



**BOARD OF TRUSTEES**

**POLICIES AND PROCEDURES**

**FOR THE  
COLLEGE OPERATION**

*Reviewed and Reaffirmed April 25, 2016*

PREFACE.....	iv
CROWDER COLLEGE MISSION/VISION .....	v
PHILOSOPHY .....	v
OUTCOMES .....	v
ENDEAVORS .....	vi
TIMELESS VALUES .....	vi
SHARED GOVERNANCE.....	vii
ACCREDITATION.....	vii
ORGANIZATION OF COLLEGE.....	vii
MAP OF DISTRICT .....	vii
SECTION 1: ORGANIZATION OF THE BOARD--ADMINISTRATION OF COLLEGE.....	1
Legal Authority .....	1
Amendments to Manual.....	1
1.1 Elections .....	1
1.2 Organization of the Board.....	2
1.3 Officers of the Board of Trustees.....	3
1.4 Duties of the Officers.....	4
1.5 Functions of the Board of Trustees .....	5
1.6 Board Meetings.....	6
1.7 Hearings.....	7
1.8 Rules of Order.....	7
1.9 Board Agenda .....	9
1.10 Board Minutes and Reports .....	10
1.11 Board Committees .....	10
1.12 Conflict of Interest – Board Members .....	10
1.13 Conflict of Interest – Other College Personnel .....	11
1.14 Discrimination and Sexual Misconduct .....	11
1.15 Media Relations .....	12
1.16 Responsibilities of the President of the College .....	12
1.17 Handling of Complaints.....	13
1.18 Requests for Public Records .....	13
1.19 Selection of College Attorney.....	14
1.20 Foundation .....	14
SECTION 2: PERSONNEL .....	15
2.1 Appointment Policies.....	15
2.2 Contracts and Wage Notices for Exempt and Non-Exempt Personnel ( <i>Revised 12/05/2016</i> ) .....	16
2.3 Sick Leave .....	16
2.4 Life Threatening Illnesses.....	16
2.5 Maternity Leave.....	17
2.6 Family Leave .....	17
2.7 Other Absences .....	17
2.8 Outside Employment .....	17
2.9 Physical Examination / Substance Testing .....	17
2.10 Professional Development .....	17
2.11 Employee Evaluations .....	17
2.12 Salary Deductions .....	18
2.13 Salary Information ( <i>Revised 12/05/2016</i> ) .....	18
2.14 Overtime Pay Policies ( <i>Revised 12/05/2016</i> ).....	18
2.15 Workday Week (Defined).....	21
2.16 Reimbursement for Expenses .....	21
2.17 Vacations, Holidays and Non-Working Days ( <i>Revised 12/05/2016</i> ).....	22
2.18 Worker’s Compensation .....	22
2.19 Employee and Family Tuition Waivers .....	22
2.20 Academic Freedom.....	23
2.21 Jury Duty and Compensation.....	23
2.22 Employee Grievances .....	24

2.23	Employment of Members of the Same Family .....	24
2.24	Policy on Employees Called to Active Duty in the Armed Forces .....	25
2.25	Emeritus Policy.....	25
2.26	Academic Dress .....	25
2.27	Solicitation to Employees .....	25
2.28	Employee Conduct.....	26
<b>SECTION 3: STUDENT BODY AND EDUCATIONAL PROGRAM .....</b>		<b>27</b>
3.1	Admission Policies .....	27
3.2	Athletics.....	27
3.3	Conduct and Discipline.....	27
3.4	Off Campus Activities .....	27
3.5	Graduation Requirements .....	28
3.6	Tuition and Fees .....	28
3.7	Residence Status (Defined).....	28
3.8	Scholarships.....	29
3.9	Student Organizations.....	29
3.10	Student Rights to Privacy and Educational Records.....	29
3.11	Accepting Credit in Transfer .....	30
3.12	Student Fundraising .....	30
<b>SECTION 4: BUSINESS MANAGEMENT.....</b>		<b>31</b>
4.1	Accounting System.....	31
4.2	Annual Reports .....	31
4.3	Audit Policies .....	31
4.4	Bid Regulations .....	31
4.5	Bonding Employees/Professional Liability .....	32
4.6	Budget and Expense Reports .....	32
4.7	Depository of Funds .....	32
4.8	Insurance.....	33
4.9	Inventories .....	33
4.10	Reserve Funds.....	33
4.11	Purchasing Procedure ( <i>Revised 09/26/2016</i> ) .....	33
4.12	Paying of Bills .....	33
4.13	Requiring Financial Statements/Bank References .....	34
4.14	Solicitation on Campus.....	34
<b>SECTION 5: BUILDINGS - EQUIPMENT – PROPERTY .....</b>		<b>35</b>
5.1	Hunting on College Property .....	35
5.2	Facilities Use by Off-Campus Groups.....	35
5.3	Public Use of Outdoor Space.....	35
5.4	Equipment Use Off-Campus.....	35
5.5	Naming of Campus Buildings, Streets and Properties .....	36
5.6	Political Activity.....	36
5.7	Institutional Review Board ( <i>New Policy 06/26/2017</i> ) .....	36
5.8	Ownership of Patents/Copyrights .....	37
5.9	Ethical Use of Copyrighted Material .....	37
5.10	Ethical Use of Technology .....	37
5.11	Tobacco and Electronic Cigarette Use.....	38
5.12	Alcoholic Beverages.....	38
5.13	Children on Campus .....	38
5.14	Weapons (Concealed or Visible) on Campus or in College Meetings.....	38
5.15	Public Announcements .....	39

## **PREFACE**

### **CROWDER COLLEGE**

### **BOARD OF TRUSTEES**

### **POLICIES AND PROCEDURES**

It is not intended that these policies and procedures be a complete and static document containing all laws in a final form. This document will be amended periodically in accordance with the action of the Board of Trustees and other responsible governmental agencies.

The Crowder College Board of Trustees retains the right to modify, suspend, interpret, or cancel in whole or in part any of its published or unpublished policies or practices without advance notice. If policy statements are found to be in conflict with existing or future state or federal laws, regulations, policies or procedures, such shall supersede and prevail over the policy statements. This edition of *Board Policies and Procedures* supersedes previous editions.

*April 25, 2016 Edition*

## **CROWDER COLLEGE MISSION/VISION**

Crowder College....Building a civil, serving, literate, learning community of responsible citizens.

### **PHILOSOPHY**

We believe that access and quality are compatible and that both can be more fully realized through a proactive stance seeking to make the public aware of and interested in opportunities available.

We believe in strong ties and relationships between the College and other educational institutions, both secondary and post-secondary, the community, and the businesses and organizations that support our community. We view the College as having an active role in economic and social development through continuing education and customized training, directed toward improving work skills and productivity, creating a more desirable work and social environment, and adding to the general quality of life within the region.

### **OUTCOMES**

It is our goal to help each person who chooses Crowder College to be actualized in terms of self-worth and ability to function in society as a responsible citizen. In every course and program, all endeavors will be focused on and committed to the development of each individual's analytical skills; appreciation of the value of working together and serving others; and ability to master course content, make ethical decisions, cultivate physical health and well-being.

The College recognizes a two-fold responsibility in its commitment to student growth and development. The first is to assist in acquiring the skills and awareness needed to function as productive and responsible citizens. The second is to evaluate this progress so that both the student and the institution are able to measure the growth.

Among other things, Crowder expects its students to develop in terms of:

- I. Communications skills: listening, speaking, writing
- II. Analytical skills: analyzing, synthesizing, and applying
- III. Understanding of environmental issues
- IV. Pursuit of justice and creating a more caring society
- V. An awareness of our history and culture and our place in the contemporary world
- VI. Physical health and wellness.

## ENDEAVORS

The College will provide opportunities for people to pursue associate degree, certificate and diploma programs, plus continuing education opportunities to include:

- A. A program in the Arts and Sciences directed toward transfer to baccalaureate degree granting institutions, and to general intellectual enrichment
- B. Technical programs for occupational preparation and potential transfer to BS degree granting institutions, leading to economic self-reliance
- C. Both developmental and honors education to allow greater opportunity to fully exercise each individual's academic potential
- D. Endeavors to enrich life through cultural and a vocational opportunity
- E. Partnerships with business, industry, and other educational institutions designed to support a greater quality of life and an economic base in the community

## TIMELESS VALUES

The Crowder College Board of Trustees formally adopted these values as ones that, as a college family, we should continuously be engaged in....

**CARING:** in honoring the inherent worth of each individual and in demonstrating that worth through expressions and acts of caring and concern toward each person served by the College.

**THE PURSUIT OF LEARNING:** in exploring and putting into practice the best that is known about how people learn and develop as human beings.

**FOSTERING CREATIVITY AND INNOVATION:** in exploring new ideas, trying new approaches, encouraging calculated risks when the potential result seems promising, and in keeping what works and casting aside what does not.

**ETHICAL BEHAVIOR:** in demonstrating through personal action that people should relate to each other ethically – with honesty, responsibility, personal integrity, and a desire to be fair in all of their dealings.

**WORKING COLLABORATIVELY:** in ensuring that every person in the organization shares in shaping the College's future and is valued for his or her contribution.

**SERVING OTHERS:** in helping each person touched by the College become freer, wiser, and better able to serve themselves through our service to them.

## **SHARED GOVERNANCE**

The Board of Trustees of Crowder College is committed to fostering collaboration, communication, and access to information among its faculty, staff, students, and stakeholders. The organizational structure of the College is one based on the principles of shared governance.

### **Organizational Structure & Shared Governance**

Administration of policy and management of day-to-day operations are responsibilities of the administrative team under the direction of the College President. The administration believes that operational responsibility, budget development and control, and authority to manage assigned responsibilities should be delegated to the appropriate level, and strives to make the decision-making process one of broad discussion and participation.

As part of its system of shared governance, the College has developed a committee structure designed to include input from a majority of employees. The structure involves the use of leadership, division, and standing committees as well as the establishment of action teams as needed to work on specific assignments. The College expects all employees to participate in this process, serving on committees when asked and needed.

Committee memberships and a current list of standing committees can be found in the Crowder College Employee Handbook.

## **ACCREDITATION**

Crowder College will meet the published standards for accreditation by the Missouri State Department of Higher Education. Crowder College will remain fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. When appropriate, instructional programs will remain fully accredited by their accrediting body.

## **ORGANIZATION OF COLLEGE**

The chart of organization for administering the College is available in the Human Resources Office and on the College [website](#).

## **MAP OF DISTRICT**

A map showing the boundary of the district is available in the President's Office and on the College [website](#).





## **BOARD POLICIES AND PROCEDURES**

### **SECTION 1: ORGANIZATION OF THE BOARD--ADMINISTRATION OF COLLEGE**

#### Legal Authority

The Community College District of Newton and McDonald Counties, Missouri, herein referred to as Crowder College, is a Missouri Community College District organized and operated pursuant to the laws of the State of Missouri.

#### Amendments to Manual

Policies of the Board of Trustees of Crowder College may be amended, repealed or added to through the presentation of the proposed change(s) as a regular agenda item for first reading at a scheduled meeting of the board, followed by a second reading and formal action at the next regularly scheduled board meeting.

The Board of Trustees will review policy on a bi-annual cycle to ensure policies are current and relevant.

#### 1.1 Elections

##### 1.1.1 Preparation of Ballots

The Secretary of the Board shall certify or cause to be certified to the Board and to the Election Authority the names of all candidates who have filed a timely Declaration of Candidacy. The Election Authority shall cause to be printed or prepared, ballots and voting machines containing the names of said candidates and any proposition to be voted upon at said election.

##### 1.1.2 Publication of Notice

The notice of election, together with a list of polling places, will be published by the Election Authority in newspapers of general circulation and according to Missouri law.

##### 1.1.3 Elections

Elections are conducted by the Election Authorities in the College district according to Missouri law.

##### 1.1.4 Absentee Ballots

Ballots will be issued to any qualified voter as provided by law.

##### 1.1.5 Certification of Results

Upon receipt of the official election results from the Election Authority in each county of the College district, the then qualified members of the Board of Trustees shall review the results so received and declare and certify the candidate or candidates receiving the greatest number of votes and the result of

balloting upon any proposition. Said results shall be accepted by the Board, logged in the official records of the District, and submitted to the appropriate election authorities as required by law.

1.1.6 Terms of Office

Board members are elected for six-year terms. Terms are staggered so that two trustees are elected every two years.

1.1.7 Subdistricts

The Crowder College district is divided into two subdistricts for trustee representation, based on population distribution. Two trustees are elected at large from Subdistrict One, which consists of the McDonald County precincts within the Crowder district, plus the precinct of Stella in Newton County. Four trustees are elected at large from Subdistrict Two, which consists of the Newton County precincts within the Crowder district (minus Stella), plus the Jasper County precincts within the Crowder district.

The subdistricts will remain so divided until one year following the publication of decennial census figures, by which date a new plan shall have been adopted or the trustees shall again be required to run in the district at large. The Chair of the Board of Trustees shall appoint a seven member committee to review the new census figures and recommend a new plan of subdistricting to the Board of Trustees. The committee shall include only residents of the Crowder College district. Two of the members shall be the duly elected County Clerks of Newton and McDonald Counties. A minimum of the two remaining five members shall be residents of McDonald County, and a minimum of the two remaining five members shall be residents of Newton County. The Chair of the Board of Trustees shall also appoint one of the seven members to serve as committee Chair.

1.1.8 Residency Requirement

Trustees shall be residents of the subdistrict from which they are elected. Death, resignation, or moving from the district shall create a vacancy to be filled by appointment by the board of a resident of the subdistrict in which the vacancy exists. The person appointed shall hold office until the next election held by and for the district when a Trustee shall be elected for the unexpired term.

1.2 Organization of the Board

1.2.1 Oath

All members of the Board of Trustees shall be required to take and subscribe an oath of office in the following form:

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and of the State of Missouri, and that I will faithfully demean myself in the office of Trustee of Crowder College.

1.2.2 Assuming Office

At the first meeting of the Board of Trustees after the election of a member or members to the Board and after the elected member or members has (have) been certified, said member or members so elected and certified shall present themselves for the purpose of being seated. If the oath of office has not already been taken, the newly elected member or members shall then swear (or affirm) the prescribed oath before a competent official. The Board Chair shall thereupon recognize him/her as a member of the Board of Trustees, and he/she shall thenceforth be entitled and qualified to perform the duties of the office of a member of the Board of Trustees.

1.2.3 Vacancy – How Filled

In case of a vacancy occurring in the membership of the Board of Trustees from any cause, it shall be the duty of the Secretary to certify such fact to the Board and to each remaining member thereof. After such certification, the Trustees at a regular or special meeting shall nominate and appoint a successor Trustee to serve until the next election held by or for the district when a Trustee shall be elected for the unexpired term. When a person becomes a member of the Board of Trustees by appointment, he/she shall take his/her seat at the next regular meeting after said appointment and after having taken the prescribed oath of office.

1.2.4 New Board Member Orientation

The Board and the College President will be responsible for providing an orientation for new members of the Board of Trustees. The Board's role will be to orient new trustees in the areas of Board membership and Board policy. The College President will orient new members of the Board in the area of College operations.

1.2.5 Attendance at Professional Development Meetings

It is the intent of the Board that each member will attend a professional development conference or workshop at least once every three years.

1.3 Officers of the Board of Trustees

1.3.1 Officers

The officers of the Board of Trustees shall be a Chair and a Vice-Chair, who shall be members of the Board, and a Secretary and a Treasurer who may but need not be members of the Board.

1.3.2 Officers – When Elected

Officers of the Board shall be elected at the first meeting of the Board in April of each odd-numbered year. In case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

1.3.3 Election – How Conducted

The election of all officers may be by secret ballot and shall be held at a regular meeting or at a special meeting of the Board held for that purpose.

1.3.4 Term of Office

Each officer of the Board shall be elected for a term of two years, shall assume office immediately upon election and shall hold office until his successor shall be elected and qualified.

1.4 Duties of the Officers

1.4.1 Chair

The duties of the Chair shall be, specifically:

- a) To preside at all meetings of the Board of Trustees;
- b) To appoint or provide for the election of all committees;
- c) To call special meetings as required;
- d) To serve as official spokesperson for the Board on Board actions and decisions;
- e) To perform such other duties as may be prescribed by law or by action of the Board of Trustees;
- f) To sign checks and conduct financial transactions in the absence of the Treasurer.

1.4.2 Vice-Chair

The duties of the Vice-Chair shall be, specifically:

- a) In case of the resignation, absence or other disability of the Chair, to perform all of the duties of the Chair;
- b) To perform such other and further duties as shall from time to time be assigned to him/her by the Chair of the Board of Trustees.

1.4.3 Secretary

The duties of the Secretary shall be, specifically:

- a) To be the official custodian of the records of the district and to perform all duties required by the Board of Trustees, or as delegated therein.
- b) To record or cause to be recorded the proceedings of the Board and to index the same.
- c) To attest all public acts of the District, affix thereto, when necessary, the seal of the District and prepare and serve or cause to be prepared and served on the members in due time notices of all regular and special meetings of the Board.

1.4.4 Treasurer

The duties of the Treasurer shall be, specifically:

- a) To keep or cause to be kept complete records of the financial transactions of the District.
- b) Such other duties as are imposed on the Treasurer under the laws of Missouri.

## 1.5 Functions of the Board of Trustees

- 1.5.1 Continually review and practice those essential elements which define and distinguish Crowder College, as set forth in the preface of these policies and procedures.
- 1.5.2 Select and appoint the President of the College.
- 1.5.3 Determine the broad general policies which will govern the District, as outlined in the Board of Trustees Policies and Procedures.
- 1.5.4 After evaluating administrative recommendations, approve the addition or deletion of all essential programs, which shall include all academic programs, athletic programs, student support programs, partnership or reciprocal programs with other institutions or entities, and all other programs, contracts, or grants deemed of significance by the College President/Administration.
- 1.5.5 After evaluating administrative recommendations, approve the purchase, sale, and/or lease of real estate and the construction or major renovation of all facilities.
- 1.5.6 At the recommendation of the College President, consider and take appropriate action on any other matters of policy relating to the general welfare of Crowder College, not otherwise set forth herein.
- 1.5.7 After evaluating administrative recommendations, assume exclusive responsibility for making decisions concerning appointment, retention, or dismissal of all regular full-time and permanent part-time employees.
- 1.5.8 Delegate to the College President and administration the selection and approval of all temporary part time staff and adjunct faculty members.
- 1.5.9 Approve the annual budget, including the setting of tuition and fees, as set forth in Section 3.6 of these policies and procedures.
- 1.5.10 Approve the expenditure of all funds.
- 1.5.11 Provide ways and means for adequate financial support.

- 1.5.12 Function as the legislative and policy-making body of the District charged with the oversight and control of the College, leaving the executive function to the College President.
- 1.5.13 At the Board's discretion, serve as a body of final consideration for students, employees, and citizens of the district exclusively on matters of College policy, as set forth in 1.7.1.
- 1.5.14 Insure that policies adopted by the Board are consistent with the provisions of law.
- 1.5.15 Perform such other duties as imposed by Missouri law.

## 1.6 Board Meetings

### 1.6.1 Regular Meetings

Regular meetings of the Board of Trustees are normally held monthly at the time and place directed by the Chair, as agreed to by the Board, and in compliance with Missouri law.

### 1.6.2 Special Meetings

Special meetings may be called at any time by the Chair and shall be called by the Secretary upon written request of three or more members of the Board of Trustees. In all cases of special meetings, not less than forty-eight hours written notice stating the time and place of the meeting and the business to be considered shall be given to each member; and at such special meeting no business shall be transacted other than that stated in the call; provided, however, that if all the members of the Board shall, in writing, waive the notice herein received, such special meeting may be held at any time and for any purpose in accordance with [Chapter 610 RSMo](#).

### 1.6.3 Quorum

At all meetings of the Board of Trustees, whether regular or special, a majority of the entire membership of the Board shall constitute a quorum to do business.

### 1.6.4 Open Meetings

All regular meetings of the Board shall be open to the public.

### 1.6.5 Closed Sessions

The Board of Trustees may hold closed sessions in accordance with [Chapter 610 RSMo](#).

### 1.6.6 Conduct of Meetings

All meetings of the Crowder College Board of Trustees are conducted in accordance with [Chapter 610 RSMo](#).

1.6.7 Expense Reimbursement

The College will cover the cost for board members for travel to and from professional development workshops and conferences approved by the Board Chair. Meal and lodging expenses for this training, consistent with the general policies of the College concerning travel reimbursement, will be pre-paid or reimbursed by the College when accompanied by appropriate receipts. (See Policy 2.16.) Travel to and from regularly scheduled or special meetings of the Board such as board retreats is not a reimbursable expense, but meals associated with monthly or special board meetings or retreats will be covered by the College as an appropriate expense related to College governance.

1.7 Hearings

1.7.1 Request for Board Review of College Policy and Procedures

Any request for a Board review of College policy or procedure must be made in writing and should be directed to the President of the College. The President will submit the written request to the Board for consideration. The Board of Trustees will issue a written response within (10) ten business days after such request.

1.8 Rules of Order

1.8.1 Order of Business

The Board Chair, upon taking the chair, shall call the members to order on the appearance of a quorum. The order of business unless modified by the Chair or Board shall be as follows:

- a) Call to Order
- b) Moment of Silence
- c) Introduction of New Personnel
- d) Minutes
- e) Financial Reports
- f) Old Business
- g) New Business
- h) Correspondence and Reports

1.8.2 Rules of Order

In all matters not covered by Board policy, parliamentary procedure shall be guided by the most recent edition of *Robert's Rules of Order* with every effort made to work toward Board consensus.

1.8.3 Recognition to Speak

No person other than a member of the Board of Trustees, the President of the College, or other chief administrative personnel of the College, as designated by the Chair, upon approval of the agenda as set forth in 1.9, shall be recognized to speak at any meeting of the Board of Trustees. Recognition to speak regarding

an agenda item will be considered by the Board to patrons of the college district who request such recognition, in writing, no less than 72 hours prior to the meeting.

1.8.4 Motions – How Made

No motion shall be subject to debate until it has been seconded and stated by the Chair. There may be discussion to clarify issues prior to making a motion. The motion shall be reduced to writing at the request of any member of the Board of Trustees. When a motion has been made and seconded, the same may be withdrawn by the movant at any time before vote has been taken on the same.

1.8.5 Privileged Motions

When a question is before the Board, no motion shall be received except:

- a) To adjourn,
- b) To table,
- c) To close a debate,
- d) To refer,
- e) To postpone indefinitely,
- f) To postpone to a certain time, or
- g) To adopt a substitute or to amend

1.8.6 Appeal of Rulings

The Board Chair shall decide all questions of order, subject to an appeal to the Board by any member. In case of such appeal, the question shall be: “Shall the decision of the Chair be sustained?” and, until it is decided, all debate upon the pending question shall be suspended; but decisions of the Chair may be debated when they refer to the interpretation of the rules or a point of parliamentary law. Upon a tie vote, the Chair shall stand sustained.

1.8.7 Order of Voting

When the Board has decided to close debate, the vote shall be taken first on any amendments that may be pending and finally on the main question.

1.8.8 Votes Needed to Pass an Issue

No official action shall be taken by vote of the Board, unless a majority of the Board who are at the meeting, where a quorum is present, vote in the affirmative. No member of the Board may vote by proxy.

1.8.9 Voting by Member – Reconsideration

The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session, and the matter as thus finally decided shall not be revived within a period of three months unless by consent of a majority of the Board.



1.8.10 Recording the Vote

The yeas and nays shall be noted and entered on the record. Whenever demanded by a member of the Board, votes may be recorded by name. Every member shall have the privilege of having his/her vote and reasons therefore recorded on any and every question, if he or she so requests. At the request of any member, notes may be taken of the remarks made in the course of the meeting by the members of the board or anyone who formally presents to the Board. Such remarks upon the request of any member shall be recorded in the official minutes. The books in which the minutes are contained shall be safely kept or cause to be kept by the Secretary to the Board for possible reference thereafter.

1.8.11 Late Vote

No member shall be allowed to give or change his or her vote on any question after the result has been announced by the Chair, unless by unanimous consent of the members of the Board.

1.8.12 Conduct of Debate

When a member is about to speak on any question, he or she shall address the Chair, be recognized, confine him/herself strictly to the point in debate. No member shall speak more than five minutes at any one time on any motion under discussion, nor more than once until all other members choosing to speak shall have spoken nor more than twice to the same question without consent of the Board nor more than three minutes in explaining his/her vote. Members shall not be interrupted while speaking, unless by a call to order. If a member is called to order, he/she shall cease speaking until the point is decided by the Chair.

1.9 Board Agenda

1.9.1 The agenda for all regular and special board meetings will be prepared by the President of the College. The agenda will be prepared one week prior to the meeting, discussed and confirmed with the Chair of the Board, distributed to all Board members, and distributed to appropriate College personnel and the media. Any Board member wanting additions or deletions to this agenda should contact the Board Chair immediately.

1.9.2 An individual Board member may present an item for the agenda to the Board Chair prior to the preparation of the agenda notice for the next meeting.

1.9.3 An item may be considered and placed on the agenda at any time if waiver of notice is granted by the majority of the Board of Trustees.

## 1.10 Board Minutes and Reports

- 1.10.1 The Administrative Assistant to the President of the College will keep the official minute book of all Board meetings. These minutes must be approved by a majority vote of the Board of Trustees and signed by the Chair and Secretary of the Board.
- 1.10.2 The President of the College is responsible for presenting to the Board of Trustees for approval all reports required by law or other agencies.
- 1.10.3 Minutes of the Board of Trustees shall be prepared and distributed to the Board members within one week following the meeting.

## 1.11 Board Committees

- 1.11.1 The Chair of the Board of Trustees shall appoint all Board Committees and outline specific responsibilities of each committee. No permanent committees will be established. Committees will be appointed to accomplish certain goals and will be terminated at the conclusion of their duties.

## 1.12 Conflict of Interest – Board Members

- 1.12.1 No member of the Board shall directly or indirectly receive any compensation or remuneration nor derive any profit or gain by reason of his/her membership on said Board or by reason of his/her services to the College.
- 1.12.2 Crowder College trustees shall not transact business or approve the transaction of business on behalf of the College with relatives unless failure to do so is clearly detrimental to the institution. In all transactions, the trustee and employee will be guided by the principles of honesty, integrity, promise-keeping, fidelity, fairness, caring, respect, citizenship, excellence, accountability, and protection of the public trust.

For the purposes of this policy, “relative” shall be defined as any individual related by blood, marriage, or legal custody to the fourth degree, and includes spouse, child, foster child, step child, parent, foster parent, grandparent, great-grandparent, great-great grandparent, grandchild, great-grandchild, great-great grandchild, step-parent, brother, sister, niece, great-niece, nephew, great-nephew, aunt, great-aunt, uncle, great-uncle, first cousin. This policy shall also apply to domestic partners and his or her relatives and any other individual living in the household of a member of the Board of Trustees.

- 1.12.3 Crowder College trustees shall not approve relatives, as defined in 1.12.2, for full or part-time permanent employment at Crowder College.

1.12.4 No member of the Board shall act or refrain from acting in any capacity in which he or she is lawfully empowered to act as a Board member by reason of any payment, offer to pay, promise to pay, or receipt of any pecuniary value; or

Use confidential information obtained in the course of or by reason of official capacity in any manner with intent to result in financial gain for self, spouse, dependent child, or any business with which he or she is associated; or

Disclose confidential information obtained in the course of or by reason of official capacity in any manner with intent to result in financial gain for self or any other person.

1.12.5 The laws pertaining to regulation of conflict of interest of the State of Missouri will be adhered to.

1.12.6 Abstentions in voting will not relieve board members of conflict of interest in matters covered by Section 1.12.

### 1.13 Conflict of Interest – Other College Personnel

1.13.1 It is the intention of Crowder College to avoid any conflicts of interest. All College personnel serve a public-interest role and, thus, have a clear obligation to conduct all affairs of the institution in a manner consistent with this concept. All decisions are to be made solely on the basis of a desire to promote the best interests of the institution and the public good. In accordance with this expectation, all College personnel will avoid improper outside influences on their work-related decisions or activities and avoid even the appearance of possible conflict of interest in their Crowder-related activities.

1.13.2 Crowder College personnel shall not transact business or approve the transaction of business on behalf of the College with any relatives, as defined in 1.12.2, unless failure to do so is clearly detrimental to the institution. In all transactions, the employee will be guided by the principles of honesty, integrity, promise-keeping, fidelity, fairness, caring, respect, citizenship, excellence, accountability, and protection of the public trust.

1.13.3 College personnel shall not benefit personally from any purchase of goods or services by the College, derive personal gain from actions taken as a representative of the College, nor use College position to influence personal gain.

### 1.14 Discrimination and Sexual Misconduct

1.14.1 Crowder College is an equal opportunity/affirmative action/educational/employment institution. Crowder College is committed to providing educational opportunities and activities free of discrimination or harassment to all qualified

persons regardless of their race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion or any other characteristic protected by institutional policy or state, local or federal law.

Crowder College ensures compliance with:

- a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.
- b) Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance.
- c) Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance.
- d) The Age Discrimination Act of 1975 which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

Retaliation or harassment against any person involved in a complaint is prohibited. Retaliation or harassment is any adverse action taken against an individual because of the person's participation in a complaint or investigation.

### 1.15 Media Relations

- 1.15.1 The Public Information Office will distribute official Crowder College news releases to news media in the area on a regular basis. The Director of Public Information will coordinate all contact and communication with media.

### 1.16 Responsibilities of the President of the College

- 1.16.1 The President of the College is the chief executive and administrative officer of the College, on behalf of the Board of Trustees. The College President will execute directly or by delegation all executive and administrative duties in connection with the operation of the College. Specifically, the College President shall:
  - a) Be responsible for the organization and administration of the College;
  - b) Direct planning, institutional assessment, and the creation and management of institutional goals and objectives;
  - c) Make policy recommendations to the Board on all matters that affect the College;
  - d) Recommend all additions or changes in personnel and in personnel policies;
  - e) Submit an annual budget and administer the Board approved budget;

- f) Have authority to exercise broad, discretionary power along lines established by the Board;
- g) Be responsible for the formulation of all reports as may be required by the Board, and by local, state or national agencies;
- h) Recommend to the Board site locations and site utilization;
- i) Direct the development of the campus building programs;
- j) Recommend the establishment of citizen and program advisory committees;
- k) Lend influence in the development of higher education programs in local, state and national committees and organizations;
- l) Perform such other duties as may be assigned or delegated by the Board of Trustees.

### 1.17 Handling of Complaints

1.17.1 Any person making a complaint to a trustee about the College and/or its personnel will be asked to follow established complaint procedures by directing complaints to the Director of Human Resources or the Vice President of Student Affairs. The trustee will also inform the Board Chair and College President of the complaint.

### 1.18 Requests for Public Records

1.18.1 All public records of the College are open for inspection and copying by any member of the general public during normal business hours, except for those records closed pursuant to Section [610.021 RSMo](#). The custodian of records may charge a reasonable fee for the cost of document search and copying the records. Actual costs shall be certified in writing by the custodian of records upon request. If records are requested in a certain format, the custodian of records will provide the records in the requested format only if they are already available in that format.

- a) The College may charge fees for copying, duplicating time, and research time. Copying fees shall not exceed ten (10) cents per page for a paper copy not larger than nine (9) by fourteen (14) inches. The hourly fee for duplicating time will not exceed the average hourly rate of pay for clerical staff of the College. Research time required for fulfilling records requests may be charged at the actual cost of the research time.
- b) Fees for providing access to computer records, recorded tapes, disks, videotapes, films, pictures, maps, slide graphics, illustrations or similar audio or visual items shall include only the cost of copies, staff time and the cost of the disk, tape or other medium used for the duplication. Charges for staff time will not exceed the average hourly rate of pay for staff of the College required for making copies and programming, if necessary.

- c) Payment of copy fees may be requested prior to copying. The person requesting the records may request an estimate of the cost prior to copying.

1.18.2 The custodian of the records shall respond to each request for inspection or copying as soon as possible but no later than the end of the third business day following the date the request is received by the custodian. The three-day requirement may be exceeded for reasonable cause with the custodian providing a detailed explanation of the cause for delay and the place and earliest time and date the record will be available. If access is denied upon request, the custodian will provide a written statement of specific statutory grounds for such denial no later than the third business day following the date that the request for the record is received.

1.18.3 The custodian shall maintain a file that will retain, for a period of 2 (two) years (unless otherwise specified by law), copies of all written requests for access to records and responses to such requests. Said file shall be maintained as a public record of the Board open for inspection by any member of the general public during regular business hours.

#### 1.19 Selection of College Attorney

1.19.1 Every three years the College will issue a “Request for Services” to legal offices in the College district and/or service region. The Request for Services will ask for hourly service fees, and for the credentials and experience of attorneys expressing interest. From those submitting expressions of interest, the College will chose an attorney to represent the College at an hourly service fee agreed upon between the Board of Trustees and the chosen attorney. The attorney chosen will serve at the discretion of the Board of Trustees, and not withstanding any other provision of these policies or procedures, no contract for employment is hereby established.

#### 1.20 Foundation

1.20.1 Special gifts and bequests will be accepted by the Foundation on behalf of the College when determined to be compatible with the goals, mission and vision of the institution. When use of these gifts or bequests is specifically stated by the donor, the College will honor those wishes. When specific use is not stated, the College administration, based on the Foundation Board’s recommendation, will submit to the College Board of Trustees a recommendation concerning both use of the gift and investment plans, where appropriate.

## **BOARD POLICIES AND PROCEDURES**

### **SECTION 2: PERSONNEL**

#### **2.1 Appointment Policies**

2.1.1 Appointments to full-time and permanent part-time positions are approved by the Board of Trustees upon the recommendation of the College President. Temporary positions may be filled by the administration as delegated in Section 1.5.7 of these policies. In the case of dismissal, the same procedure is followed. All full-time and permanent part-time dismissals are subject to the approval of the Board. The Board also accepts the resignations and retirements of full-time and permanent part-time employees.

2.1.2 The College shall employ no person who is a relative to a member of the Board of Trustees or to a member of the administration whose position permits recommendations for appointment.

For the purposes of this policy, “relative” shall be defined as any individual related by blood, marriage, or legal custody to the fourth degree, and includes spouse, child, foster child, step child, parent, foster parent, grandparent, great-grandparent, great-great grandparent, grandchild, great-grandchild, great-great grandchild, step-parent, brother, sister, niece, great-niece, nephew, great-nephew, aunt, great-aunt, uncle, great-uncle, first cousin, and corresponding relatives to a member of the Board of Trustees or member of the administration whose position permits recommendations for appointment or hire. This policy shall also apply to domestic partners and his or her relatives and any other individual living in the household of a member of the Board of Trustees or member of the administration whose position permits recommendations for appointment or hire.

2.1.3 In the event that an applicant for employment to the College is a “relative”, as defined above, to an existing College employee, other than a member of the Board of Trustees or administration, as defined above, the existing College employee may not be involved in any phase of the selection or hiring process, including, but not limited to, serving as a reference.

2.1.4 The assignment and transfer of personnel will be made in the best interest of the College. The length of service and ability of the person will be taken into consideration for promotion and transfers.

2.1.5 When a classified staff employee moves into a position that is classified at a higher range than the previous one held, the employee will be moved to the step closest to his/her current hourly wage, plus one additional step.

## 2.2 Contracts and Wage Notices for Exempt and Non-Exempt Personnel (Revised 12/05/2016)

- 2.2.1 Based upon the best interest of the College, salaried exempt and non-exempt personnel are issued contracts on an academic year basis ranging from nine to twelve months in length.
- 2.2.2 Wage notices for hourly non-exempt personnel are issued effective July 1 of each academic year and may vary in duration, based upon the best interest of the College, not to exceed twelve months in length.
- 2.2.3 The College President's contract is considered in January.

## 2.3 Sick Leave

- 2.3.1 Provisions for sick leave for full-time contract personnel are provided by the College Board of Trustees at the rate of ten days per year accumulative to ninety days at full pay. Sick leave for classified personnel accrues at the rate of one day for every calendar month worked up to ninety days at full pay. In cases of catastrophic injury or extended illness which require sick leave beyond the amount accrued by the employee, the College President may, upon the recommendation of the immediate supervisor, approve additional sick leave, not to exceed the limits provided for under the Family Leave Act. A physician's statement of illness and physical condition may be required. Employees receiving additional paid leave must have used all accumulated sick leave and vacation and will not accrue vacation and sick leave during the time of such additional leave.
- 2.3.2 Unused cumulative sick leave will be canceled when employment with the District is terminated and will not be compensated for in terminal pay.
- 2.3.3 Subject to the approval of the College President, an employee may be granted three days leave per year without loss of pay in the event of serious illness or death of a family member as designated below. This time will be deducted from the employee's regular sick leave. Family members will be interpreted to mean spouse, child, parent, brother or sister, parent-in-law, brother- or sister-in-law, or son- or daughter-in-law.
- 2.3.4 Two sick leave days per year may be designated for use as personal days as arranged with and approved by the appropriate administrator.

## 2.4 Life Threatening Illnesses

- 2.4.1 Employees with life-threatening illnesses may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or



others, supervisors should be sensitive to their conditions and ensure that they are treated consistently with other employees.

## 2.5 Maternity Leave

2.5.1 Sick leave will be allowed during maternity leave, the same as any other medical condition, the days to be subtracted from accumulated sick leave time. Effective dates of the maternity leave shall be established by the administration of the College in consultation with the employee and upon the recommendation of the attending physician.

## 2.6 Family Leave

2.6.1 The Board approves family leave for employees in accordance with the federal Family and Medical Leave Act of 1993. Eligible employees are entitled to an unpaid leave of absence of up to twelve weeks in any twelve-month period. Conditions for which family leave may be awarded and specific procedures and requirements are outlined in the Benefits Section of the Crowder College Employee Handbook.

## 2.7 Other Absences

2.7.1 Any absence not approved in accordance with stated leave policies may be subject to reduction in salary.

## 2.8 Outside Employment

2.8.1 No employee of the College will engage in any outside employment which will in any way interfere with his or her ability to carry out his/her College assignment.

## 2.9 Physical Examination / Substance Testing

2.9.1 Physical examinations and/or substance testing may be required when considered appropriate for specific job responsibilities.

## 2.10 Professional Development

2.10.1 All personnel are encouraged to participate in professional development activities and may be required to meet certain professional development expectations as a condition of continued employment.

## 2.11 Employee Evaluations

2.11.1 All permanent employees (full-time and part-time) and adjunct faculty will be evaluated annually by his/her supervisor or designee.

## 2.12 Salary Deductions

- 2.12.1 Appropriate deductions for taxes, Social Security and retirement will be made according to an employee's classification and in compliance with all state and federal laws.
- 2.12.2 Retirement will be withheld and matched into the appropriate system (PSRS or PEERS) based on the rules and regulations of the systems and state and federal laws.

## 2.13 Salary Information (*Revised 12/05/2016*)

- 2.13.1 Wages and salary amounts for hourly and salaried non-exempt employees are determined using the appropriate salary schedule, taking into consideration education and experience when applicable. Copies of the current schedules are available in the Human Resources Office. Non-exempt employees are those who are defined as non-exempt under the Fair Labor Standards Act.
- 2.13.2 The annual wage amounts of salaried exempt employees are determined using the applicable salary schedule, adjusted on the basis of education and experience when applicable. Copies of the current schedules are available in the Human Resources Office. Exempt employees are those who are defined as exempt under the Fair Labor Standards Act.

## 2.14 Overtime Pay Policies (*Revised 12/05/2016*)

- 2.14.1 In the payment of overtime for non-exempt staff, the College will be governed by the Fair Labor Standards Act as it applies to institutions of higher education. Only with prior written approval of the appropriate supervisor will non-exempt employees work more than forty hours weekly.
- 2.14.2 Compensatory Time and Overtime – Personnel (*Added 12/05/2016*)

**TYPE:** Non-Exempt Personnel as defined by the Department of Labor

**RATIONALE:** To establish guidelines for overtime and compensatory time to comply with all state and federal laws/regulations regarding the Fair Labor Standards Act (FLSA).

**PROCEDURE:** The provisions of this procedure apply to all non-exempt employees of Crowder College including full-time permanent employees, part-time permanent employees, temporary employees and student workers, regardless of the source of funds from which paid.

## Definitions

1. *Non-exempt hourly employee:* An employee in a position deemed non-exempt by the Fair Labor Standards Act and, therefore, subject to the overtime and compensatory time provisions of the FLSA. Non-exempt hourly positions include those that have been so designated in the job classification process.
2. *Non-exempt salaried employee:* An employee in a position deemed non-exempt by the Fair Labor Standards Act, and therefore, subject to the overtime and compensatory time provisions of the FLSA. Non-exempt salaried positions include those that have been so designated in the job classification process.
3. *Overtime:* Under FLSA, overtime is defined as hours actually worked over 40 in the standard workweek by a non-exempt employee. Based upon the non-exempt employees hourly or salaried status, overtime is paid or compensatory time is earned at the rate of one and one-half times the employee's regular hourly rate of pay for all overtime worked.
4. *Extra hours:* The hours in excess of 40, when hours actually worked during a workweek are fewer than 40, but total hours including paid leave exceeds 40.
5. *Compensatory time:* Compensatory time is leave time earned in lieu of pay for time worked beyond the 40-hour standard workweek. It is earned at the rate of one and one-half hours for every hour actually worked in excess of 40 hours in a workweek.
6. *Standard workweek:* The standard workweek is defined by Crowder College as the period beginning at 12:00 a.m. on Sunday and extending through the seven-day period ending at 11:59 p.m. the following Saturday.

Activities should be planned, organized and scheduled so that work may be accomplished within the standard 40-hour workweek. No single work schedule applies to every department or all employees. Supervisors have the authority to determine the operational schedules for the various functions under their control and to make individual work assignments as necessary. When the work schedule must be changed, the supervisor will give as much advance notice as possible so that personal arrangements can be made to meet the scheduling requirements. Supervisors may adjust an employee's schedule to maintain a 40-hour workweek. Further, supervisors may adjust requests for paid vacation or personal leave to maintain a 40-hour workweek. All overtime and extra hours must be authorized in advance by the supervisor of the department. Overtime work is limited to that which is absolutely necessary. In circumstances such as emergencies or peak load periods, supervisors are responsible for planning staffing requirements to minimize overtime work.

In a situation where a non-exempt employee has not worked more than 40 hours in a workweek, but the total of hours worked and hours of paid holidays, paid inclement weather days, president's discretionary days, paid leave, etc. exceeds 40 hours (defined as "Extra Hours"), the employee will be compensated with pay or compensatory time for the excess hours over 40 on an hour-for-hour basis. Supervisors may adjust an employee's schedule and/or request for vacation or personal leave to maintain a 40-hour workweek.

Non-exempt employees may not make unauthorized decisions to work overtime or extra hours. Working unauthorized time may subject the employee to disciplinary action, up to and including discharge from employment. Similarly, the nonexempt employee may not agree, even voluntarily, or otherwise waive their rights to the FLSA's protection.

Individuals covered by this policy are required to complete a weekly time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action, up to and including discharge from employment. Supervisors are responsible for monitoring work hours of employees under their supervision and for ensuring that information reported on a timesheet is complete and accurate. This responsibility includes tracking and scheduling use of compensatory time by the employee.

When an employee, in a single workweek, works at two or more different jobs at the College for which different straight-time rates have been established, the rate to be used for paying the employee for any overtime worked is the weighted average of both rates. If there are two or more departments involved, the department where the overtime work occurred will be charged for the overtime hours. The appropriate supervisors are responsible for ensuring that total hours worked in a workweek are monitored and the employee is compensated in accordance with this procedure.

Work in excess of 40 hours in the regular workweek for hourly non-exempt employees will be compensated with pay at the overtime rate of one and one-half times the employee's regular rate of pay for all overtime worked.

Work in excess of 40 hours in the regular workweek for salaried non-exempt employees will be compensated using compensatory time at the rate of one and one-half hours for every hour of overtime worked.

It is the responsibility of the supervisor to communicate with the employee if it is required that the employee be compensated through compensatory time in lieu of overtime. It is also the responsibility of the supervisor to inform HR/Payroll when an employee is to be compensated through overtime pay or compensatory time in lieu of overtime pay.

The following guidelines apply to compensatory time:

1. An employee may not accrue more than 80 total hours of compensatory time for overtime hours worked.
2. An employee's request to utilize earned compensatory time must be approved by his/her supervisor. If an employee's absence would unduly disrupt the College's operations, the College retains the right to deny and/or postpone compensatory time usage. Further, a supervisor may schedule use of compensatory time by an employee. Effort will be made to schedule the compensatory time at a time mutually agreeable to the employee and supervisor.
3. Compensatory time should be exhausted before use of vacation and personal leave unless this action will result in a loss of vacation leave due to the accrual maximum.
4. Compensatory time must be taken before the end of the fiscal year during which it was accrued. Any compensatory time not taken within the fiscal year will be paid at the end of the fiscal year.
5. Any compensatory time in excess of the 80-hour accrual maximum will be paid at the time it exceeds 80 hours.
6. When an employee transfers to another position within the College, his/her compensatory time must be used or paid out.
7. Accrued FLSA compensatory time must be paid to the employee upon termination or to the employee's estate upon death.

#### 2.15 Workday Week (Defined)

- 2.15.1 For non-exempt full-time staff, a workday is normally defined as eight hours and a work week normally as forty hours. The actual working hours will be set up in the best interests of the College.

#### 2.16 Reimbursement for Expenses

- 2.16.1 Any request for reimbursement will be made in writing and approved by the proper College administrative official. Only expenses approved prior to incurrence may be assured of reimbursement.
- 2.16.2 For travel reimbursement, a receipt is required for all expenses other than mileage on a personal vehicle. Reimbursement must be requested using the College's standard payment/reimbursement process.

## 2.17 Vacations, Holidays and Non-Working Days (Revised 12/05/2016)

- 2.17.1 During the first three years of employment, each full-time (40 hours per week/12 months per year) non-exempt hourly employee is eligible for two weeks of paid vacation. During the fourth through seventh years, three weeks of paid vacation is provided; and during the eighth year on, four weeks. Vacation accrues up to a maximum of thirty days.
- 2.17.2 Salaried exempt and non-exempt personnel, employed on a full-time twelve-month basis, will have four weeks (20 work days) paid vacation annually, or as set by contract terms. Vacation accrues up to a maximum of thirty days. Salaried exempt and non-exempt personnel on nine- or ten-month contracts do not receive vacation.
- 2.17.3 The following are paid non-working days for full-time employees: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving (Wednesday-Friday), Christmas Eve and Christmas Day; plus the Friday of Fall Break, the Friday of Spring Break, and the break between Christmas and New Year's when the College is closed.
- 2.17.4 Part-time permanent\* employees will be paid for non-working days on a pro-rated basis based on the number of hours they would have worked on the non-working days had the College been open, as verified by the appropriate supervisor.
- \*Not Work-Study, student, or temporary workers

## 2.18 Worker's Compensation

- 2.18.1 All employees of Crowder College are covered under the provisions of the Worker's Compensation laws.

## 2.19 Employee and Family Tuition Waivers

- 2.19.1 Standard per-credit-hour tuition will be waived for full-time and part-time employees and adjunct faculty in credit programs of Crowder College who enroll in courses at Crowder College. Employees will be expected to pay tuition amounts above standard tuition rates due to enrollment in special programs, and in addition, all assessed fees, book and/or text charges, and any other incurred expense above the standard tuition rate. For part-time employees, this waiver applies only during terms in which the individual is under contract with the College and is providing at least the equivalent of three credit hours of teaching. To receive the full tuition waiver benefit, the requesting employees first date of employment must be prior to the mid-point of the effected semester course dates. An employment date after the mid-point of the effected semester course dates will receive 50% of the tuition waiver benefit. Enrollment in these courses must not interfere with the employee's work schedule and

responsibilities, and the employee's work schedule must be approved by the appropriate supervisor.

2.19.2 Standard per-credit-hour tuition will be waived for the husband or wife and children of full-time and part-time College employees and adjunct faculty in credit programs to attend Crowder College. (For part-time employees and adjunct faculty in credit programs, the waiver applies only during terms in which the individual is under contract with the College and is providing at least the equivalent of three credit hours of teaching.) The waiver of tuition does not include tuition amounts above the standard tuition rates due to enrollment in special programs, any assessed fees, bookstore charges, or other incurred costs unless the recipient also qualifies concurrently for a College Trustee Scholarship. In these cases, the cost of required textbooks purchased from the College bookstore and all other assessed fees will be provided up to the amount of the scholarship, but no cash will ever be refunded to the recipient from College funds.

## 2.20 Academic Freedom

2.20.1 The Crowder College instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When an instructor speaks or writes on any subject as a citizen, he or she should be free from institutional censorship or discipline. However, the rights of citizenship are closely paralleled by the responsibilities that are a part of such citizenship. The public may judge the instructor, the teaching profession, and the institution by what he or she says. Therefore, it is imperative that instructors should be accurate in their statements, exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution when opinions expressed are their own.

2.20.2 If controversial matters are presented, they shall be treated impartially and factually in the classroom.

## 2.21 Jury Duty and Compensation

2.21.1 Insofar as possible within the means of the College, salaries of employees called for official jury duty may continue for a period of up to ten days per year, and under extenuating circumstances, for jury duty, salaries of College employees can be continued for as many as twenty days per year. The employee serving on jury duty is required to file in the Human Resources Office of the College the official certification of jury duty provided by the clerk of the appropriate court. The employee is to take only the minimum time required for jury duty, and is to return to the job at Crowder College at the earliest possible time following jury duty. In most cases, it is acknowledged that the employee will in fact perform the job responsibility in addition to serving on the jury.

## 2.22 Employee Grievances

2.22.1 Crowder College Board of Trustees believe employees should follow established procedures and direct grievances to the Director of Human Resources.

As outlined in employee grievance procedures, when all informal measures have been exhausted by an employee or employee association to resolve a grievance concerning College operations or another employee, employees may file a formal grievance with the College President or Board of Trustees Chair as appropriate. This process is outlined in administrative policies included in the Employee Handbook and is available through the Human Resources Office.

## 2.23 Employment of Members of the Same Family

2.23.1 For the purposes of this policy, “relative” shall be defined as any individual related by blood, marriage, or legal custody to the fourth degree, and includes spouse, child, foster child, step child, parent, foster parent, grandparent, great-grandparent, great-great grandparent, grandchild, great-grandchild, great-great grandchild, step-parent, brother, sister, niece, great-niece, nephew, great-nephew, aunt, great-aunt, uncle, great-uncle, first cousin, and corresponding relatives. This policy shall also apply to domestic partners and his or her relatives and any other individual living in the household of the employee.

The College supports equal employment opportunities and seeks to hire and retain the best employees possible. Employment of relatives may create actual or perceived conflicts of interest, favoritism or adverse treatment.

- a) Full-time, part-time, or work-study employees may not directly supervise, be supervised by or participate in employment related decision-making processes affecting the appointment, retention, work assignments, promotion, demotion, termination or salary of other relatives.
- b) If two employees become related subsequent to employment the transfer of one employee to another department (if a job is available) or resignation of one individual may be required to ensure the employees do not directly supervise or participate in a decision-making process affecting the appointment, retention, work assignments, promotion, demotion, termination, or salary of a relative.
- c) Employment of relatives to any current member of the Board of Trustees or the College President is not permitted. Employment of relatives to the College Vice Presidents is limited to positions outside their area of responsibility.
- d) Candidates for employment and employees are required to disclose relations.



## 2.24 Policy on Employees Called to Active Duty in the Armed Forces

2.24.1 The College complies with the rules and regulations of the Uniformed Services Employment and Reemployment Rights Act (USERRA). Full-time College employees with military Reserve or National Guard status who are involuntarily called to active duty will be guaranteed employment at the College at the same or “escalator concept” rate of pay upon return if they notify the College of their availability for employment within thirty days of release from active duty. Issues concerning pay and benefits for the period of absence will be resolved in writing with the employee prior to beginning the service commitment, in accordance with state and federal law.

## 2.25 Emeritus Policy

2.25.1 Crowder College considers the process of naming a faculty or staff member to Emeritus status a highly selective institutional process. The members of the faculty or staff who are named to such positions represent not only the highest professional standards but also a record of service to the College that stands out among his or her peers. The bestowal of Emeritus is a distinctive honor, not a right.

2.25.2 The Emeritus status may be given to a fully retired faculty or staff member, or in anticipation of the retirement of a faculty or staff member effective on retirement. The Emeritus status begins with the immediate supervisor of the faculty or staff member. The recommendation/approval follows the direct line of supervision by needing a recommendation/approval from the appropriate College Vice President and then the College President. The College President will make a recommendation to the Board of Trustees, and the Board of Trustees will have final decision-making authority of selecting the faculty and staff members to receive the status of Emeritus.

2.25.3 The Board of Trustees will award a plaque and a “Lifetime Pass” to all Crowder College activities to the faculty or staff members selected for the Emeritus status. No compensation is tied to the Emeritus status recognition.

## 2.26 Academic Dress

2.26.1 For College commencement exercises and other appropriate activities, the faculty will be attired in cap, gown and hood. Customary expenses will be paid by the College.

## 2.27 Solicitation to Employees

2.27.1 Agents and sales personnel selling products and services of a personal nature to individual employees are permitted on campus only by employee invitation and at times which do not interfere with the employee's normal work schedule.

2.28 Employee Conduct

2.28.1 The rules and regulations of the College are printed in various College publications. Employees of the College are required to examine these policy statements prior to accepting employment and as an on-going condition of employment.

## **BOARD POLICIES AND PROCEDURES**

### **SECTION 3: STUDENT BODY AND EDUCATIONAL PROGRAM**

#### **3.1 Admission Policies**

- 3.1.1 To be eligible for regular admission, students must have completed an accredited high school course or its equivalent as determined by Crowder College administration.
- 3.1.2 Students who are not eligible for regular admission may be admitted to College classes as determined by Crowder College administration and outlined in the current [course catalog](#).
- 3.1.3 All matters of admission will be determined by Crowder College administration in compliance with Board policy and Missouri and federal regulations.

#### **3.2 Athletics**

- 3.2.1 A program of intercollegiate athletics is a part of the educational program. The program provides grants-in-aid for deserving students who participate in these activities.

#### **3.3 Conduct and Discipline**

- 3.3.1 Students admitted to Crowder College are subject to the jurisdiction of the College. Students are expected to conduct themselves as responsible adults and in accord with the interest and regulations of the College. Administrative officers of the College are charged with the responsibility of reviewing cases of conduct unbecoming a student. If students have violated College regulations or if it is in the best interest of Crowder College, they may be subject to sanctions as outlined in student policies ([Student Handbook](#)).
- 3.3.2 The rules and regulations of the College are printed in various College publications. Students are expected to examine these policy statements prior to enrollment and actual enrollment in the College is an indication that they agree to abide by these rules and regulations.

#### **3.4 Off Campus Activities**

- 3.4.1 Field trips and other approved off campus activities are permitted and encouraged with prior approval of the administration. A staff member must accompany and supervise the activity. Strict standards of student conduct must be maintained.

### 3.5 Graduation Requirements

- 3.5.1 Specific graduation requirements will be set up by the College faculty and administration in accordance with the requirements of the State of Missouri and the appropriate accrediting agencies and may require a formal exit examination as part of meeting the requirements.

### 3.6 Tuition and Fees

- 3.6.1 The Board of Trustees reviews and approves the schedule of tuition and fees and room and board charges. These are published on the Crowder College [website](#).

### 3.7 Residence Status (Defined)

- 3.7.1 For tuition purposes, residency status is determined at the time of application for admission to Crowder College based upon the student's legal permanent address or the domicile where they plan to return or reside. There are three residency classifications:

a) In-District

Students whose permanent home is within the main Crowder College district (Neosho, Diamond, Seneca, East Newton and McDonald County school districts). Students (spouses, parents or guardians) owning property in the district are considered in-district residents. Full-time active duty military personnel stationed on a Missouri military base, their spouses and dependents are considered residents of the district. The residency status of recently discharged veterans will be based on legal residency at the time of induction into military service or on residency established during service.

b) Out-of-District

Students whose permanent home is located outside of the College district's boundaries.

c) International

Students whose permanent home is in a foreign country at the time of registration.

- 3.7.2 Action to change the residency status of a student is at the discretion of the College Director of Admissions. Decisions may be appealed to the Vice President of Student Affairs.

- 3.7.3 When a student's fees are paid by a business firm located within the College's taxing district as a part of its employee's education program, tuition will be charged on an in-district basis regardless of the employee's residence.

### 3.8 Scholarships

3.8.1 The Board of Trustees recognizes the importance of scholarship opportunities and supports the establishment and maintenance of scholarship funds. College scholarship informational material is available in various places, including the College website ([Scholarships](#)).

### 3.9 Student Organizations

3.9.1 The establishment of student organizations that are appropriate for a community college is encouraged. Before any student organization can be established and maintained on the Crowder College campus, it must meet these requirements:

- a) Have a College employee as a sponsor;
- b) Have on file in the College offices a statement of purposes and objectives;
- c) Have proof of student interest in the organization;
- d) Be approved by the Student Government Association.

3.9.2 Failure to function in accordance with the above purposes and objectives will bring about loss of approval.

### 3.10 Student Rights to Privacy and Educational Records

3.10.1 Crowder accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records with the exception of legally permitted "directory information" without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Family Education Rights and Privacy Act (FERPA) of 1974. See [Student Handbook](#) for further information.

3.10.2 Within the Crowder College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Business Office, Student Affairs and Financial Aid Office, and the faculty advisor, plus other academic personnel within the limitations of their need to know.

3.10.3 At its discretion the institution may provide directory information in accordance with the provisions of the Privacy Act of 1974. Students may withhold directory information by notifying the Records Office in writing within two weeks after the first day of class for the semester.

3.10.4 Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Records Office.

3.10.5 A complete review of student rights guaranteed under the Family Educational Rights and Privacy Act will be kept on file in the Records Office.

### 3.11 Accepting Credit in Transfer

3.11.1 Crowder College will accept credit in transfer from colleges and universities which are fully accredited by an accrediting body recognized by the [Council for Higher Education Accreditation](#).

3.11.2 Crowder College will accept credit in transfer from newly established colleges and universities on a provisional basis once the transferring institution has received candidacy status from its regional accrediting agency (North Central Association, Southern Association, etc.). While the new college continues on candidacy status, any hours transferred will be regarded as provisional until the student has satisfactorily completed 12 hours or more from Crowder College with a minimum grade point average of 2.0. Once the required 12 hours is successfully completed, the transfer work will be entered on the permanent record consistent with all other transfer policies of Crowder College.

### 3.12 Student Fundraising

3.12.1 Authorized student groups may participate in fundraising activities, including sales, if these activities are approved by the Vice President of Student Affairs or his/her authorized representative.

## **BOARD POLICIES AND PROCEDURES**

### **SECTION 4: BUSINESS MANAGEMENT**

#### **4.1 Accounting System**

4.1.1 Crowder College will maintain an accounting system in accordance with the State of Missouri and instructions from the state Department of Higher Education. Recommendations of the auditors, or assisting certified public accountant (CPA) firms, may also be incorporated into the system.

#### **4.2 Annual Reports**

4.2.1 The College will make annual reports to all agencies and associations where required and in the best interest of the College.

4.2.2 The College will annually publish a summary report of revenues and expenses as required by regulation and/or law.

#### **4.3 Audit Policies**

4.3.1 The College financial records will be audited annually by a certified public accountant. Copies of this audit will be provided to the State Department of Higher Education, the audit agency of the U.S. Department of Education, and other appropriate agencies requesting copies.

#### **4.4 Bid Regulations**

4.4.1 In all situations where it is in the best interest of the College and for any purchase or lease of \$5,000 or more, including the single purchase of a number of like items, competitive bids will be taken. For items in excess of \$10,000, bid requests will be formally advertised. For merchandise which is not easily subject to unique specification, invitations to provide comparative quotations shall be issued to potential suppliers, and purchases/leases will be made on a price/quality basis, by committee judgment when possible. When bids are received by phone, a written record of the bid, date and person offering the quote will be maintained for a year following the bidding process. These procedures can be waived if there is only one known supplier or in an emergency situation.

4.4.2 Any change orders in excess of \$5,000 to previously approved contracts will be approved by the Board.

4.4.3 Standing bids may be solicited for regularly purchased items or services, for items where uniformity and/or compatibility are of particular importance, and for occasional maintenance and repair projects. Standing bids must be re-bid

each fiscal year and will be judged according to the criteria in Policy 4.4.1. The College authorizes no standing or “open” purchase orders.

#### 4.5 Bonding Employees/Professional Liability

4.5.1 It is the policy of the Board of Trustees to maintain an appropriate professional liability policy on all employees and board members to indemnify the College against any loss of money or other property which the College shall sustain by any unlawful act or acts committed by these persons.

#### 4.6 Budget and Expense Reports

4.6.1 Crowder College will operate on an annual budget from July 1 to June 30. The budget will be prepared by administrative officials and submitted to the Board of Trustees for approval annually as revenues for the coming year become known.

4.6.2 Budgeting procedures will be carried out in accordance with the laws of the state and instructions from the State Department of Higher Education.

4.6.3 The Board of Trustees will review the status of the budget periodically during the year. Any amendments to the budget will be approved by the Board.

4.6.4 In addition to the anticipated revenues of the budget, the College regularly receives additional unexpected revenues for various projects, including private donations for capital items, state moneys for various cultural and vocational projects, and state and federal funds for various projects. The Board of Trustees authorizes the administration to accept such revenues with the incumbent off-setting expenditures when these projects are deemed to be in the best interest of the College. Periodic reports of such additional revenues and expenditures are presented to the trustees as an addition to the normal budget of the College.

#### 4.7 Depository of Funds

4.7.1 The College’s primary banking accounts will be maintained in FDIC insured banks located within the Crowder College taxing district. The College banking accounts will be competitively bid among FDIC insured banks in the Crowder College taxing district every three years (or more frequently if deemed advisable by the College administration).

4.7.2 The College Vice President of Finance is designated for the receipt and disbursement of College funds.



#### 4.8 Insurance

- 4.8.1 The property and liability insurance of the College is handled by competitive bidding. All policies are reviewed annually to determine if coverage is adequate and appropriate.

#### 4.9 Inventories

- 4.9.1 An inventory of all equipment will be maintained by the College Business Office. Departmental administrators will monitor supply inventories.

#### 4.10 Reserve Funds

- 4.10.1 Funds not needed for the immediate operational expense of the College will be deposited in interest bearing securities of financial institutions within the Crowder College taxing district, or invested in U.S. Treasury Bills of appropriate maturities. Appropriate security pledges shall be required of financial institutions to the extent that College deposits exceed FDIC limits.
- 4.10.2 It is the goal of the College to maintain a fiscal reserve of fifteen (15) percent of annual operational expenses with a preferred fund balance equal to two months' operating expenses.

#### 4.11 Purchasing Procedure *(Revised 09/26/2016)*

- 4.11.1 All purchases will be authorized by a designated College administrative official in accordance with current College policies outlined in the Crowder College Employee Handbook.
- 4.11.2 All activities and purchases paid with federal funds require a review of eligibility on SAM.gov. The purchaser will review SAM.gov to ensure that sub-awardees and contractors for goods and services have not been debarred or suspended from receiving Federal funds (29 CFR 95.13 Debarment and suspension also, UG 200.212). The SAM.gov verification form will be downloaded and saved on file as supporting documentation. This verification will be completed before the purchase is approved by the President or Vice President. *(Added 09/26/2016)*

#### 4.12 Paying of Bills

- 4.12.1 At the regular meeting of the Board of Trustees, the Board approves the payment of bills from the previous month. Salary checks are written when they are due.

4.12.2 Checks are signed by two of the following: any Vice President, Associate Vice President, and the College President. Designated members of the Board may also be authorized to sign checks in emergencies.

4.13 Requiring Financial Statements/Bank References

4.13.1 The College may request financial statements or a list of bank references from any company or corporation interested in establishing a contractual partnership with the College.

4.14 Solicitation on Campus

4.14.1 Agents and sales personnel selling products and services needed and used by the College are welcome on the campus, but must report to the Business Office before making other campus contacts.

4.14.2 The College does not allow sales and solicitations by non-College groups of products or services on campus or in the College housing area. (See policy 2.27.)

## **BOARD POLICIES AND PROCEDURES**

### **SECTION 5: BUILDINGS - EQUIPMENT – PROPERTY**

#### **5.1 Hunting on College Property**

5.1.1 Hunting on College-owned property is prohibited.

#### **5.2 Facilities Use by Off-Campus Groups**

5.2.1 Facilities of the College are available for use by area groups when not in use by the College. Groups using food service or requiring special set-up or clean-up may be charged a fee for the services, commensurate with expenses to the College. See Facility Use policy in the Crowder College Employee Handbook for further information.

5.2.2 On occasions when the College is not in session, or during periods of extraordinary maintenance or repair work, College facilities may not be available for public use.

5.2.3 The College administration reserves the right to determine if activities for which facilities are requested are appropriate to the mission and desired image of the institution, and deny use if the activity is deemed inappropriate.

5.2.4 The Board of Trustees or the College President may sanction any worthy enterprises on school premises, particularly enterprises of an educational nature.

#### **5.3 Public Use of Outdoor Space**

5.3.1 The outdoor areas of campuses of public institutions of higher education in Missouri are deemed traditional public forums ([MO RV Stat 173.1550](#), Campus Free Expression Act). Any person who wishes to engage in noncommercial expressive activities in the outdoor space of the campus shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially or substantially disrupt normal Crowder College operations.

#### **5.4 Equipment Use Off-Campus**

5.4.1 Equipment owned by Crowder College should be removed from the campus only with permission of the administrator with oversight responsibility for the equipment. It is preferred that equipment taken off campus be under the supervision of an employee of the College and his or her responsibility.

## 5.5 Naming of Campus Buildings, Streets and Properties

In accordance with general Board approval procedures, the following guidelines shall apply in the naming of College buildings, streets, or properties:

- 5.5.1 Persons wishing to submit name requests or changes must do so in writing through the Board Secretary.
- 5.5.2 Upon discretion of the Board Chair and College President, the recommendation will be given a “first reading” at the Board meeting following receipt of the request, followed by discussion. Final action on the request may not be taken until the scheduled Board meeting following this first reading.
- 5.5.3 Decisions to name properties after individuals will be based largely upon substantial contributions to the College by the honored person or persons of voluntary time, talents or other resources which have greatly contributed to the mission and goals of Crowder College. Unless deemed exceptionally noteworthy by the Board, years of dedicated service to the institution as an employee shall not be considered sufficient justification for naming of properties.

## 5.6 Political Activity

- 5.6.1 Members of the general public may participate in political activity such as the distribution of campaign literature on Crowder College property as long as this activity is not disruptive to normal College operations. The distribution of political literature is restricted within College buildings to the Student Center and should not interfere with student use of the Center for study, group work, etc. Posting of political or campaign literature is limited to authorized campus bulletin boards consistent with the College’s general policy on the posting of posters and announcements (policy 5.14).
- 5.6.2 Materials of a political nature may not be forwarded through school mail/email. Use of the official name of the school or facility in connection with political activities is not permissible. School premises shall not be used as political campaign headquarters by any person or group.
- 5.5.3 No political fundraising activities shall take place within Crowder College facilities, including when facilities are rented by the College. Facilities Use Forms are available on the S Drive and from the Crowder College Public Information Office.

## 5.7 Institutional Review Board (*New Policy 06/26/2017*)

The United States Department of Health and Human Services (DHHS) and Crowder College have established standards and guidelines to protect individuals who may be at risk as a consequence of participation in a research activity. The Institutional Review

Board for the Protection of Human Participants (IRB) is responsible for ensuring that adequate safeguards are established to protect any individual who may be at risk as a consequence of participation in research activities.

Standards for the committee's review are based upon:

1. Protection of Human Subjects – code of Federal Regulations, 45 CFR 46
2. Standards of Privacy of Individually Identifiable Health Information, 45 CFR 160 and 164

Researchers are encouraged to refer to these codes in planning their research. (Complete procedures and forms for IRB application and approval can be found in the Employee Handbook and are available from the Institutional Research office.)

## 5.8 Ownership of Patents/Copyrights

5.8.1 Crowder College shall own all patents, copyrights, and other intellectual property rights derived from research, innovation, scholarship, or other activities of College employees, except when an employee of Crowder College working on his or her own time develops an idea, process, written work or invention, all patents, copyrights and other legal protections to ownership of this concept or project will remain the property of the individual or individuals who developed it. This protection also applies to ideas, processes, written materials and inventions developed by individuals or companies with whom the College is working on an advisory or consultative basis. Employees may, working on their own time, use College facilities and on-campus equipment. When College use incurs expense to the institution for supplies, copying, telephone, postage, materials, etc., those expenses must be reimbursed to the College. Ideas, patents, written materials and projects developed by College employees for or using the name of the College, as work assignments or commissioned by the College through outside services will remain the property of the College.

Crowder College intellectual property guidelines can be found in the Crowder College Employee Handbook.

## 5.9 Ethical Use of Copyrighted Material

5.9.1 It is the policy of Crowder College that its employees adhere to the current provisions of the federal copyright statutes and the Congressional guidelines pertaining to the use of copyrighted materials. Although copyright law is a continuously evolving field, each employee will make a good faith effort to operate ethically and legally.

## 5.10 Ethical Use of Technology

5.10.1 As noted in the Crowder College Timeless Values (page vi), all College employees have a special obligation to lead by example. Therefore, it is the policy of Crowder College to promote the ethical use of technology. This

includes, but is not limited to, observing current copyright and other applicable laws. Refer to the Crowder College Employee Handbook or the [website](#) for further information.

5.10.2 Use of the College computer network for commercial sales is prohibited.

#### 5.11 Tobacco and Electronic Cigarette Use

5.11.1 Out of consideration for the health of all College citizens, and the maintenance of College facilities, tobacco and electronic cigarette use is prohibited within all College buildings, including the residence halls and College-owned vehicles.

#### 5.12 Alcoholic Beverages

5.12.1 The consumption of alcoholic beverages is prohibited on the property of Crowder College with the exception of any faculty or staff private residences. This includes organizations and groups not connected with the College as well as all College sponsored activities.

#### 5.13 Children on Campus

5.13.1 It is the policy of Crowder College that children who are not on campus for some specific age-related activity not be present in the classroom or other areas of the College, in lieu of other child care arrangements. The College believes it is inappropriate for children to be in classes and other College areas, due to the potential liability to the College, risk of harm to the children, distraction of students, and disruption of the academic environment. This policy is not intended to prohibit or discourage children from being on campus when the purpose of their visit is to attend classes or activities specifically scheduled for their benefit.

#### 5.14 Weapons (Concealed or Visible) on Campus or in College Meetings

5.14.1 All persons other than approved trained, licensed, certified Crowder College Security personnel and on duty licensed law enforcement officers, are prohibited from bringing any and all weapons including, but not limited to, handguns, firearms, knives, other explosive devices, Tasers, Mace, concealed or visible, onto property owned or leased by the College, including College buildings, parking lots and athletic fields.

5.14.2 All persons are prohibited from carrying weapons as mentioned in 5.13.1 above in any College owned or leased vehicle.

5.14.3 No person shall carry a weapon, concealed or visible, into any meeting of the College Board of Trustees, or into any College sponsored event or activity,

whether or not said meeting, event, or activity is being conducted on College property.

5.14.4 College employees and students who violate the provisions of this policy shall be subject to disciplinary action up to and including dismissal.

5.14.5 The College shall post appropriate notice that weapons, concealed and visible, are prohibited on College property.

#### 5.15 Public Announcements

5.15.1 The reading aloud, announcing or posting of advertising materials, or the distribution of circulars on College property is prohibited without consent of the Vice President of Student Affairs or Director of Public Information.