BOARD POLICY
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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)

GENERAL ADMINISTRATION **Policy 1200**

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, relation, 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 Executive Director of Human Resources, Human Resources Office, Hopkins Student Services Center (660) 596-7484, and the Dean of Student 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 West 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 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

Nondiscrimination, Harassment, and Retaliation

The college is committed to providing an educational and employment environment that free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

The college seeks to comply with the following:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S. 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 ensures no person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
5. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination the basis of age in programs or activities receiving Federal financial assistance.
6. All regulation, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the college community whose acts deny, deprive, unreasonable interfere with or limit the education or employment, and/or social access, benefits, and/or opportunities of any member of the college community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Policy. The college appoints administrators to serve as Compliance Officers responsible for coordinating prompt, thorough and equitable response, investigation, and resolution of all alleged prohibited conduct under this Policy; and providing comprehensive nondiscrimination education and training for students and employees.

Equal Opportunity

Nondiscrimination, Harassment, and Retaliation

For discrimination and harassment allegations involving employees:

Executive Director of Human Resources
Hopkins Student Services Center
Room 702
3201 West 16th Street
Sedalia, MO 65301
(660) 596-7484
SSimoneaux@sfccmo.edu

For discrimination and harassment allegations involving students, or a member of the public:

Dean of Student Services
Hopkins Student Services Center
Room 756
3201 West 16th Street
Sedalia, MO 65301
(660) 596-7393
APorter14@sfccmo.edu

The college appoints a Title IX Coordinator to oversee the policies and processes relating to reports or concerns of sex discrimination or sex-based harassment, and who is responsible for providing comprehensive nondiscrimination education and training for students and employees. Reports or concerns of this nature can be made to the following administrators:

Autumn Whitehead, Ed. D.
Title IX Coordinator
Hopkins Student Services Center
Room 756
3201 West 16th Street
Sedalia, MO 65301
(660) 596-7393
APorter14@sfccmo.edu

Scott Simoneaux
Deputy Title IX Coordinator
Hopkins Student Services Center
Room 702
3201 West 16th Street
Sedalia, MO 65301
(660) 596-7484
SSimoneaux@sfccmo.edu

Concerns about the college's application of this policy and compliance with certain federal civil rights laws may be addressed to:

Kansas City Office
Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
FAX: (816) 268-0599; TDD: (800) 877-8339
Email: OCR.KansasCity@ed.gov

(Approved 2/24/04; revised 7/18/24)

GENERAL ADMINISTRATION **Policy 1214**
(Regulation 1214)

Animals on Campus

State Fair Community College welcomes the presence of trained Service Animals assisting individuals with disabilities on its campus in areas open to the public consistent with the provisions of this policy and applicable law. This policy applies only to facilities owned by the college or under its control. There may be restrictions imposed on the use of Service Animals in non-college facilities, such as hospitals, science laboratories, or other clinical or internship experience locations. Such restrictions are established by the individual facilities, and the college has no control over such restrictions. In addition, the college reserves the right to impose restrictions on the use of Service Animals on its property in order to maintain safety or to avoid disruption of college operations. For purposes of this policy, a "Service Animal" is defined as a dog, or in certain circumstances, a miniature horse, that has been individually trained to do work or perform tasks for the benefit of individuals with disabilities. Animals that are not Service Animals will not be permitted inside college buildings unless specifically approved by the college President.

Support animals are animals that provide emotional support which alleviates one or more identified symptoms or effects of a documented disability. Support animals are not pets. Support animals, if approved to support an identified disability, are only allowed in campus housing to reside with a resident. Support animals are not permitted inside any other college building or facility.

State Fair Community College recognizes that animals under the control of an adult, including pets, may be walked in appropriate outdoor public spaces and that activities or events on campus may involve animals with appropriate approvals. Furthermore, the Vice President of Academic and Student Success may grant special permission for animals on campus for an educational purpose.

(Approved 6/26/25)

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 1/14)

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)
College/Community Relations **(Form 1330)**

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 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)

GENERAL ADMINISTRATION **Policy 1331**

College/Community Relations

Owner – President
Contact - Executive Director of Marketing and Communications

Community Use of College Facilities

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 as follows: this policy does not apply to on-duty law enforcement officials; does not prohibit the use of firearms or weapons for pre-approved college instructional and athletic purposes; and does not prohibit individuals from having a firearm in the individual's vehicle on college premises so long as the vehicle is locked and the firearm is not visible.

(Approved 2/24/04; revised 6/1/13; revised 11/21/24)

GENERAL ADMINISTRATION **Policy 1333**
(Regulation 1333)

College/Community Relations

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 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; revised 9/26/24)

GENERAL ADMINISTRATION **Policy 1340**
(Regulation 1340)

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; revised 6/5/24)

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 the 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 Custodian of Records that a reduction is in the public interest. In assessing fee reductions, the Custodian of Records 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, recordings and additional media sources. 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 media used for duplication.

In order to facilitate public access to the college's public records, the college President will appoint the Custodian of Records. The Custodian of Records will be responsible for maintaining the college's public records as well as assuring access to the college 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; revised 4/27/23)

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 https://www.sos.mo.gov/CMSImages/LocalRecords/CommunityCollege.pdf.

(Approved 1/25/10)

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)

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)

GENERAL ADMINISTRATION **Policy 1375**
(Regulation 1375)

College/Community Relations

Honorary Degrees

State Fair Community College Board of Trustees may, for the purpose of honoring meritorious and outstanding service to the college and/or to the community at large, and to recognize persons whose lives serve as examples of the college's aspirations for its students, award a honorary Associate Degree. The honorary Associate Degree is the highest form of recognition offered by State Fair Community College to persons of exceptional distinction.

(Approved 9/26/24)

GENERAL ADMINISTRATION **Policy 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 received from individuals not accessing or attempting to access the college's education programs and/or activities, or employed by SFCC, will be referred through an appropriate resolution process. Exceptions are complaints that concern Board actions or Board operations only.

(Approved 2/24/04; revised 1/24/14; revised 7/18/24)

GENERAL ADMINISTRATION **Policy 1385**

College/Community Relations

Grievance and Appellate Process

The college is dedicated to providing prompt, thorough and equitable resolution of complaints. SFCC maintains a grievance and appellate process to provide students, employees and members of the public with a process to resolve potential issues relating to State Fair Community College. Such complaints, grievances and appeals may be reviewed by an appropriate Campus Judicial Officer and/or the Campus Issue Resolution Committee, depending on the nature of the issue under consideration.

Appropriate definitions, scope of the process, and timeline for presenting appeals, is detailed in Regulation 1385.

(Approved 7/18/24)

GENERAL ADMINISTRATION **Policy 1410**

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)

GENERAL ADMINISTRATION **Policy 1420**

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 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 follow the SFCC Grant Process for approvals 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; revised 6/5/24)

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 Services will be responsible for that dissemination and for ensuring the information is accurate, timely and appropriate

(Approved 2/28/19)

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)

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 administers.

(Approved 8/23/04)

GENERAL ADMINISTRATION **Policy 1522**

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)

GENERAL ADMINISTRATION **Policy 1523**

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 developed with the Board of Trustees as a part of the previous year's evaluation or prior to the beginning of the 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; revised 9/26/24)

GENERAL ADMINISTRATION **Policy 1524**

Administrative Organization and Roles

Collaborative Leadership

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 Collaborative 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 involvement in decision-making is fostered through the Executive Leadership Team, College Council, and various other opportunities for employee participation as described below.

Executive Leadership Team

The Executive Leadership Team (ELT) is comprised of campus administrators and other employees who serve 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 1524*

College Council

The College Council is comprised of campus leaders elected to both lead and represent constituents from across SFCC. 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, and to ensure institutional effectiveness in all the college's endeavors. *See regulation 1525*

Committees and work groups

State Fair Community College values collaborative leadership and provides multiple opportunities for employee, and when appropriate, external stakeholder, involvement in committees and work groups. *See regulation 1526*

Types of committees and work groups include:

- Institutional Standing Committees, defined as permanent working groups that have an on-going mission that impacts the institution as a whole.
- Advisory Committees, defined as groups of internal and external stakeholders that inform and guide programs or departments.
- Operational Groups, defined as working groups whose membership is determined by job position in the college.
- Ad Hoc Committees, defined as temporary working groups that are project-specific.

Associations

See Policy 4440

(Approved 05/22/25)