

**ADMINISTRATIVE REGULATIONS  
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Equal Opportunity

Civil Rights, Title IX, Section 504

This Regulation outlines the responsibilities of Title IX and Section 504 Coordinators and provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination based on gender under Title IX or disability under Section 504.

**COORDINATORS' RESPONSIBILITIES (Section 504 and Title IX Coordinator)**

1. Develop a Section 504 grievance procedure which provides for due process for use by students and staff; develop a Title IX grievance procedure for use by students and staff, provide information about the availability and use of the grievance procedure and maintain a record of all grievance problems and solutions;
2. Develop a position description for the Section 504 and Title IX Coordinator; inform College personnel of the Coordinator's responsibilities and assure periodic meetings to update staff on Section 504 and Title IX activities;
3. Provide ongoing review of College bulletins, catalogs, Board policies, counseling procedures, yearbooks, and administrative regulations and practices related to compliance with Section 504 and Title IX;
4. Ensure that annual notice of the Section 504 and Title IX Coordinator's name, address, and telephone number is placed in College catalogs, handbooks, etc. (See Form 1210);
5. Review student-sponsored organizations and suggest criteria for compliance with Section 504 and Title IX;
6. Become familiar with resources/information for assistance with institutional self-evaluation and remediation available from the Office for Civil Rights;
7. Develop a systematic procedure for monitoring compliance with Section 504 and Title IX;
8. Disseminate information about student rights in relation to Section 504 and Title IX;
9. Disseminate facility accessibility information to students and staff; and
10. Assure that cooperative training agreements and/or College contracts have appropriate nondiscrimination statements.

**GENERAL PROVISIONS**

The Coordinators shall receive complaints, actively and independently investigate the merit of those complaints, and assist the parties in resolution of those complaints. The Coordinator may be utilized as a resource by any party at any level of the grievance procedures.

Students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment with State Fair Community College have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX or Section 504. (Updated 11/2018)

## **GENERAL ADMINISTRATION**

## **Regulation 1310** **Policy 1310**

### **College Community Relations**

#### **Relations with Law Enforcement Authorities**

College students and employees are expected to take an active role in ensuring personal safety and campus security. Any individual on the SFCC campus who is a victim of or observes any criminal activity should report the incident immediately to the Sedalia Police Department. Off-campus centers will report crimes to their nearest law enforcement agency.

The College will maintain a liaison with local law enforcement and local hospital personnel for victim referral as requested or needed in cases of injury or sex offense.

The College will comply with the Crime Awareness and Campus Security Act of 1990, as amended in 2000, by publishing the annual campus crime rate and making it available to prospective students or anyone requesting the information.

(Changes 1/2014)

**College/Community Relations**

**Community Use of College Facilities**

**Use of Buildings and Grounds**

As part of its community service function, the College will make available, for occasional use, its facilities to community organizations and agencies for educational, cultural, social, civic and recreational purposes. The first priority in scheduling College facilities is instructional use. The second priority is other College related uses. The third priority is non-profit community group uses. Only in unusual cases will facilities be rented for activities that have a profit-making purpose. Each case will be judged on its own merits and additional fees set accordingly.

The college assigns space based on the following priorities:

Credit classes

Non-credit programs and sponsored activities

Partnership institution credit classes

College and Foundation operational activities

Student activities

Community use

**Definitions**

**Co-sponsored Event.** A co-sponsored event is an event in which the Leasee requests sponsorship by the college for the event so that the event can occur on the college campus. College employees interested in obtaining co-sponsorship for an external organization should contact the responsible party at their campus. Co-sponsored events must provide some benefit to the college, its students or employees and must be approved in advance by responsible officer and/or the Executive Leadership Team.

**Equipment.** All equipment, furnishings, and fixtures owned or leased by the college.

**Facility.** All buildings, structures, grounds, fields, and parking lots owned or leased by the college.

**Educational Technology Services (ETS).** All technology services are provided by this department.

**Excluded Activities.** Activities that the college does not permit on campus and for which it will not assign facilities. They include:

- commercial enterprise operating primarily for profit (third party contractors are excluded from this provision);
- social activities (weddings, receptions, parties, funerals, etc.);
- long-term storage of personal vehicles and equipment; or,
- gambling, games of chance, lotteries or raffles.

**Executive Leadership Team (ELT).** Administrative officers of the college including President, Vice-Presidents, and Deans.

**Liability Insurance.** An insurance policy that protects the insured from the risk of liabilities imposed by lawsuits and other similar claims. All non-college groups must provide proof of organizational, general liability insurance for a minimum of \$1,000,000 that names State Fair Community College, its trustees, officers, employees, and assigns as the insured or additional insured under the policy.

The college reserves the right to require additional types of insurance coverage or liability insurance coverage greater than \$1,000,000 if we deem the activity warrants greater prudence. Government users that are exempt from indemnification requirements must provide a letter of liability coverage under the state policy.

**Leasee.** Any community organization or group utilizing college facilities shall be known as the leasee.

**Normal Business Hours.** Operating hours are 7:30 a.m. to 10:00 p.m. Monday through Friday and 8:00 a.m. to 4:00 p.m. Saturday.

**Scheduling Office/Responsible Officer.** College employee or unit responsible for administering community use of facilities for a campus. All scheduling of facilities by community groups and organizations in the Sedalia area will be handled through the office of Lifelong Learning, with the exception of rooms located within the Multipurpose Center (MPC) or outdoor spaces. Those requests are handled by the MPC Director. Requests for use of facilities at extended campus locations will be handled by the site coordinator/director.

**Support Service.** These are services necessary to support the use of a facility. Example of services include custodial, security, maintenance, audio-visual, informational technology, and catering. Required support services and fees will be determined when the applicant makes a reservation.

**Third Party Contractors.** Commercial organizations that have a contractual agreement with the college to provide services that support college operations.

**Waiver of Fees-** no charge will be made for use of the facilities, but additional charges may be made for specific services, equipment and/or as the college's rental fee schedule dictates.

The following groups or types of events are exempt from paying a fee, unless the activity requires additional or out of the ordinary expenses on behalf of the college, or the organization charges any admission fee:

- **Student Sponsored Organizations or Activities:** Any student group officially recognized by the college and not charging an admission fee.
- **College Sponsored Groups or Activities:** Institutions or groups providing services for the college students or employees.
- **Tax-supported institutions within the college district:** Governmental entities and political subdivisions such as public schools, city and county government, and other public bodies.
- **Non-profit, non-tax supported entities:** organizations such as Chamber of Commerce, Boy/Girl Scouts, Red Cross, etc. shall be charged the minimum charge to cover utilities and

custodial services as determined by the college administration.

- Guests and invitees of college departments: Organizations and groups invited for financial, educational or relational reasons. Examples might include a local service organization invited to hold a regular member meeting, or a community group invited to utilize a room and tour the facility.

### **Responsibilities**

**Scheduling office** is responsible for

- ensuring compliance to the policy and regulations.
- reserving space.
- ensuring scheduled space is set-up, equipment is ready, and directional signage is in place.
- informing others on campus as necessary to insure customer satisfaction.
- preparing invoices, collecting deposits.

**Physical plant** is responsible for room set-up, cleanliness and general operating condition of scheduled space.

**Educational Technology Services** is responsible for any technology to be used and any technology services desired.

**Leasee is responsible for**

- the supervision of the group at all times, for insuring that the group remains in the designated area, and for leaving the facilities in good order.
- contacting it's participants when event is scheduled.
- reimbursing the College for any damages and/or additional charges for excessive cleanup cost that might occur in the use of scheduled activity.
- complying with local, state, and federal laws, and College policies and regulations.
- for the removal and proper disposal of all decorations, displays, props, costumes, backgrounds, equipment or other devices used in connection with an event. These materials are to be removed as soon as possible after the event, no later than 8 a.m. the next school or business day. The leasee will be billed for any expense involved in clean-up.
- any loss, personal injury, death, or any other damage (including incidental and consequential) arising from the use of college facilities by the leasee, or any person acting under the leasee's authority.

### **Facilities Scheduling Process**

1. Applications for use of facilities will be made available by the scheduling office.
2. A completed application should be submitted to the appropriate office, at least 15 business days in advance of the date of the proposed use and no more than three months in advance.
3. No application will be officially considered until the Application Form, Hold Harmless Agreement, and Insurance Certificate and/or Insurance Rider are received. In addition, the

College may require additional printed information, such as brochures, pamphlets or fliers describing the organization or the event.

4. If necessary, the appropriate Dean shall be contacted before the approval is given, and at his/her discretion, the request may also be presented to the ELT and/or Board of Trustees.
5. Once a community activity is scheduled, it will not be eliminated or rescheduled for a school activity without consultation and agreement of the affected party except when, in the judgment of the ELT, there is no other alternative.

### **Fees**

1. Fees are listed with the application and are subject to change.
2. A fee will be charged for facilities use depending on the set-up required, equipment needed, and the room utilized.
3. The President shall have authorization to raise, adjust, or waive fees based on the operational needs of the College.
4. Rental charges are based on the number and type of College facilities being requested, the date of the request, the hours of use and the impact on College operation.
5. Charges are based on the services and facilities required the impact on, and availability of, staffing, and the day, time, and nature of event. Only College staff may be engaged to provide services and the College reserves the right to determine the number of staff required.
6. Specialized areas such as laboratories, shops, or other specialized facilities require special arrangements.
7. The rates and conditions will be based upon careful analysis by the College of the needs, experience, and capabilities of the Leasee.
8. Additional charges may be added to any of the fees to include supervision and/or security staff, above normal or overtime custodial help when required, above normal set up costs, use of projectors or other equipment, audio visual equipment, equipment operators, repair or damage, or other costs as determined by the College.
9. Requests for non-profit rates must be accompanied by a copy of 501(c) (3) Certification.
10. All charges shall be paid to the Business Office. All basic and service charges shall be paid in advance. Additional charges for damages shall be billed directly to the Leasee. College employees are paid directly by the College, not the Leasee.
11. A credit card may be requested to charge for damages and fees.
12. Fees will be charged for facilities if the event:
  - is outside the College's normal operating hours
  - requires special staffing, specialized facilities
  - requires set-up
  - is scheduled by a for-profit business or industry
  - is scheduled by a not-for-profit organization that receives funds in connection with the usage of the SFCC facility.
13. The College requires five business days' notice in the event the applicant wishes to cancel

its use of a college facility. The College reserves the right to charge the organization for any costs incurred up to that point, or for other costs incurred as a result of insufficient notice.

14. In the event of extenuating circumstances, such as cases of extreme hardship, the College may consider waiving all or part of the rental fees.

### **General Provisions**

1. Facilities are available during normal business hours. The campus is closed on Sundays and holidays. Request for times outside of normal business hours are handled on a case-by-case basis.
2. A custodian or other authorized member of the College staff shall be available on campus at all times when College facilities are in use by any group. He/she should be contacted to correct problems in the operation of any facility in use. He/she will be alert to discover any damage or misuse of the premises and will report same immediately to the leasee and College. If custodial services beyond that normally scheduled are required as a result of any meeting, such time shall be paid by the leasee at the currently established rate, which may include overtime.
3. The College reserves the right to
  - require that College staff member(s) be present at any meeting or event held in College facilities.
  - require a campus security officer to be present at a scheduled event.
  - determine the number of College custodial, security, technical staff add other personnel needed for an activity
  - charge for costs incurred for providing these services.
4. Those wishing to use College facilities must complete a Facility Use Agreement form and submit it to the responsible officer. Completion of the College Facility Use Agreement shall constitute acceptance by the leasee of the responsibilities stated herein and willingness to comply with all rules and regulations regarding the use of the College facilities as prescribed by the College. If the use of the facility is not as represented on the Agreement form, an additional charge may be made. In the event of property damage, the leasee shall accept and pay the College's estimate of the amount of damage.
5. Any cancellation of reserved dates must be made in writing at least five business days before the date on which meetings are scheduled or as outlined in a MPC contract. Failure to provide this notification will result in the sponsoring entity being charged for set up.
6. During periods of severe inclement weather, the College will make a decision about closing the campus or keeping it open. If the College is closed due to weather conditions, all events on campus will be cancelled. If events cannot be rescheduled, all security deposits and advanced payments will be refunded.
7. The Board reserves the right to cancel any arrangements for use of buildings upon due notice.



8. Extended scheduling (regular or intermittent scheduling for more than a one-month period) for community groups is sometimes possible by special arrangement.
9. Displays, props, backgrounds, etc., in connection with an event must receive advance approval by the responsible officer. No decorations or the application of materials to walls, ceilings, or floors shall be permitted which will mar, deface, or injure these surfaces. Displays must not interfere with crowd movement, College signs or posters. The use of candles must be pre-approved.
10. The temporary use of outdoor signs the day of an event must receive advanced approval by the responsible officer.
11. Any furniture or equipment moved for an event must be returned to its original position before the sponsoring organization leaves campus. A fee will be charged in addition to the room charge if the room is not left as it was found.
12. On-campus clubs and organizations should use the internally defined processes to reserve campus facilities. It is suggested that internal groups such as student organizations observe the three weeks advance notice of event to be scheduled.
13. Employees of the College representing community organizations must schedule events through the responsible officer. Employees or students who misrepresent an event in order to avoid fees and charges will be charged appropriately, may have their reservation privileges suspended, and are subject to discipline.
14. The personal use of College facilities and equipment is regulated by Policy and Regulation 1325.

### **Restrictions**

1. It shall be within the discretion of the responsible officer, acting on behalf of the College, to reject an application after consideration of the nature of the organization or event; its consistency with the College's mission; its adherence to established rules and guidelines as defined by the Community Use of Facilities Policy; the College's ability to safely and sufficiently accommodate the event; and, any and all circumstances or conditions affecting the request.
2. The responsible officer shall be authorized to suspend the permission of the application at any time it appears that the regulations agreed upon are not followed. Reinstatement shall be made only after a review of the application by the ELT and/or the Board of Trustees.
3. The function planned does not duplicate or conflict with the College programs or the College's mission; does not interfere with normal college operations or with public access to college buildings; does not violate any laws, leases or other contracts; the activity is compatible with the safety and security of the College community; and no fee is charged by the sponsoring organization.
4. Organizations sponsoring events at the College shall not indicate or infer endorsement, sponsorship, or affiliation by the College and may not use the College name other than to indicate location. Organizations interested in co-sponsorship or other formal involvement by the College should indicate this to the responsible officer at the time of the initial inquiry.

5. No other activity, solicitation, or promotion may take place in connection with the event, other than the activity described on the application form.
6. College space is not available to individuals for private functions, such as wedding or anniversary receptions, birthday parties, family reunions, etc.
7. Activities that the college does not permit on campus include gambling, games of chance, lotteries or raffles.
8. All activities held on campus with 50 or more people in attendance is required to provide proof of general liability insurance for a minimum of \$1,000,000 that names State Fair Community College, its trustees, officers, employees, and assigns as the insured or additional insured under the policy. The college reserves the right to require additional types of insurance coverage or liability insurance coverage greater than \$1,000,000 if the activity warrants greater coverage.
9. At the discretion of the college, a certificate of liability insurance may be required for groups with less than 50 in attendance.
10. The College is not responsible for any theft, accident or injury which may occur at any event sponsored by a non-college group or organization.
11. All persons or organizations using SFCC facilities are required to comply with all applicable College policies and regulations, including SFCC software standards and licensure requirements.
12. All persons or organizations using SFCC facilities are required to comply with the American Disabilities Act of 1990.
13. The College reserves the right to require that College staff member(s) be present at any meeting or event held in College facilities.
14. Keys to buildings or facilities shall not be issued or loaned on any occasion to the leasee. Doors will be opened and locked by custodians, or other authorized College personnel.
15. Use of Stauffacher Theater, or other specialized classrooms, requires permission of the director of those facilities, the appropriate Dean or ETS, as applicable. The responsible officer will coordinate contact with appropriate offices.
16. Only qualified personnel approved in advance by the College may be permitted to operate stage lighting, sound reinforcement systems and other technical systems.
17. Any material to be used for the purpose of solicitation and the distribution of materials on campus is regulated by Policy and Regulation 1330.
18. Eating and drinking will only be permitted in designated areas.
19. Alcohol and tobacco use is prohibited in all College facilities (including parking lots).
20. Any entity using College facilities that requires catering must give the College food service provider first right of refusal for the event.
21. The sale of concessions or other items must be approved by the College. In many cases, the College will retain the right to sell concessions.
22. College-owned equipment shall not be removed from buildings. Organizations wishing to use special equipment such as projectors may do so, if used on the campus, provided the College is satisfied that a competent operator is in charge. Charges for equipment rental and operation may be required.

23. All shifting of furniture and equipment shall be done under supervision of College employees.
24. Use of the facilities or premises shall be in full compliance with federal and state law, as well as county and city rules or ordinances; any use to the contrary shall be grounds for immediate cancellation of this Agreement.
25. This Agreement shall be non-assignable. Only the leasee as named in the Agreement shall use the facilities.

All organizations and groups eligible for waiver of use fee will be required to clean and put in order any facility utilized prior to leaving the facility. The College reserves the right to charge custodial fees to the leasee, if additional clean up or maintenance is required.

### **Security Deposit and Payment**

1. A security deposit of 15 percent of the usage fee or \$100, whichever is greater, is required. The security deposit and 50 percent of the total usage fee are due at the time of the reservation. The remaining balance must be received at least a week prior to the event.
2. A written, signed contract, total payment for all charges/deposits, and an insurance certificate if applicable must be received by the College at least ten days prior to the date of building/facility use. If the leasee uses the facility longer than specified, they shall be billed for the additional hours. If a building/facility is to be used for an extended period of time, fees for a 30-day period shall be paid in advance and monthly thereafter.

### **Release of Claims/Holds Harmless**

1. In consideration of the permission granted to leasee and the minimal fee charged by the College for the use of its facilities, leasee hereby and forever releases the College and its agents, employees or officers from all debts, claims, demands, actions and causes of action whatsoever, which leasee may now have or may hereafter have, as a result of the uses of said facility.
2. The leasee further agrees to protect, indemnify, and hold harmless the College and its agents, employees, and officers from any claims, demands, actions, damages, or causes of action directly or indirectly arising out of the use of the facilities or premises contemplated by this application.

### **Interpreting Regulations**

Problems and disagreements concerning the interpretation of policies and regulations regarding community use of school facilities should be referred to the responsible officer. Disagreements not resolved by the responsible officer, may be appealed to the appropriate dean and ultimately to the Executive Leadership Team.

See also the current versions of Policies and Regulations:

- 1210, Civil Rights, Title IX, Section 504
- 1330, College/Community Relations
- 1333, Use of Alcoholic Beverages on Campus
- 9210, Advertising on Campus

## **GENERAL ADMINISTRATION**

## **Regulation 1330** **Form 1330**

### **College/Community Relations**

College/Community Relations

**Owner – President**

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

### **Expressive Activities**

State Fair Community College endorses the principle of freedom of expression for all persons. However, such freedom is not absolute, and the rights of colleges and universities to regulate time, place and manner of such expressions are well established. In order to honor the right of free expression to the many entities that wish to communicate with our students while protecting against the intrusion upon or interference with the academic programs and administrative processes of SFCC, the following regulation has been adopted to clarify the rights and responsibilities of SFCC, members of the SFCC community, and visitors and guests regarding expressive activities. With the limitations designated below, Expressive Activities are freely permitted on college Grounds.

### **Definitions**

“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, and .

“Grounds” shall mean all outdoor areas of the college’s Sedalia campus. The outdoor areas at other college locations are not owned by the college, and are therefore not subject to this policy and regulation.

### **Areas open for use**

Grounds are available for users from 8 a.m. to 5 p.m. Monday – Friday. Individuals wishing to engage in Expressive Activities outside of these hours must follow the reservation process listed below. Overnight use of college Grounds is not permitted. The college is closed during certain times throughout the year for holidays and semester breaks and use of college Grounds is not permitted during these times.

### **Reservation process**

Advance reservations by individuals or groups not affiliated with the college who wish to engage in Expressive Activities *are required only* under the following circumstances:

- When Expressive Activities occur outside of 8 a.m. to 5 p.m. Monday – Friday;
- When the individual or group engaging in the Expressive Activities anticipates that fifteen (15) or more individuals will join in the Expressive Activities.
- When Expressive Activities may require increased use of campus resources or present an increased risk of disruption to the campus. Examples of such situations would include, but not be limited to, the erection of temporary displays, use of free-standing signage, tents, booths or tables, the use of seating, or other uses that present a heightened security risk.

Expressive Activities by individuals or groups fewer than 15 not affiliated with the college from 8 a.m. to 5 p.m. Monday through Friday do not require advance reservation.

For any of the circumstances listed above, individuals or groups not affiliated with the college should complete a Reservation for Use of Campus Grounds at least 24 hours prior to the Expressive Activities.

Members of the college community are not required to seek advance reservations and may spontaneously and contemporaneously assemble on college Grounds.

**Restrictions Applicable to Expressive Activities**

1. No one may engage in any activity that violates college policies, regulations or procedures, or local ordinances, or state or federal laws.
2. No one may engage in any activity that endangers personal safety and/or that results in damage to personal or college property.
3. No one may display or distribute obscene materials, as defined by local, state or federal law, or is within the definition of obscenity as set forth in decisions of the United States Supreme Court.
4. No one may engage in any activity that defames any other person.
5. No one may engage in any activity that it meant to incite or produce imminent violations of law under circumstances such that the activity is likely to actually and imminently incite or produce violations of law.
6. No one may engage in any activity that substantially and materially disrupts the functioning of the college, including the disruption of class work (including out of class studying), or the substantial invasion of the rights of others.
7. No one may engage in any activity that disrupts or impedes the flow of traffic (vehicular or pedestrian) on campus, or obstruct access to or from campus buildings or any official college function.
8. No one may distribute materials on vehicles that are parked.
9. No one may attempt or threaten to strike, shove, kick or otherwise subject a person to unwanted physical contact.
10. No one may follow a person in or about the college campus in an effort to cause such person to accept material when such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.

11. No one may persist in requesting or demanding the attention of any other person during a single encounter after such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.
12. No one may fail to identify oneself to, or comply with the lawful direction of, a clearly identified college official or any other public official acting in the performance of their duties while on college property, or resist or obstruct such college or other public officials in the performance of or the attempt to perform their lawful duties.
13. No one shall use any means of amplification.
14. No off-campus groups or organization may utilize the SFCC logo without prior approval. Expressive Activities must not imply endorsement by SFCC.
15. Grievance and Appellate Process
16. Any individual or group who believes that their rights under this Policy and Regulation have been violated, including any group or individual who is denied a reservation, may request a review in accordance with Regulation 2160, Grievance and Appellate Process.
17. Consequence of Unauthorized Use
18. Use of college grounds and other resources may violate this regulation, other applicable college policies and regulations, and civil and criminal laws. Violations of college policy or regulation may result in disciplinary or legal action against violators. In addition, the college reserves the right to immediately discontinue campus access for individuals, groups or organizations for such violations.  
(Last revised 11/5/15)

Owner – President

Contact – Executive Director of Marketing and Communications

Advance reservations by individuals or groups not affiliated with the college who wish to engage in Expressive Activities *are required only* under the following circumstances:

- When Expressive Activities occur outside of 8 a.m. to 5 p.m. Monday – Friday;
- When the individual or group engaging in the Expressive Activities anticipates that fifteen (15) or more individuals will join in the Expressive Activities.
- When Expressive Activities may require increased use of campus resources or present an increased risk of disruption to the campus. Examples of such situations would include, but not be limited to, the erection of temporary displays, use of free-standing signage, tents, booths or tables, the use of seating, or other uses that present a heightened security risk.

Expressive Activities by individuals or groups fewer than 15 not affiliated with the college from 8 a.m. to 5 p.m. Monday through Friday do not require advance reservation.

For any of the circumstances listed above, individuals or groups not affiliated with the college should complete a Reservation for Use of Campus Grounds at least 24 hours prior to the Expressive Activities.

Members of the college community are not required to seek advance reservations and may spontaneously and contemporaneously assemble.

Date \_\_\_\_\_ Name of Organization \_\_\_\_\_

Contact information (Name and Phone Number or Email):

\_\_\_\_\_  
Anticipated Number of Participants \_\_\_\_\_

Any known need for additional security or other campus resources? If so, please explain:

\_\_\_\_\_  
Description of Activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing this form, I hereby acknowledge that I have read Regulation 1330-Expressive Activities and understand that I understand the requirements set forth in said regulation.

Signature \_\_\_\_\_

*Completed forms should be returned to Student Services in the Hopkins Student Services Center on the Sedalia campus.*

\*\*\*\*\* Below This Line to be Completed by Office Staff Only \*\*\*\*\*

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

## **GENERAL ADMINISTRATION**

## **Regulation 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. As used in this policy, the phrase College premises includes all College buildings and grounds. This prohibition also extends to the sites of College activities, whether or not those activities are conducted on College property. Instructors teaching firearms or hunter safety classes must report the need for students and/or instructors to carry firearms or weapons for instructional purposes to the Vice President for Academic and Student Support Services at least 24 hours prior to the first day of class.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion. Law enforcement officials will be notified and the individual violating this policy or regulation will be directed to leave the College premises. Non-students and non-employees violating this policy will be barred from all College premises and College activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from College premises and College activities. Employees who violate this policy will be subject to discipline up to and including dismissal.

Student participation in College-sanctioned gun safety courses, student military or ROTC courses, or other College-sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any building, College transportation vehicle, or onto the premises of any other activity sponsored or sanctioned by College officials. In addition, persons passing through College property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.



**College/Community Relation**

**Use of Alcoholic Beverages on Campus**

1. State Fair Community College recognizes its responsibility to foster a learning environment that minimizes the negative impact of high risk alcohol use on student life and academic success. The College further recognizes that care must be taken to allow alcohol only in settings where it is responsible to do so, and to ensure that policies do not result in an atmosphere in which irresponsible or dangerous alcohol use is likely to result.
2. The College observes and enforces all applicable laws and regulations governing the sale, purchase, distribution, consumption, and possession of alcoholic beverages, and expects that all members of its community adhere to these laws and regulations both on and off campus. College funds may not be used to purchase alcohol.
3. The College complies with the Drug Free Schools and Communities Act Amendments of 1989. Annual distribution of alcohol and drug prevention materials to all students, faculty and staff are accomplished through 1) the faculty guide, 2) the staff handbook and 3) the annual institutional and financial information publication. The following information is included:
  - a. statement of standards of conduct, clearly prohibiting unlawful possession, use or distribution of drugs and alcohol by students or employees on school property or a part of school activities;
  - b. statement of adherence to all applicable legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - c. description of drug and alcohol counseling, treatment or rehabilitation programs available to students, faculty and staff;
  - d. description of health risks associated with use of illicit drugs and alcohol; and,
  - e. statement of commitment to impose sanctions on students, faculty and staff in violation of the policy, including a description of those sanctions (such as expulsion, termination and/or referral for prosecution).

The Director of the SFCC Foundation or the Director of the Daum Museum of Contemporary Art must request permission to serve alcoholic beverages (limited to wine or beer).

Applicants must recognize the limited nature of SFCC's alcohol policy and adhere to the procedures that govern events held when alcohol is served. Any event that includes alcohol service must be approved by the president.

Guidelines must:

a. Clearly specify the area, time, and circumstances in which alcohol will be served, including specifying, when appropriate, that alcohol service will cease at least one hour before the scheduled end of the event, when appropriate, and that the rights of others shall be fully protected.

b. Clearly state that patrons invited to attend events at which alcohol will be served must be 21 years of age or older. Please Note: alcohol may not be served at student sponsored events or events whose primary target audience are students.

c. Clearly describe the responsibilities of the event host to use the College dining services vendor to provide the alcohol service, the expense of which is to be borne by the event host. The number of alcohol service staff required for the event is determined by the vendor based on the estimated number of attendees.

d. Clearly address the manner in which security will be provided for the event (cost of which is to be borne by the event host), and that the number of security personnel will be determined by the vendor based on the anticipated size and nature of the event.

e. Clearly state the consequences for failure to respect the rights of others and to abide by all applicable local, state and federal laws governing the consumption of alcohol at an event, as well as state who has the authority to make the determination that a patron has failed to abide by policy.

f. Include a provision for regularly (at least annually) evaluating, in writing, the impact of the policy/procedure on the campus community.

(last approved 8-23-10)

## **GENERAL ADMINISTRATION**

## **Regulation 1350**

### **College/Community Relations**

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

The following regulations are intended to ensure full and open disclosure of the College's public records.

#### **Public Records**

As defined by state statute and provided in Board policy, public records include but are not limited to reports, surveys, memoranda, documents/studies prepared and presented to the Board by consultants or other professional service paid for in any part by public funds, provided that such "records" are retained by the College.

The phrase "public records" does not include

1. Creation of a document not retained or creation of a summary/compilation of College data where such compilation or summary is not an existing retained record;
2. Internal memoranda or correspondence received by or prepared by or on behalf of the Board where such documents involve advice, opinions, or recommendations related to the Board's decision-making process. However, if such correspondence or memoranda are retained by the College or are presented at a public meeting, they will be deemed public records subject to public access; nor
3. College records closed to public access by the Board include but are not limited to, appropriate legal actions, real estate matters, information related to the performance or merit of individual employees, academic discipline and testing records of personally identifiable students, testing and examination materials, preparation for employee negotiations, specifications for competitive bidding, personnel records, and sealed bidding.

#### **Request for Inspection and/or Duplication**

1. Requests for access or duplication of the College's public records must be made to the College's designated Custodian of Records.
2. Upon receipt, the Custodian/designee will provide or deny access within three (3) business days of the request. The date of request will not be counted as one of the three (3) business days provided for response. Where reasonable cause exists the three day response period may be exceeded.

3. *If access is not immediately provided*, the Custodian/designee will provide the person requesting access with a detailed explanation of the reason for the delay. The Custodian/designee will advise of the earliest date, time, and place when access will be provided.
4. *If access is denied*, the Custodian/designee will provide the person requesting access with a written explanation of the reason for denial of access. The written explanation will provide the specific provision of law relied upon in denying access and will be provided within three (3) days of the date when access was denied.
5. Fees for duplication of the College's public records must be received prior to copying unless the fee has been waived by the Board. Upon request of the person requesting duplication, the Custodian/designee will certify that the actual cost of document search and duplication is fair, reasonable, and does not exceed the actual cost incurred by the College.

#### **Unauthorized Removal of Public Records**

No person is permitted to remove original public records from College facilities without written permission of the Custodian of Records/designee. Employees who violate this provision are subject to discipline up to and including termination. Violators may be referred to law enforcement officials.

#### **Commercial Use of College Records**

No person or business entity will be provided with the exclusive right to have access to, control over, duplication of, and dissemination of the public records of the College.  
(approved 8/23/04)

## **GENERAL ADMINISTRATION**

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

### **College/Community Relations**

#### **Public Complaints**

State Fair Community College recognizes problems between students, employees or other stakeholders may occasionally occur. With the exception of issues dealing with harassment or discrimination, which by law must be dealt with immediately through a formal process defined in policy and regulation, the college attempts to resolve problems quickly and at the most appropriate level and complaints concerning the Board of Trustees' actions or operations only, which will be handled by the Office of the President.

When an issue cannot be resolved through informal efforts, the student, employee or other stakeholder may choose to submit a formal complaint. A formal complaint must be made in writing to the Dean of Student and Academic Support Services. The Dean will take the following actions:

- Document the complaint
- Contact appropriate parties
- Follow up to ensure resolution of complaint
- Contact complainant to confirm resolution

A summary report of complaints will be prepared annually in May and will be analyzed and discussed by the Executive Leadership Team, who may recommend improvements or other necessary actions based on the analysis of the data presented.

## **GENERAL ADMINISTRATION**

**Regulation 1420**

### **Private, State and Federal Programs Administration**

#### **Private, State and Federal Grants**

The College has established the following requirements for the Administration of Sponsored Projects. These provide guidance and assistance to faculty and staff in acquiring and administering external funds from a variety of sponsoring agencies.

#### **Administration of Sponsored Projects**

##### **Responsibility for sponsored projects**

###### **Promptness**

Upon acceptance of a sponsored project, the College is responsible for promptly pursuing the research, training or public service called for by the agreement.

###### **Compliance with agency, state and College regulations**

**Project Director/Principal Investigator (PD/PI)** – A Project Director/Principal Investigator is the primary individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.

Project directors/principal investigators have primary responsibility for conducting the sponsored effort in accordance with award terms and conditions and within the funds allocated for such effort. They also are responsible for the programmatic direction of the research project and for initial authorization of all expenditures charged to the award budget. The principal investigator is ultimately responsible for expending funds in compliance with all agency, State, and College regulations.

Deans, directors, and department heads have a corollary responsibility for assuring that all sponsored programs conducted within their jurisdiction are consistent with agency, State and College policies and available funds.

In recognition of the responsibility the College assumes in the management of funds received from the federal government through its granting operations, any requests for expenses intended for activities of a grant's programs or projects are made only after the expenses have been incurred, unless specifically directed otherwise by the grantor. In addition, requests for

reimbursement of expenses are consistent with the terms of the grant and fully in compliance with its conditions and stipulations.

Grants Accounting is responsible for acting as a liaison between the project directors and principal investigators and the agency regarding fiscal matters. This includes financial reporting and financial compliance monitoring.

### **Financial information and financial compliance monitoring**

Grants Accounting has the primary responsibility to provide the principal investigator with financial information necessary to effectively manage a sponsored effort and to assure that all parties comply with the financial terms of the agreement.

It is the Project Director/Principal Investigator's responsibility to make prudent use of funds awarded for a sponsored project, to assure that expenditures are appropriate and directly relate to the budget and intent of the award, and comply with applicable College, State, Federal, and agency directives.

Grants Accounting monitors expenditures to insure compliance with applicable rules, regulations and directives. Expenditures related to sponsored projects are handled in the same manner as expenditures for other fund sources and are subject to the same routine processing, reviews, approvals and other controls.

### **Non-reimbursement by contract or grant agency**

The financial responsibility for any non-reimbursement or requirement to return funds by the granting agency of expenditures made by the PD/PI rests with the College unit, e.g., cost center having primary responsibility for the project.

In the event of such non-reimbursement, the PD/PI and the cost center with primary responsibility for the grant/contract will be accountable for partial or full reimbursement to the College for these expenditures.

### **Questions or problems concerning financial aspects of projects**

Grants Accounting is available to assist with questions or problems encountered by the principal investigator in connection with any phase of the financial management of his or her project. We highly encourage that the principal investigator contact Grants Accounting about an actual or potential financial problem prior to contacting a sponsoring agency.

### **Delegations of authority**

In accordance with federal Office of Management and Budget Circulars, revisions of program plans and budgets may be required to be approved by the federal funding agency. Following are the examples of situations requiring approval by the funding agency.

- Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- Change in a key person specified in the application or award document.
- The absence for more than three months or a 25 percent reduction in time devoted to the project, by the approved principal investigator.
- The need for additional Federal funding.
- The transfer of amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa.
- The inclusion of costs that normally require agency prior approval, e.g., equipment not included in the original proposal.
- The transfer of funds allotted for training allowances (direct payment to trainees) to other categories of expense.
- Unless described in the application and funded in the approved awards, the subaward, transfer or contracting out of any work under an award.

Regulatory requirements can vary contingent on the federal sponsor, or federal program. In some instances for some agencies, State Fair Community College has been granted authority to revise program plans and budgets. However, there is inconsistency among the federal agencies and programs as to what requires agency approval versus the authority delegated to State Fair Community College. Accordingly, Grants Accounting should be consulted to determine if Institutional or Agency approval is required on fiscal matters. The Business Office should be consulted on all non-fiscal matters that may require agency prior approval. In either case, proper documentation is needed for audit review. Specific information will need to be provided by the principal investigator via email or through written correspondence to the appropriate Office. The following questions are relevant to changes in fiscal commitments in the grant/contract.

- Why funds are being redirected?
- Why funds will not be needed as originally planned?
- And, in cases where the funds are normally considered administrative/overhead type costs, what is the direct research-related purpose of the item(s) under consideration?

Once the application for grant, contract or cooperative agreement is funded by the sponsoring agency, State Fair Community College is required to provide the stated resources listed as cost sharing and the same fiduciary responsibilities in expending these funds as is done for the funds



from the sponsoring agency. The principal investigator is responsible for tracking and providing matching information to Grants Accounting.

### **Closeout of agreements**

In order to comply with federal regulations addressing project closeout (OMB A-21 and A-110), a formal project closeout process was established. This process consists of the following steps:

- Grants Accounting, in order to lay out the actions to be taken, will contact the principal investigator within 30-60 days prior to the end of the project.
- The principal investigator is responsible for initiating any requests for extensions by the funding agency via the Business Office. Prior to requesting the extension, an assessment of the budget status and the timeframe in which to complete the expenditures should be addressed with Grants Accounting. This will help assure that all fiscal matters, including matching, are appropriately considered in the request for extension.
- Accounts will be frozen after the project termination date so that transactions after that time can only be charged to the account after review and approval of Grants Accounting.
- The principal investigator will work with Grants Accounting to ensure that all transactions are completed and charged to the accounts within the prescribed sponsor deadline. At most this could be a 90-day period following the end of the grant.

### **Action upon receipt of award**

#### **General**

For most grants and contracts, the date to begin the funded project is subsequent to the receipt of the official notification of award from the sponsor. The official notification is in the form of electronic notification or a mailed or faxed officially signed document. These documents may be sent to the Office of the President, the Office of Institutional Research, Grants Accounting or the Project Director/Principal Investigator. To ensure the proper implementation of a grant/contract, these documents should be forwarded to the Business Office who will immediately provide the information to Grants Accounting.

Upon receipt of a formal notice of award received from the Business Office, the Accounting Office will take the following steps:

- Establish the line item budget that is congruent with the College's Chart of Accounts.

The Project Director/Principal Investigator will be notified via email of the account number and other pertinent information.

*Note: The Principal Investigator does not have authority to expend funds on a sponsored project until the Grant account number is set up. No charges can be made against existing accounts that are not permanent charges. More specifically, charges may not be transferred later as a mechanism for starting the grant in advance.*

*Furthermore, Pre-Award Costs cannot be incurred in advance of the effective date of the award unless the exception is specifically recognized, defined, and authorized in the grant/contract.*

### **Expenditure guidelines**

The general guidelines for determining costs applicable to grants and contracts are contained in OMB Circular A-21, Cost Principles for Educational Institutions. The basic underlying principle of Circular A-21 is that all allowable costs must be reasonable, allocable to the sponsored project, conform to the sponsored agreement and be consistent with the principles and practices of the College. The responsibility for monitoring all grant and contract costs belong to the principal investigator. All costs must be in accordance with federal, sponsor and College guidelines.

In order for a cost to be considered reasonable, it must reflect the action of a prudent person under the circumstances prevailing at the time the decision to incur the cost is made. In order for a cost to be allocable to a project, it must be incurred specifically to benefit the sponsored project either in whole or in part. If the cost benefits both the sponsored project and other work of the institution, then the portion allocated to the sponsored project must be approximated through reasonable and consistent measures. Further definitions and explanation as to determining the allowability, reasonableness and allocability of costs can be found in OMB Circular A-21 and The Federal Acquisition Register. The cost must conform with the sponsor-approved budget and to limitations or exclusions within the sponsored agreement. Individual agency regulations along with the proposal and award agreement must be consulted for authoritative guidance to determine the allowability of specific costs. The costs must comply with all College policies and guidelines in place at the time the costs are incurred. College Policies and Regulations can be found on the [SFCC Policies and Regulations](#) website.

While it is the primary responsibility for the principal investigator to ensure all costs charged to a sponsored program are allowable, it is also the responsibility of all approvers to review the costs prior to approval to help ensure that unallowable costs are not posted to the sponsored program fund. In the event a cost has posted to a sponsored program fund, which is later determined to be unallowable, the established College policy is that financial responsibility for disallowances rests with the cost center having primary responsibility for the project. For any disallowed cost which is an allowable College costs, a transfer to a College fund will be made immediately. If it is determined the costs would not be allowable at the College level, the principal investigator will be responsible for reimbursing the College.

The purpose of the following section is not to repeat definitions of costs elements, but rather to provide some clarification, guidance, or references as to College policy. Additionally, special considerations or problems will be highlighted. To facilitate reference, arrangement of this section is alphabetical. For guidance on items not referenced, please consult sponsor policies or contact Grants Accounting.

### **Alcoholic beverages**

Costs of alcoholic beverages are unallowable.

### **Alterations and renovations**

Such costs are allowed only in exceptional cases and are subject to specific sponsor guidelines and limitations. Alterations and renovations are normally authorized only for specialized facility requirements and not for general purpose space such as administrative offices.

### **Consultant services**

Proposed consultant charges are subject to particular scrutiny by a sponsor. The federal government permits such charges if budgeted in advance and if it can be documented that such services are essential and will be obtained from the most qualified person at reasonable and normal rates. All consulting services are to be obtained in concurrence with established College policy. Some of the established and more significant policy elements are as follows: Full-time College and other State employees are not authorized to be paid consultant fees by the College. This restriction also applies to corporations and partnerships in which an employee of the College or faculty member serves as either a principal or employee. Payments to former College

employees for consultant services will be closely scrutinized and may require additional documentation to verify status as an independent contractor.

### **Consultant travel**

College policy permits both professional fees and travel expenses to be submitted separately, on a “Consulting and Professional Services Worksheet” and a “Travel Expense Report,” respectively. This is the preferred method of handling such payments, providing the sponsor agency permits the processing of such payments in this manner.

### **Contingency funds or reserves**

Separate budgetary cushions or allowances for unexpected expenditures are generally not allowable charges to a sponsored research program unless a contract or grant specifically authorizes such payments. This does not preclude the utilization of reasonable escalation factors applied to cost elements such as salaries and wages or supplies when preparing the budget.

### **Encumbrances near to and after termination date**

Orders for supplies and equipment must be placed sixty to ninety (60-90) days prior to the fund expiration date to ensure delivery and utilization. Items not received and/or utilized during the award period are routinely disallowed on an audit. If additional time is needed to complete the research project, the principal investigator must contact Grants Accounting for aid in securing fiscal information before submitting an official request for a no-cost date extension to the sponsor via the Business Office. Otherwise, the College must automatically cancel outstanding encumbrances thirty to sixty (30-60) days after termination to avoid disallowances on an audit.

### **Entertainment**

Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency.

## **Equipment**

Equipment, for purposes of the Fixed Assets System, is defined as a non-expendable asset with a useful life of more than a year and a value (cost) of \$5,000 or more for each individual item. Sponsor definitions of non-expendable equipment may vary as to the acquisition cost threshold. Purchases of specialized equipment are normally allowable with advance approval from the sponsoring agency. Sponsor definitions of non-expendable equipment may vary as to the acquisition cost threshold. Purchases of general office equipment and furnishings, such as desks, chairs, tables, etc., will generally not be approved by a federal agency. Whenever practical, equipment already in possession of the College will be utilized to meet research needs. Project funds are normally used to pay for only authorized equipment acquired sufficiently in advance of the ending date (prior to last 90 days) of the project period to be effectively used on that project. Purchases of equipment not meeting the effective utilization test, particularly if there is not a follow-on or continuation award, are usually questioned by auditors and generally result in a cost disallowance or exception.

## **Honoraria**

An honorarium is a one-time payment made to an individual in recognition of a short-term service (such as a lecture or seminar) for which a fee is not legally or traditionally required. Payments of this nature are generally not allowable charges to a sponsored research program unless a contract or grant specifically authorizes such payments. The negotiation of a fee by the individual would indicate a contract for services exists as opposed to an honorarium.

## **Leave benefits**

Personnel paid from a sponsored program fund receive the same leave benefits as personnel paid from other College funds. Faculty on academic year appointments do not accrue vacation benefits and are not eligible to take vacation even if funded by a sponsored program. Staff and fiscal year appointees are encouraged to utilize accrued vacation before the sponsored program's termination date. Accrued vacation paid after the program's termination will be charged to the College. It is the responsibility of the principal investigator to ensure that these employees accurately report their vacation time prior to the project's expiration.

### **Pre-award cost**

Incurrence of project costs prior to the effective date of an award must be avoided. Sponsored Projects should not be initiated prior to the effective date of an award with expectation that such costs will be allowed. Such charges will be permitted only in exceptional cases and must be approved in advance by the sponsor.

### **Retroactive cost transfers**

The federal guidelines for cost transfers state, "Any cost allowable to a particular research agreement may not be shifted to other research agreements in order to meet deficiencies caused by overruns, to avoid restrictions, or for other reasons of convenience. (CIRCULAR A-21, Section C.4.b)" As a result, Grants Accounting must screen all requests for transfer of expenditures to ensure compliance with these regulations. Federal regulations normally allow such transfers only within ninety (90) days of the original encumbrance. When applying for a retroactive costs transfer (if it is allowable and within the granting period), send a memo to Grants Accounting requesting the transfer. The memo must contain all details pertaining to the transfer. In addition, a full explanation and reason for the transfer should be given.

### **Salaries and wages**

Salaries and wages are allowable as a direct cost to the extent that they are reasonable and conform to the established College salary and wage policy. All personnel involved in a sponsored project's effort, whether faculty, professional staff, clerical staff, or students must be paid in accordance with College, Federal and State guidelines. The salary and wage categories and job or position classifications on sponsored projects must be congruent with those established for all other employees of the College. Salary rates and increments are therefore subject to the regulations applied to all other College employees of the same classification. Exceptions only result in audit disallowances. Salary and wage rates contained in a proposal, including projected increases, are budgetary figures. All personnel commitments are handled in conformity with established College salary and wage policies. Budgetary data contained in a proposal does not in any way supersede such policies. All College personnel must be paid through the College payroll system. In addition, all students that are enrolled at the College and are being paid for services rendered must be paid through the College payroll system.

### **Space rental**

In some cases a College department, school, or center may require rental space to house a sponsored project. If off-campus space is required, the Business Office must be contacted early in the proposal stage to assure that College and State regulations are followed

### **Stipends**

Stipends for fellows and trainees are permissible only on training or fellowship grants. Individuals working on research projects are considered employees and their effort must be reflected on the time and effort certification report.

### **Subcontract and subgrant effort**

Some sponsored program projects require the College to collaborate with other institutions or contractors. Such effort must be defined in the proposal and approved by the sponsor agency in advance. Subcontract or subgrant documents must also be approved by the sponsor agency prior to finalization of any such agreement. During any programmatic discussions with potential subcontractors or sub-grantees, financial commitments or arrangements must be coordinated with and approved by the Business Office. As audits are generally required for all subcontracts, the College's proposal must provide for the costs of such audits or contain assurances that the audit will be accomplished. Other colleges are also subject to federal audit requirements and can generally provide needed audit information without the need for a separate subcontract audit. Contact the Business Office for additional information and guidance on this requirement. Except for the estimated cost for auditing a subcontract, all subcontract costs, regardless of their nature, are a composite direct cost as far as the College is concerned and should always be shown in the subcontract cost line of the proposal. Although it is expected that subcontract costs will be broken out and supported in the subcontractor's proposal to the College, subcontract costs should never be intermingled with State Fair Community College cost elements. Each subcontractor that includes facilities and administrative costs as part of their overall budget needs to provide a copy of their most recently federally negotiated facilities and administrative costs rate agreement. Where it is known in advance that specific organizational entities are essential to and will collaborate on a sponsored project, it is customary that estimated costs to be included in the

proposal be corroborated by an official proposal from that organization prior to submission of the proposal.

### **Supplies**

Generally, grant and contract funds may be used to purchase supplies delivered on or after the beginning date of the sponsored project. Purchases made during the latter part of a project are subject to particular audit scrutiny and therefore must be sustainable from the view points of relevance and usefulness to the project. Failure to adhere to these stipulations can result in audit exceptions and costs disallowance. However, some sponsors restrict purchases to budget periods as opposed to multi-year project periods. If supplies are not received prior to the termination of an award or contract, it will normally be necessary to utilize and charge the supplies to the continuation award, or to another active project which requires and can effectively utilize the supplies. Where the usage and charges for such supplies cannot be legitimately absorbed by another active project or departmental budget, prompt action should be taken to cancel outstanding orders and avoid the incurrence of a financial obligation not covered by an authorized budget.

### **Travel**

Travel expenses are allowable if authorized and in direct support of the project. All travel reimbursements, both to College and non-College employees, are subject to State and College policies except in those few instances where more restrictive policies and limitations may be imposed by a specific award. Federal travel regulations will apply when required by federal contracts.

### **Utility services**

Utility costs, such as heat, light, water, air conditioning and local telephone service are recouped through the indirect cost rate and are not considered as direct costs. In unusual circumstances, where inordinate amounts of such services are required for a project, it may be appropriate to direct cost these items.



## **GENERAL ADMINISTRATION**

## **Regulation 1520**

### **Administrative Organization and Roles**

#### **College President**

The College President serves as Chief Executive Officer of State Fair Community College and is responsible to the Board of Trustees for overall management of the College. The job includes the following duties:

#### **Board of Trustees**

1. Administers the policies established by the Board of Trustees and recommends policy additions or changes to the Board;
2. Supervises the preparation and coordination of the agenda for the meetings of the Board of Trustees; and
3. Provides the Board of Trustees with information relevant to Board actions, College activities, and current issues in higher education.

#### **Staff Effectiveness**

1. Determines annual performance goals with each member of the Executive Leadership Team and monitors progress toward the accomplishment of these goals;
2. Conducts an annual review of the effectiveness of each member of the Executive Leadership Team and presents employment recommendations to the Board of Trustees;
3. Reviews the results of annual evaluations and progress on professional development plans for every employee of the College with the members of the Executive Leadership Team;
4. Makes recommendations to the Board of Trustees for employment of full-time professional personnel; and
5. Approves recommendations for employment of all part-time, temporary, and support staff personnel.

**Budget**

1. Directs the establishment of annual budget priorities and coordinates preparation of the annual budget for presentation to the Board of Trustees; and
2. In concert with the Vice President for Business Affairs, monitors expenditure/income shifts in the annual budget and takes appropriate action in order to achieve budget goals.

**Long-Range and Strategic Planning**

1. In cooperation with the Executive Leadership Team and staff, coordinates the development and implementation of a strategic plan for the College;
2. In cooperation with the Chairperson of the Facilities Committee, develops and implements a master plan for the facilities; and
3. Develops strategies for securing the resources, including election campaigns, needed to achieve the priorities in the strategic plan and master plan for facilities development.

**Legislation**

1. Coordinates legislative activities for the College and serves as the official spokesperson in interpreting appropriation and legislative priorities for the College to the state and federal legislatures and to its individual representatives.

**Communication**

1. Creates a climate or system in the College family that provides an opportunity for every employee to participate in the decision-making process;
2. Works with the Vice President for Institutional Advancement and other members of the Executive Leadership Team to maximize the public information impact of College activities; and
3. Provides a communication link between College staff and the Board of Trustees and between the Board and the employees.

**Special Projects**

1. Supervises the implementation of special projects and grant activities.  
(approved 2/24/04)