal with them as they perform their work duties on behalf of the College must participate in the interactive process with Human Resources. The interactive process is used to determine whether an appropriate reasonable accommodation, such as a service animal, is available and necessary for an employee to perform the essential functions of their position, as set forth by the ADA.
- B. **Emotional Support Animals**: Employees may not bring emotional support animals into campus facilities unless the employee is required to live on campus, in which case they will be permitted in the employee's residence only, and follow the same rules as outlined above (see B.3 above) as students who reside on campus. Exceptions may be granted in some circumstances as a reasonable accommodation.

Inquiries Regarding Service Animals

In general, College employees should not ask about the nature or extent of a person's disability. However, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, the handler may only be asked by College employees the following:

- If the animal is required because of a disability, and
- What work or task the animal has been trained to perform related to a disability.

The handler should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal except as part of ARO or HR processes stated elsewhere in this policy.

Areas Off Limits to Animals Except for Support Dogs on a Case-by-Case Basis

While service animals are generally allowed to go anywhere on campus that the handler is allowed to go, there are certain areas where the presence of any animal fundamentally alters the nature of a program or activity or is disruptive. Examples of the areas that are off limits to animals include:

- Laboratories: The natural organisms carried by dogs and other animals may negatively affect the outcome of science lab experiments. At the same time, the chemicals and/or organisms used in the labs may be harmful to animals.
- Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms, and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- Food Preparation Areas: Food preparation areas are off limits to animals per health codes.
- Areas Where Protective Clothing is Necessary: Any room requiring protective eye wear or clothing is off-limits to animals. Examples impacting students include the kiln, chemistry laboratories, wood shops, welding lab, automotive shop, and metal/machine shops.
- Areas where there is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor; where there is a high level of dust; or where there is moving machinery is off-limits to animals.

Questions regarding support dogs being allowed in the above areas will be determined on a case-by-case basis and should be directed to the Accessibility Resource Office or Human Resources.

Responsibilities for the Handler of Service Animals and/or Emotional Support Animals

1. The handler must be in full control of the animal at all times.
2. The handler must keep the animal on a harness, leash, or other tether unless this would interfere with the animal's ability to safely and effectively perform its duties. In such cases, the animal must still be under the handler's control through voice control, signals, or other effective means.

3. The handler must assure the animal does not display any behaviors or noises that are unduly disruptive to others in the environment or for service animals in classrooms or on campus.
4. The animal may not fundamentally alter the nature of the College's operations or pose an undue financial or administrative burden to Jefferson College.
5. The handler must immediately remove and properly dispose of any animal waste.
6. All animals must be in compliance with county and/or city licensing laws and have up-to-date vaccinations and have a record from a veterinarian of a clean bill of health. The owner is responsible for providing documentation of licensing and vaccination information.
7. The owner/handler, not Jefferson College, is responsible for the actions of their animal, including bodily injury or property damage or cleaning costs that exceed regular campus expenses. Any damage caused by the animal that necessitates replacement or repair of damaged furniture, walls or carpet (beyond regular wear and tear), or extra cleaning due to poor animal hygiene, will be charged to the owner/handler.

Removal of a Service Animal and/or Emotional Support Animal

A Jefferson College official may require an owner/handler to remove a service animal from the campus premises for the following reasons:

1. If the animal is unruly or disruptive or out of control and the handler/owner does not take immediate effective action to control the animal.
2. If the animal is not house broken.
3. If the owner/handler fails to properly clean up and dispose of the animal's waste.
4. If the animal is ill or in poor health.
5. If the animal poses a substantial and direct threat to the health and safety of others, and the threat cannot be reduced or eliminated by a reasonable accommodation. There are no automatically excluded breeds and an inherent fear of an animal is not sufficient reason to have it removed.

Requirements for the College Community

Members of the College community are required to abide by the following practices:

1. Allow a service animal to accompany its owner at all times and in all places on campus, except where specifically prohibited.

2. Do not touch or pet a service animal unless invited to do so.
3. Do not feed a service animal.
4. Do not deliberately startle a service animal.
5. Do not inquire for details about a person's disabilities or ask a person with a qualifying disability to demonstrate the work or task performed by their service animal.

Conflicting Disabilities

If a third-party requests that a service animal be removed due to a medical condition, such as a respiratory disease, asthma, or severe allergy, that is affected by the service animal, Jefferson College will engage in an individualized assessment of the situation and consider the needs of all parties in meeting its obligation to provide reasonable accommodations. The third party making such a request may be required to provide medical documentation that will allow a determination to be made as to whether the conflicting condition is a disability or only an impairment and if there is a need to provide accommodation to the third party.

MONITORING: Vice President of Academic Affairs, Vice President of Student Services, and Senior Director of Human Resources

ADMINISTRATIVE PROCEDURE
The Community College District of Jefferson County

TITLE	Modifications to Physical Facilities
PROCEDURE NO	IX-001
Related Procedure	<i>Board IX-004</i>
TYPE	Buildings and Grounds
RATIONALE	An Administrative Procedure is required to carry out the Administrative Policy on this same subject.

PROCEDURE

When a modification to the physical facilities of the College is desired, the employee must complete a "Request for Maintenance Service" form, obtain approval and signatures of his/her supervisor and respective Dean, and submit the form to the Buildings and Grounds department. Every effort will be made by the Buildings and Grounds department to comply with the request, budget and time permitting, and in consideration of the factors mentioned in the Administrative Policy. Sufficient notice must be given to the Buildings and Grounds department to complete the request.

It may be necessary for the Buildings and Grounds department to contract the work to outside vendors. At no time will employees of the College contract with others to perform modifications to the physical facilities of the College or do so by themselves without prior approval from the Director of Buildings and Grounds and Vice President of Finance and Administration. Modifications to physical facilities are defined as wall painting and papering, installing (non-temporary) signage, building trades work (electrical, plumbing, carpeting, etc.), plantings, installing/replacing window coverings and the like.

MONITORING: Deans, Vice President of Finance and Administration, and Director of Buildings and Grounds

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009