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**GENERAL ADMINISTRATION**

**Policy 1110**

**Calendar Requirements**

**Academic Calendar**

The President/designee will develop and submit to the Board an academic calendar. In developing the academic calendar, the President/designee will seek advice from all appropriate groups.

The academic calendar will establish the dates of all activities the College requires for academic purposes.

(Approved 2/24/04)

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**Equal Opportunity**

The College is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The College further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, sexual orientation, disability, age, gender, or national origin.

The College's equal opportunity policy extends to prohibitions against unlawful harassment of students, employees or community members because of the individual's race, color, religion, disability, age, gender, or national origin. This prohibition against harassment includes, but is not limited to, disparaging comments, written material, physical assaults, verbal threats, and offensive pranks.

The Director of Human Resources, Human Resources Office, Hopkins Student Services Center (660) 596-7484, and the Dean of Student and Academic Support Services, Student Services Office, Hopkins Student Services Center, (660) 596-7393, will serve as the Compliance Officers for Section 504, Title VI, Title VII, Title IX, Age Discrimination and Americans with Disabilities Act issues. The Hopkins Center is on the Sedalia campus of SFCC, 3201 W. 16th Street, Sedalia, MO 65301. Employees and members of the public should contact the Director of Human Resources with issues related to these areas. The Dean of Student and Academic Support Services will handle issues from students.

All complaints of violation of this policy will be promptly investigated and appropriate action will be taken.

(Approved 7/25/05; revised 2/27/12)

## **GENERAL ADMINISTRATION**

## **Policy 1210** **(Regulation 1210)**

### **Equal Opportunity**

#### **Civil Rights, Title IX, Section 504**

The College assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e et seq., which prohibits employment discrimination based on race, color, religion, sex, and national origin.
3. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
4. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the College does business.
5. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
6. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The College shall appoint an administrator(s) to assure compliance with Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. The College may designate one employee to serve as both the Title IX and Section 504 Compliance Officer. In that case, the individual must assume the responsibilities of both officers. Those responsibilities are outlined in Regulation 1210.

It is the policy of the College to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner. Regulation 1210 provides mechanisms for the resolution of grievances/complaints by employees, citizens and/or students relating to discrimination under Section 504 and Title IX. For issues pertaining to freedom from harassment, refer to Policy and Regulation 2130 – Harassment, and Policy and Regulation 4810 – Sexual Harassment.

(Approved 2/24/04)

**Equal Opportunity**

**Title IX Sexual Harassment Policy and Grievance Process**

In keeping with State Fair Community College’s commitment to non-discrimination, as noted in Policy 1200, and in compliance with Title IX of the Education Amendments of 1972 (“Title IX”), as amended, 20 USC 1681 et seq., which states that “no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance,” a process for reporting and addressing formal complaints of sexual harassment as a prohibited form of sexual discrimination has been adopted and is outlined in Regulations 1211.

The SFCC Title IX Sexual Harassment and Grievance Process includes:

- Contact information for the designated administrator (or, Title IX Coordinator) through which formal complaints are made;
- The scope of behavior to be reviewed through the Title IX Sexual Harassment and Grievance Process;
- A clear and consistent description of the key aspects of the grievance process;
- The identification of personnel who may have a role in the Title IX Sexual Harassment and Grievance Process;
- The resolution options available to Complainants when a reported incident does not meet the Title IX Sexual Harassment and Grievance Process criteria.

(Approved July 2020)

**GENERAL ADMINISTRATION**

**Policy 1310**

**College/Community Relations**

**Relations with Law Enforcement Authorities**

State Fair Community College will cooperate fully with law enforcement agencies in promoting the welfare of the College's students, staff and community.  
(Approved 2/24/04; revised 1/2014)

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**GENERAL ADMINISTRATION**

**Policy 1320**  
**(Regulation 1320)**

**College/Community Relations**

**Community Use of College Facilities**

College facilities are available for community use when facilities are not required for instructional or administrative purposes. Use of College facilities is subject to approval of the community group's application and is subject to conditions established by the College as set forth in administrative regulations.

To the extent that College facilities are available for community use, such facilities will be open, under the same terms and conditions, to all community groups. Where community groups are permitted to use college facilities under this policy, the College will not unlawfully discriminate against groups based upon the group's religious, political or philosophical content of the speech at such meetings.

(Approved 2/24/04)



## **GENERAL ADMINISTRATION**

**Policy 1330  
(Regulation 1330)  
(Form 1330)**

### **College/Community Relations**

**Owner – President**

**Contact – Executive Director of Marketing and Communications**

### **Public Access**

The college was established as an educational institution. Unregulated activities at any college location by individuals or groups may unreasonably interfere with the objectives of the college.

### **Loitering**

Individuals or groups on college property will identify themselves upon request and will be required to abide by all college policies, regulations and procedures, as well as local ordinances and state and federal laws. Any individual or group who disrupts traffic on campus, obstructs access to campus locations, restricts educational programs through utilization of space required for regularly enrolled students, or creates a danger to students or a hazard to property, may be requested to leave college property.

### **Expressive Activities**

State Fair Community College, as required by law, allows for groups and individuals to engage in Expressive Activities in the outdoor areas of college grounds. “Expressive Activities” are defined to include, but are not limited to, all forms of noncommercial peaceful assembly, protests, speeches, distribution of literature, carrying signs, and circulating petitions.

### **Use of Facilities**

Campus and off-campus organizations interested in utilizing space inside buildings will follow Policy and Regulation 1320, Community Use of College Facilities.

### **Advertising on Campus**

Campus and off-campus groups, organizations and individuals interested in advertising on campus will follow Regulation 9500, Advertising on Campus.

(Approved 11/5/15)

**College/Community Relations**

**Owner – President**

**Contact – Executive Director of Marketing and Communications**

**Political Activity on Campus**

All uses of college property for political purposes or in the context of political issues will maintain the neutrality of the college.

No person shall make any contribution or expenditure of any college funds to advocate, support or oppose any ballot measure or candidate for public office. The use of college property to host candidates or sponsor events on an unbiased and nonpartisan basis for educational purposes is permissible with approval of the college President.

No person shall make any endorsement for a political candidate or ballot measure on behalf of the college or imply that such endorsement exists. No employee of the college shall engage in any activity promoting his or his own candidacy for public office during any hours in which he or she is acting on behalf of the college.

Political activities on college grounds shall occur in accordance with Regulation 1330-Expressive Activities.

**Use of Facilities**

Political entities interested in utilizing classrooms, meeting rooms or entire buildings will follow Policy and Regulation 1320, Community Use of College Facilities.

**Advertising on Campus**

Political entities interested in advertising on campus will follow Regulation 9500, Advertising on Campus.

(Approved 9/17/15)

**GENERAL ADMINISTRATION**

**Policy 1332**

**College/Community Relations**

**Prohibition Against Firearms and Weapons**

The presence of firearms and weapons poses a substantial risk of serious harm to College students, staff and community members. Therefore, possession of firearms and weapons is prohibited on College premises at all times except for law enforcement officials in the line of duty.

(Approved 2/24/04; revised 6/2013)

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**GENERAL ADMINISTRATION**

**Policy 1333**  
**(Regulation 1333)**

**College/Community Relation**

**Use of Alcoholic Beverages on Campus**

The serving of alcoholic beverages is permitted on college property or facilities only when approved by the college president. Guidelines shall be developed in consultation with the SFCC Foundation and the Daum Museum of Contemporary Art, and shall clearly specify areas, times and circumstances under which the service of alcohol is legal and appropriate and shall fully protect the rights of others. This policy will be implemented at the direction of the president.

In compliance with the Drug Free Schools and Communities Act Amendments of 1989, an annual assessment of the college's alcohol policy shall be conducted.

The possession, sale, and consumption of alcoholic beverages is not permitted in College-owned housing facilities.

(Approved 4/28/08)

**College/Community Relations**

**Research**

The Board believes that College studies and experimentation in areas such as community surveys, student characteristics and follow-up, instructional improvement, plant utilization and financial analysis will assist the College in meeting the educational needs of the community. The College will participate in regional, state and national studies which are consistent with the College's educational mission.

Requests for use of College students or human resource needs will be reviewed by the President/designee for their appropriateness. Approval will be based upon the nature of the research, availability of resources, protection of individual identity and applicable state and federal laws. See also Policy 1410 – Protection of Student Rights.

(Approved 2/24/04)

## **GENERAL ADMINISTRATION**

**Policy 1350**  
**(Regulation 1350)**

### **College/Community Relations**

#### **Public Access to College Documents**

The College provides public access for the inspection and copying of the College's public records. As a general practice, the College requires advance payment of a copy fee which does not exceed ten (10) cents per page for pages not larger than nine by fourteen inches and a search and duplication fee that does not exceed the average hourly rate of pay for College clerical staff. However, copies of the College's public records may be provided without a fee or at a reduced fee when it is determined by the Board that a reduction is in the public interest. In assessing fee reductions, the Board will consider the potential that the reduction will significantly contribute to public understanding of the College's operations and will consider the degree of commercial value to be gained by the person requesting a fee reduction. In accordance with state law, search time that would require more than clerical duplication of documents may be charged at the actual cost of research time.

Similarly, the College will provide public access for inspection and duplication of the College's public records maintained on audio, video or similar media. Public access includes but is not limited to computer facilities, recording tapes, discs, video tapes, films, pictures, slides, graphics and illustrations. The College requires advance payment not to exceed the cost of copies, staff time (not to exceed the average hourly rate of pay for clerical staff), and the cost of the disc or tape used for duplication.

In order to facilitate public access to the College's public records, the Board has appointed its Recording Secretary as Custodian of Records. The Custodian of Records will be responsible for maintaining the College's public records as well as for assuring access to the College's public records. The identity, business address, and office telephone number of the Custodian of Records will be published annually and will be available at the College President's Office. The procedures for implementing public access provided in this policy are set forth in Regulation 1350.

(Approved 8/23/04)

## **GENERAL ADMINISTRATION**

**Policy 1352**

### **College/Community Relations**

#### **Document Retention and Destruction**

The College is subject to various federal and state laws and guidelines affecting the retention and destruction of records. Each College department ensures its own compliance with record retention requirements in accordance with federal and state guidelines that are applicable to the department.

The College's record retention rules are in accordance with the Community College Records Manual provided by the Missouri Secretary of State. It can be accessed at <http://www.sos.mo.gov/archives/localrecs/schedules/college.asp>.

(Approved 1/25/10)

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**GENERAL ADMINISTRATION**

**Policy 1360**

**College/Community Relations**

**Community Involvement in Decision Making**

The Board of Trustees recognizes that many residents of the District may be especially qualified to take an active part in College affairs because of their training, experience, or personal characteristics, and it encourages their participation.

The Board shall give substantial weight to the advice it receives from individuals and community groups interested in the College, but shall use its own judgment in arriving at decisions.

(Approved 3/3/05)

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**GENERAL ADMINISTRATION**

**Policy 1370**

**College/Community Relations**

**Gift Acceptance**

The Board of Trustees delegates authority to accept gifts on behalf of the College to the College President. The State Fair Community College Foundation delegates authority to accept gifts to the Executive Director of the Foundation. The Foundation Executive Director will withhold approval pending a review by the President when gifts are restricted for new College programs, gifts are of real property or gifts create a substantial or unique obligation on the part of the Foundation and/or College.

(Approved 1/22/07)

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## **GENERAL ADMINISTRATION**

**Policy 1380**  
**Regulation 1380**

### **College/Community Relations**

#### **Public Complaints**

Although no member of the community shall be denied the right to petition the Board of Trustees for redress of a grievance, the complaints will be referred through the proper administrative channels by the Dean of Student and Academic Support Services for solution before investigation or action by the appropriate parties. Exceptions are complaints that concern Board actions or Board operations only.

(Approved 2/24/04; revised 1/24/14)

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**GENERAL ADMINISTRATION**

**Policy 1390**

**College/Community Relations**

**Volunteers and Community Advisory Groups**

The Board of Trustees recognizes the value and service of volunteers and advisory groups. As a matter of practice, the College must provide policies and procedures appropriate for various volunteer activities and services conducted on and off-campus in support of the College's mission.  
(Approved 1/23/06)

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**Private, State and Federal Programs Administration**

**Protection of Student Rights**

All materials that will be used in connection with any student survey, analysis or evaluation shall be available for inspection. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The College will give students notice of their rights under this policy, including the right to opt out of participating in activities that concern any of the above eight areas.

(Approved 2/24/04)

**Private, State and Federal Programs Administration**

**Private, State and Federal Grants**

Where appropriate the College will seek to participate in private, state and federal grant programs as recommended by the Executive Leadership Team and approved by the Board of Trustees.

Grants from outside agencies are to be related to the needs and priorities of the College in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, in-service education, or capital improvement. Grants may lead to research and development that will be of value to the College. All such funds will be deposited, accounted, and reported through the College's Business Office. The Board directs that the Administration maintain financial and program records to document the compliance with all state and federal requirements and to corroborate program success.

All employees of the College who plan to apply to an outside agency (private, corporate or governmental) for grants or other types of funds for College use must clear the request with the President/designee before preparing an application.

Grants cannot be accepted that would require College expenditures not budgeted in the current fiscal year without Board approval. College funds may not be obligated in advance for future years by the terms of a grant without prior Board approval.

(Approved 2/24/04)

**GENERAL ADMINISTRATION**

**Policy 1430**

**Consumer Information**

**Compliance**

Federal and state agencies require community colleges to disseminate specific information to students and other stakeholders. The Dean of Student and Academic Support Services will be responsible for that dissemination and for ensuring the information is accurate, timely and appropriate.

(Approved 2/28/19)

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**GENERAL ADMINISTRATION**

**Policy 1510**

**Administrative Organization and Roles**

**Administrative Reports**

The Board of Trustees may require reports from the President and other administrators concerning the status of College programs, educational needs and long-term College planning. The Board will take steps to monitor the success of the College in achieving its educational objectives.

(Approved 2/24/04)

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## **GENERAL ADMINISTRATION**

**Policy 1520**  
**(Regulation 1520)**

### **Administrative Organization and Roles**

#### **College President**

The College President is the chief administrative officer of the College. The President, under the direction of the Board of Trustees, is responsible for the general supervision of the College and all College personnel. The President is the chief executive officer of the Board and shall be responsible to the Board for the execution of the policies, rules and regulations and directives given by the Board.

The College President is the authorized representative and signatory for all official matters pertaining to the College.

The President may delegate authority for operation of the College to other College officers and administrators.

(Approved 8/23/04)

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**Administrative Organization and Roles**

**College President's Contract**

The College President may be employed by the Board of Trustees for a term of from one (1) to three (3) years. The terms of the President's employment will be contained in a written contract signed by the President, the Board President and the Board Secretary. During the term of the President's contract, the amount of compensation and benefits provided in the contract may not be changed without the mutual consent of both parties.

**Termination of the College President**

The employment of the President terminates upon expiration of the President's contract. The decision to extend the President's contract or to deny such extension lies in the total discretion of the Board.

In addition, and as provided in the President's employment contract, the President's contract may be terminated by mutual consent, termination for cause, incapacity or death.

(Approved 8/23/04; revised 12/18/18)

**Administrative Organization and Roles**

**Evaluation of the College President**

The Board of Trustees will evaluate the performance of the College President by March in each contract year. The President's evaluation will be based, in part, upon the President's annual goals provided to the Board of Trustees at the beginning of each fiscal year. The evaluation process also will include a 360 degree evaluation completed by members of the President's Executive Leadership Team, College Council, direct reports and other individuals as relevant. The Secretary of the Board will facilitate the evaluation process.

(Approved 2/24/04; revised 12/18/18)

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**Administrative Organization and Roles**

**Distributed Decision-Making**

The State Fair Community College Board of Trustees recognizes the strength and expertise of its faculty and staff, and based on the principles of Continuous Quality Improvement and Shared Leadership, empowers employees to make decisions to improve service to our community and our stakeholders and to innovate, within the limits of SFCC policy and regulation. This empowerment and distributed decision making is fostered through the College Council and the Executive Leadership Team, the Quality Improvement System, and various other opportunities for employee participation.

**College Council**

The College Council is a shared-leadership, representative body comprised of faculty, staff and students. The council's function is to assist the President in planning for the future of the College, to work collectively toward the achievement of the College's enduring strategic goals, to advise the President on matters of administrative policy and regulation, to provide input on budget assumptions and priorities, and to ensure institutional effectiveness in all of the College's endeavors. *See regulation 1524* (approved 2/28/19)

**Executive Leadership Team**

The Executive Leadership Team (ELT) is comprised of campus administrators and other employees who serve on the ELT at the discretion of the president. The primary mission of the ELT is to provide ongoing communication and oversight to achieve the organization's operational goals, including budgeting, monitoring operational metrics, operational planning and execution of those plans, representing the college to external stakeholders, ensuring the college maintains accreditation and other standards of quality, and implementing policies and regulations. *See regulation 1525*

**Quality Improvement System**

The Quality System is managed by the Office of Institutional Effectiveness. Its primary mission is to integrate Continuous Quality Improvement principles throughout SFCC and to maintain alignment of quality initiatives with the college vision, mission, and values and with criteria for accreditation.

The Quality Improvement System is steered by a Quality Improvement Committee, which assists the college in identifying Departmental Projects and Quality Initiatives. Project Teams and Quality Initiative Teams are groups tasked with meeting the objectives of a project/quality initiative. Membership on a team is determined by the Project Leader and should include representatives of all stakeholder groups in a given project or initiative. Quality Management Reviews will be held quarterly to review budgetary indicators, update assessment of key performance indicators, and to prioritize and allocate resources in the planning of quality initiatives. *See regulation 1526*

**Standing Committees**

Standing committees are permanent working groups that have an on-going mission. While membership on a standing committee will change, the mission will remain constant. Standing committee membership is by invitation and should be inclusive of all constituencies, including faculty, staff, students and community members, as appropriate to the mission of the committee. The Executive Leadership Team may establish standing committees with the purpose of implementing policies and regulations or to otherwise carry out operational duties; the College Council may establish standing committees with the purpose of revising or creating policies and regulations or to otherwise achieve its mission. Each standing committee shall establish and define its mission, scope, membership, and reporting structure. Standing committees will report directly to the Executive Leadership Team and/or College Council, or to an Administrator. *See regulation 1527*

**Ad Hoc Committees**

Ad hoc committees are temporary working groups that are event-specific. The events coordinated by ad hoc committees may recur annually, but their mission is not on-going. Ad hoc committee membership is by invitation and should be inclusive of all constituencies, including faculty, staff, students and community members, as appropriate to the mission of the committee. Ad Hoc committees may be established by the Executive Leadership Team, College Council, departments, or by owners of processes that require committee participation. Ad hoc committees shall post minutes or informational notes in the Meeting Minutes Repository on the U:Drive. *See regulation 1528*

**Associations**

*See Policy 4440*