**SECTION 4: FINANCE AND ADMINISTRATION**

**POLICIES AND PROCEDURES**

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| **4.1**  | **Accounting System Policy *(Adopted 6-1-1987; Revised 8-25-2008)*** East Central College will maintain a financial reporting system which is in conformance with the laws of the State of Missouri and the Uniform Financial Reporting Manual of the Missouri Department ofHigher Education and generally accepted accounting principles.  |

 **Procedures: *(Revised 8-25-2008)***

4.1.1 East Central College will use a fund accounting system which is consistent with the UniformFinancial Reporting Manual of the Missouri Department ofHigher Education.

4.1.2 The following fund types are established in order to provide a uniform financial reporting process, and these fund types are defined as follows:

 **General Fund -** The General Fund will be used to account for revenues and expenditures for the academic and service programs of the College. The source of the funds will be local taxes, state aid and student tuition/feesand other general miscellaneous revenue. Expenditures in the fund will include the costs associated with supporting the educational program of the College or maintaining the physical structure and operation of the College.

 **Bond and Interest Fund -** The Bond and Interest Fund is established to account for the payment of principle, interest, and related charges on any outstanding bond issue. Revenue for the fund is received by tax levy which has been authorized by the voters. Expenditures for the fund are restricted to the payment of the items noted above. Debt service for each bond issue must be accounted for separately, using a group of self-balancing accounts within the fund. Expenditures in the fund are restricted.

**Auxiliary Enterprises Fund -** The Auxiliary Enterprises Fund is established for the purpose of accounting for College services where fees are charged to students, staff or the general public, be it either a sale fee for a good purchased or a user fee for a service rendered. Each enterprise service should be accounted for separately using a selfbalancing account within the fund.

**Restricted Purpose Fund -** The Restricted Purpose Fund is established to account for state or federalmonies thathave restrictions regarding their use. Each specific account in the restricted purpose fund must be accounted for separately using a self-balancing account.

Accounts must be established to insure that the accounting and reporting requirements of the grantor are met. If the grantor provides a special accounting manual for audit purposes, it should be followed exactly.

Each account in the restricted purpose fund is self-balancing, and the account should balance to $0 atthe termination of the activity. If it does not, the amount that the account is overspent is a liability against the general fund. If the account is under spent, the balance must be returned to the grantor.

**Trust and Agency Fund -** The Trust and Agency Fund is established and used to receive and hold funds when the College serves as a custodian or fiscal agent for another body. The College has an agency rather than a beneficial interest in these monies; the College does not necessarily have control or direction over the use and expenditures of the monies, with the exception that the College uses its financial capability and accounting procedures to insure the integrity of the accounts. Each agency's money should be accounted for by a selfbalancing account. These accounts will balance to $0 at the termination of the activity. Monies generated by College clubs that are continuously inactive for three semesters or College athletic activities that are suspended by the Board of Trustees will be returned to the student government fund for use and/or disbursement.

**Faculty Development Fund** - The Faculty Development Fund is established to provide funding to each full-time faculty member for purposes of professional development expenses. The specific annual allocation to each account is established as part of the annual budget. Balances in each account may not exceed the equivalent of two years of funding at the current annual allocation.

**College Restricted Fund** - The College Restricted Fund is established to account for College funds that have restrictions imposed by the institution regarding their use. Each specific account in the College restricted fund must be accounted for separately using a self-balancing account, and the account should balance to $0 at the termination of the activity. If it does not, the amount that the account is overspent is a liability against the general fund. If the account is under spent, the balance is returned to the general fund.

 **Building Construction Fund -** This fund will be used to account for revenues and expenditures which are associated with building construction or the purchase of unmovable equipment. The source of monies for this fund will be the proceeds of bond sales, gifts, grants, or other funds restricted to such purposes by their origin or by statute. The expenditures in this fund will be for construction or purchase of

unmovable equipment. The accounts in this fund will be selfbalancing, and the expenditures will be restricted.

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| **4.2**  | **Tax Rate *(Approved 8-25-2008)*** The Board will set the tax rate of the College in an amount deemed necessary within state statutes to satisfy the budgetary needs of the College. The tax rate will be set by the Board before September 1 of each year, unless otherwise provided by the laws of the state of Missouri.  |

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| **4.3**  | **Budget Policy *(Reaffirmed 12-2-1991; Revised 8-25-2008)*** East Central College will operate on an annual budget from July 1 to June 30. The budget will be prepared by administrative officials and submitted annually to the Board of Trustees for approval by June 15.  |

 **Procedures: *(Revised 8-25-2008)***

4.3.1 Budgeting procedures will be carried out in accordance with the laws of the state and instructions from the Missouri Department ofHigher Education.

4.3.2 The Board of Trustees will review the status of the budget at each regular meeting. The Board will be presented a treasurer's report, a balance sheet, a schedule of investments, a summary of budgeted expenditures versus actual expenditures and a summary of budgeted revenues versus actual revenues.

4.3.3 Amendments to the budget will require approval by the Board of Trustees.

4.3.4 The following guidelines will govern budget development, expenditure control and cash flow:

1. Budgeted expenditures will not exceed budgeted revenues.

1. A restricted reserve shall be maintained in order to provide for timely payment of the College's financial obligations. The total offunds to be held in the reserve shall be established by the Board of Trustees and shall be consistent with prudent fiscal policy regarding cash flow requirements and the timing of revenue receipts. Transfers to or from the restricted reserve fund will require approval by the Board of Trustees.

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| **4.4**  | **Financial Reports Policy *(Revised 6-23-2003)*** The Chief Financial Officer, in cooperation with other appropriate employees, shall prepare and present financial reports to the Board of Trustees at all monthly meetings and at any time upon request, summarizing the status of the various funds contained in the annual budget and providing other appropriate information. Other financial reports to regulatory agencies and associations shall be filed as required and in the best interests of the College. |

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| **4.5**  | **Auditing Policy *(Adopted 12-3-1968; Revised 6-23-2003)*** The College financial records will be audited annually by a certified public accountant licensed to practice public accounting in the State of Missouriand with documented experience in federal and state funds auditing. A copy of this audit will be sent to the Department of Higher Education, the Department of Elementary and Secondary Education,the U.S. Department of Education, and other regulatory agencies as required. A copy of the audited Revenues and Expense Statement will be published in local newspapers.  |

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| **4.6 Purchasing Policy *(Reaffirmed 12-2-1991; Revised 8-25-2008)*** The Board of Trustees authorizes the College President to administer the College Purchasing Policy in accordance with state and federal laws. This Policy covers purchases of supplies, equipment, library books and materials, insurance and contracted services.  |

**Procedures: *(Revised 8-25-2008)***

 4.6.1 All purchasesshall be made withthe objective of securing services, materials, supplies and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

4.6.2 Purchasing to make purchases necessary for the operation procedures shall be based upon the level of expenditure:

##  a. Expenditures up to$1,000

Without competitive bidding, the Chief Financial Officer and designees are empowered to make purchases necessary for the operation of the district as long as the amount does not exceed $1,000.

##  b. Expenditures of more than$1,000 up to$5,000

Without competitive bidding, the Chief Financial Officer and designees are empowered of the district as long as the expenditure is more than$1,000 up to$5,000 and aslong as the purchase is not made until at least three (3) verbal price quotations are considered if obtainable.

##  c. Expenditures of more than$5,000 up to $15,000

 Without competitive bidding, the Chief Financial Officer and designees shall obtain at least three (3) written price quotations, if obtainable, when purchases are necessary for the operation of the district of more than $5,000 up to $15,000. Further, when deemed necessary by the Chief Financial Officer, advertisement in a newspaper or newspapers of general circulation in the

 district for quotations shall be made.

##  d. Expenditures exceeding $15,000

In the event a proposed expenditure exceeds $15,000, the expenditure shall not be made until competitive bidding has been engaged. Bid specifications shall be prepared by the Chief Financial Officer in consultation with other appropriate staff as necessary. Bids shall then be advertised in a newspaper or newspapers of general circulation within the district. Bids shall be opened and publicly read aloudat a designated time and place. The College reserves the right to waive minor technical defects in a bid, or reject any or all bids or any part of any bid. Purchases exceeding $15,000must be approved by the Board of Trustees of the College.

###  4.6.3 Exceptions

Any cooperative contracts established by (1) the state of Missouri, (2) other public agency or entity governed by the laws of the state of Missouri, or (3) any higher education or public entity compact or consortium may be used by the College in lieu of competitive bidding for the purchase of item equipment, supplies, sundries, non-realty leases, maintenance and periodic service agreements. Purchaseswhich are not adapted to competitive bidding, such as (1) sole source purchases, or (2) the procurement ofprofessional servicesorskill wherein the professional credentials orability areof primaryimportance are considered exceptions to the requirement for competitive bidding. The Chief Financial Officer may waive competitive bidding when the purchase will result in direct and immediatesavings to the College. Sole source purchases will have supporting documentation from originator.

###  4.6.4 Insurance

Allinsurance will be purchased utilizing the normal bid procedures unless it is a part of a cooperative agreement*.* Insurance coverages will be reviewed annually.

###  4.6.5 Preference to Missouri Products and Firms

 In making purchases, preference shall be given to all commodities manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations, or individuals, when quality is equal or better and delivered price is the same or less.

###  4.6.6 Preference to Local Products and Firms

In making purchases, preference may be given to all commodities manufactured, mined, produced, or grown within the district and to all firms, corporations or individuals doing business within the district, when quality is equal or better and delivered price is the same or less.

4.6.7 The purchase of all merchandise,products and services for College purposes must be done through the Chief Financial Officer. The Chief Financial Officer will coordinate purchasing within the framework of the statutes of Missouri, policies and proceduresof the Board of Trusteesand regulations promulgated by the Chief Financial Officer.

4.6.8 All purchases must be authorized in advance by a requisition and/orpurchase order signed by an appropriate College official.

4.6.9 Thesepurchasing procedures cover the procurement of equipment and supplies and commitments of funds for rentals and service agreements. Suchcommitments must be covered by purchase orders.

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| **4.7**  | **Selection of Architectural/Engineering and/or Land Surveying Services** ***(Adopted 8-25-2008)*** The Board of Trustees may select qualified firm(s) and negotiate contract(s) for architectural, engineering and land surveying services for the various building projects undertaken by the College.  |

 **Procedures:**

 In selecting such firm(s), the following criteria will be considered:

1. Training, specialized experience and technical competence, including that of partners and associates, demonstrated either with the College or elsewhere with respect to the type of services desired.

1. Planning ability, efficiency and promptness of the firm(s), including the capacity and capability of the firm(s) to perform the tasks requested, aswell as any specialized services, within the time limitations established for the completion of the project.

1. Proposed price for the services requested (i.e., a fee schedule).

1. Past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.

1. Proximity to and familiarity with the geographical area in which the project shall be located.

When considering the need for architectural, engineering and/or land surveying services, the Board or designee shall prepare a written description of the services desired by the College. Interested firms may be requested to submit information in accord with the above criteria.

College officials shall review the materials submitted and shall attempt to negotiate acceptable terms with any or all of the firms submitting materials. The Board of Trustees shall select the firm(s) considered best qualified for the project(s).

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| **4.8**  | **Construction Contracts Bidding and Awards *(Adopted 8-25-2008)*** All facilities construction projects that exceed an expenditure of $15,000 shall be advertised and competitive bids solicited, according to state law. In order to protect the College, each bidder may be required to submit with his or her bid a bidder's bond in an amount determined by the estimated cost of the project.  |

 **Procedures:**

The construction contract shall be awarded to the lowest responsible bidder whose bid is in accordance with the approved plans and specifications and who has provided the required security. However, the Board reserves the right to waive minor technical defects in a bid, or reject any or all bids, or any part of any bid. No bid for the construction, alteration or repair of any building shall be accepted if it does not conform to the plans and specifications for the project.

If the project is considered a public works project estimated to exceed $25,000, the contractor will be required to furnish a performance bond in accordance with law. No contractor shall be required to submit a bond from a particular insurance or surety company. Lien waivers shall be provided by the contractor and his or her subcontractors and suppliers.

All pay requests by the contractor shall be approved by the architect prior to payment.

Bid specifications and/or contracts for all public works shall include the required provisions concerning prevailing wages pursuant to the rules of the Division of Labor Standards of the Missouri Department of Labor and Industrial Relations and will comply with state law.

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| **4.9**  | **Construction Manager Option *(Adopted 8-25-2008)*** In the event that the College chooses to use the services of a construction manager instead of a general contractor, the College shall select a construction manager and negotiate with that construction manager to obtain a contract that is fair and reasonable.  |

**Procedures:**

To select a construction manager, the College shall advertise and solicit proposals from qualified construction managers in the following manner:

1. If the total cost for the project exceeds five hundred thousand dollars ($500,000), the solicitation shall be advertised for a period of ten (10) days in one (1) newspaper of general circulation in the county.

1. If the total cost of the project exceeds one million five hundred thousand dollars ($1,500,000), the solicitation shall be advertised for ten (10) days in two (2) daily newspapers in Missouri which have not less than fifty

thousand (50,000) daily circulation in addition to the advertisement required by number 1 above.

1. If the total cost of the project is five hundred thousand dollars ($500,000) or less, the solicitation need not be advertised.

1. Solicitations shall require the bidders to submit the following information:

* 1. Fees for overhead and profit.
	2. Reimbursable costs for reimbursable items.
	3. Qualifications.

1. Demonstration of ability to perform projects comparable in design, scope and complexity.

* 1. Demonstration of good faith efforts to achieve compliance with federal, state and local affirmative action requirements.
	2. References from owners for whom construction management services have been performed.
	3. Financial strength.
	4. Qualifications of in-house personnel who will manage the project.
	5. Demonstration of successful management systems which have been employed for the purposes of estimating, scheduling, and cost controls.

If the College selects a construction manager on the basis of the above factors, then contractual negotiations may be conducted with that construction manager and a contract may be executed between the Board of Trustees and that construction manager. If the College cannot reach an agreement upon the terms of a construction management services contract through negotiations with the selected construction manager, then the College will attempt to select another construction manager and negotiate a contract with that construction manager. The College will continue to follow the procedures outlined in this Policy until a contract has been executed between the Board of Trustees and a construction manager.

Furthermore, the Board of Trustees shall not award a contract to any construction manager (or a firm that controls, is controlled by or shares common ownership or control with the construction manager), if such construction manager:

* 1. Guarantees, warrants or otherwise assumes financial responsibility for the work of others on the project.
	2. Provides the District with a guaranteed maximum price for the work of others on the project.
	3. Furnishes or guarantees a performance or payment bond for other contractors on the project.

Under this Policy, the term "project" shall mean the erection or construction of a building or structure or the improvement, alteration or repair of a building or structure. The term "construction manager" includes consulting, advising, assisting and making recommendations on any and all aspects of preconstruction planning, design, bidding, and contract award and providing general observation, coordination and direction of the work and processing of payment requests and change orders during construction.

This Policy shall not apply should the College choose to contract with an individual or firm solely for the purpose of serving as a liaison with a general contractor.

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| **4.10**       | **Change Orders During Construction *(Adopted 8-25-2008)*** A change order is a written order to the contractor signed by the owner and the architect, issued after execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time. Although the general philosophy of the College is to discourage contract adjustments during a project, change orders may result from the following: Changes in the quality or scope of the project Changes resulting from unforeseen condition, and  Changes due to errors or omissions by the architect or contractor. Additional costs incurred for time or materials, when unit costs or rates for time or materials are included in the terms of the contract, are not considered change orders for purposes of this Policy.  |

 **Procedures:**

Change orders may be signed by the President of the College only under the following circumstances:

1. The College President, after discussions with representatives of the project monitoring team, may sign any change order authorizing a change in the work, provided that the contract sum is not increased by more than $15,000 and that contingency funds are available for said change.

1. A proposed change order shall be submitted to the Board of Trustees for approval when the proposed increase in the contract sum exceeds $15,000, or when the contingency funds are insufficient to cover the proposed increase. If approved, the College President or designee is authorized to immediately sign the change order.

1. In an emergency, such as where there is a threat to life or property, the College President is authorized to immediately sign any change order. In such case, the College President should advise the Board of the circumstances necessitating the change order as soon as practicable.

In processing change order requests, the College President shall attempt to identify situations where a proposed change order may have been caused by an error or omission of the architect or contractor. In appropriate cases, the College shall endeavor to recover the cost of the change from the responsible party.

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| **4.11**  | **Use of College Employees in Lieu of Contractors *(Approved 8-25-2008)*** The College may use its employees to alter, maintain and repair buildings, equipment or grounds without the letting of contracts. |

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| **4.12**  | **College Liability Insurance *(Adopted 8-25-2008)*** The College will maintain coverage against liability of the College and its employees as allowed by law. Such coverage may be maintained through insurance or participation in the state public entity risk management fund. To the extent of the covered risks and coverage limits, the College will defend and indemnify employees against liability for acts and omissions within the course and scope of their duties. The College will not defend or indemnify employees against their criminal or intentional wrongful acts or any liability for any acts or omissions that occur outside the course and scope of their duties. The College reserves the right, in circumstances which the Board of Trustees deems appropriate, and following a majority vote of the whole thereof, to determine whether to defend and/or indemnify an employee in a proceeding brought against the employee alleging a loss not within the covered risks, resulting from an employee’s act or omission that occurs within the course and scope of the employee’s duties.  |

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| **4.13**  | **Financial Exigency Policy** *(Adopted 6-4-1979; Implemented 2-9-1981; Revised 8-28-2003)* The President will regularly review the financial status of the College to determine if conditions exist that are sufficient to warrant a declaration of financial exigency.  |

 **Procedures:**

 **4.13.1** Financial exigency existswhen an imminent financial crisis threatens

the survival of the institution as a whole and cannot be alleviated by less than drastic means, such as the realignment of College expenditures, immediate reduction in hourly and contract employees, and/or emergency use of restricted reserves from the fund balance of the College.

 **4.13.2** Any sudden*,* severe, and unexpected change in financial conditions willbe reported within five days of the discovery of such conditionsby the President to the Board of Trustees, faculty, and staff.

 **4.13.3** Following the determination by the Board of Trustees that a financial exigency does exist, the President of the College, as Chief Executive Officer, will develop a retrenchment plan for approval and enactment by the Board of Trustees.

**4.13.4** The plan for retrenchment will be developed in accordance with the following guidelines:

1. The total College operation, including all departments and offices, will be considered in making recommendations for retrenchment.

1. In all cases of termination of faculty on continuous contracts because of financial exigency, the positions of the faculty concerned will not be filled within a two-year period by replacement nor will temporary positions be created so as to effect replacement of those faculty positions unless the released faculty have been offered reinstatement and a reasonable time in which to accept or decline the offer.

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| **4.14**  | **Receipt and Disbursement of Funds Policy *(Revised 4-7-2003)*** The Chief Financial Officer, under the direction of the President of the College, shall be designated as the primary staff officer responsible for the receipt and disbursement of funds, said officer being bonded in an amount of not less than $1,000,000. All College funds will be received through the College Business Office and willbe properly recorded and accounted for. The Board treasurer shall be the official designated by the Board to certify monthly that the receipt and disbursement of funds have been duly and properly accounted for.  |

### 4.15 Investment of Funds Policy *(Adopted 2-1-1988; Revised 8-25-2008)*

Funds not needed for immediate expenses of the College will be invested in a manner which will provide maximum security and investment returns while meeting the daily cash flow demands of the College and conforming to all state statutes governing the investment of public funds.

**Procedures: *(Revised 8-25-2008)***

#### 4.15.1 Investment Types

In accordance with and subject to restrictions imposed by current statutes and the investment policy of the State of Missouri, the following list represents the entire range of investments that the College will consider and which shall be authorized for the investments of funds.

1. **Collateralized Public Deposits (Certificates of Deposit).**

Instruments issued by financial institutions which state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as dictated by State statute.

1. **United States Treasury Securities.** Obligations of the United States government for which the full faith and credit of the United States are pledged for the payment of principal and interest.
2. **United States Agency Securities.** Obligations issued or guaranteed by any agency of the United States Government.

#### 4.15.2 Security Selection

The following list represents the entire range of United States Agency Securities that the College will consider and which shall be authorized for the investment of funds by the College. Additionally, the following definitions and guidelines should be used in purchasing the instruments:

1. U.S. Govt. Agency Coupon and Zero Coupon Securities. Bullet coupon bonds with no embedded options.

1. U.S. Govt. Agency Discount Notes. Purchased at a discount with maximum maturities of one (1) year.

1. U.S. Govt. Agency Callable Securities. Restricted to securities callable at par only with final maturities of five (5) years.

1. U.S. Govt. Agency Step-Up Securities. The coupon rate is fixed for an initial term. At coupon date, the coupon rate rises to a new, higher fixed term. Restricted to securities with final maturities of five (5) years.

1. U.S. Govt. Agency Floating Rate Securities. The coupon rate floats off one index. Restricted to coupons with no interim caps that reset at least quarterly.

#### 4.15.3 Collateralization

The market value of collateral must total to an amount equal to 100 percent or greater of the amount of College time deposits plus demand deposits with the depositors, less the amount, if any, which is an insured deposit pursuant to the Federal Insurance Act of 1950 (64 Stat. 873) as heretofore or hereafter amended.

 All securities pledged as collateral by the depository shall, at the option of the depository banking institution, either be delivered to the fiscal officer or be deposited with a disinterested banking institution or safe depository as trustee satisfactory to both parties to the depository agreement. No security pledged as collateral shall be released by the depository banking institution without the written permission of the Chief Financial Officer or designee.

The College shall have a depositary contract and pledge agreement with each safekeeping bank that will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA). This will ensure that the College’s security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

####  4.15.4 Demand Deposits

Demand deposits shall be maintained in a financial banking institution(s) designated by the Board of Trustees. The Board may seek bids and redesignate depositories at any time.

 Demand deposits shall be collateralized, secured and deposited according to the same criteria applicable to College investments as described and noted herein above.

#### 4.15.5 Investment Reports

The Board shall approve College investments in a monthly report supported by the appropriate Pledged Securities Schedule and submitted by the Chief Financial Officer or designee.

#### 4.15.6 Authorized Financial Dealers and Institutions

 A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness as determined by the investment officer and approved by the governing body. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C31 (uniform net capital rule).

 All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

* Audited financial statements.
* Proof of National Association of Securities Dealers (NASD) certification.
* Proof of state registration.
* Completed broker/dealer questionnaire.
* Certification of having read and understood and agreeing to comply with the College’s investment policy.

 An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

#### 4.15.7 Investment Guidelines

College staff shall at all times exercise prudent financial judgment when investing funds and shall adhere to investment guidelines as

outlined and implemented by the State of Missouri in its current investment policy.

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| **4.16**  | **Inventory Control Policy *(Adopted 12-3-1968; Revised 4-7-2003)*** A perpetual inventory of fixed assets and related depreciation schedules shall be established and maintained at the direction of the Chief Financial Officer. Such inventory shall provide that assets valued at $5,000 or more be listed in a fixed asset group of accounts.All such fixed assets, as well as all items with values less than $5,000 but requiring inventory controls by federal and state agencies such as the Department of Elementary and Secondary Education, will be tagged with numbered identifying labels in order to provide security and maintenance of the assets.  |

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| **4.17**  | **Payment of Bills Policy *(Adopted 12-3-1968; Revised 4-7-2003)*** At the regularmonthly meeting of the Board of Trustees orat special called meetings, the Board will approve the payment of bills as required for College operations and supported by appropriate documentation in the financial reports provided to the Board at the respective meeting. Salary checks are written as due and payable per faculty and staff contracts and in compliance with wage and hour statutes.  |

**4.18 Expense Reimbursement Policy *(Reaffirmed 12-2-1991; Revised 11-3-2003)***

The Board of Trustees delegates to the College President the establishment of procedures which regulate the reimbursement of expenses incurred while members of the Board of Trustees or College employees areon College business.

**Procedures: *(Revised 4-6-2006*; *Revised 4-7-2015)***

Requests for reimbursement of expenses must be submitted on the appropriate Expense Reimbursement Form within 30 days of the expense or they will not be reimbursed.

Transportation, lodging, and meeting/conference registration charges should be pre-paid using a college credit card whenever possible.

**4.18.1** **Mileage *(revised 4-7-2015)***

Mileage expenses for travel subject to reimbursement shall be reimbursed at a per mile rate established by the Internal Revenue Service.

1. Mileage expense for traveling to and from the employee's residence to the employee'sassignedplace of employment, whether atthe main campus or atan extension center, shall not be reimbursed.

1. When the employee's work day includes assignments at two or more College sites, mileage will be paid between such sites but not to or from the employee's residence.

1. When traveling from home to a site other than the employee's assigned place of employment, mileage will be calculated from the College or employee’s home, whichever is less.

1. A reimbursable mileage guideline will be generated by the Office of Finance and Administration which delineates standard mileage from the College to sites commonly traveled to. Mileage to sites not on the guide will be based on mileage provided via Map Quest or other web mapping service and documented with a printout of the web page.

####  4.18.2 Transportation Expenses other than Mileage

Other transportation expenses, including but not limited to, railroad fares, air fares, taxicabs, baggage transfers, tolls, and parking fees shall be reimbursed in full provided such expenses are necessary and reasonable and supported by appropriatereceipts.

#####  **4.18.3 Lodging** (Revised 4-7-2015)

Lodging expenses shall be reimbursed in full provided such expenses are necessary and reasonable and supported by appropriate receipts. For lodging in Missouri, employees should provide the hotel/motel with the ECC tax exemption letter.

 **4.18.4 Meals *(Revised 4-7-2015)***

The College will reimburse actual meal expenses for approved activities, with itemized receipts, as follows:

 **Single-Day Trips** – For single-day trips for meetings outside of the district/service region, reimbursement for actual meal expenses up to $15 with itemized receipts. If a meal is provided as part of the meeting, no reimbursement will be provided.

 **Overnight Trips** – For trips requiring overnight travel, reimbursement for actual meal expenses up to $44 per day with itemized receipts. On the first and last day of travel, reimbursement up to $20 per day with itemized receipts. In cases where a meal or meals are provided as part of the conference or registration cost, the maximum daily reimbursement will be reduced as follows for the meals provided:

breakfast, $8; lunch, $12, dinner, $24.

 **Business Meals** – Expenses for meals with a business purpose will be reimbursed in full if authorized by the employee’s administrator.

These expenses must be supported with the names and positions of the employees and guests involved and a description of the purpose of the meeting.

 **Required Meetings** – When a College employee is required to attend a function where a meal must be purchased, the meal expense shall be reimbursed in full.

 **Alcohol** – In no case will costs of alcoholic beverages or other personal expenses be reimbursed.

 **Excess Expenses** – If expenses in excess of the limitations stated

above are charged to the employee’s College-issued credit card, reimbursement must be made to the College within 30 days for the amount exceeding the stated limit.

#### 4.18.5 Cash Advances *(Revised 4-7-2015)*

 Employees who do not have access to College credit cards may obtain a cash advance for travel, up to a maximum of $100 per day, by submitting a request for travel approval form. Failure to submit the required expense reimbursement for travel form within 30 days of travel completion will be cause to deduct the full cash advance amount from the employee's paycheck.

 **4.18.6 Prospective Employees *(Revised 6-19-2014; Revised 4-7-2015)***

With the approval of the College President or his/her designee, applicants selected for interviewsmay be reimbursed for expenses not to exceed the established amount when traveling 100 miles or more for the interview. Allowable expenses will include lodging and transportation (i.e. air travel, rental car, fuel) or as designated by the College.

#### 4.18.7 Relocation Within the College District *(Revised 6-18-2014; Revised 4-7-2015)*

 Relocation expense reimbursements for moving into the East Central

College District will be allowed for the President and Vice Presidents. The reimbursement is considered an incentive for College administrators to reside in the District. Relocation reimbursement for moving into the East Central College Service Region may be allowed.

The employee will be eligible for reimbursement only once if the move falls within the first year of employment. The College President may approve an extension of up to one year based upon extenuating circumstances.

 The College will reimburse according to the IRS guidelines for

deductible expenses (non-taxable). Deductible expenses are items

which an employer can reimburse without having to tax the employee on payment. Reimbursements will be reported on the employee’s W-2.

The President will approve the reimbursement of relocation expenses up to $2000 for Vice Presidents. The Board of Trustees will approve the reimbursement of relocation expenses for the College President as negotiated in the contract. Relocation reimbursement for other positions and/or moving to a residence located in the Service Region or outside of the District will require recommendation by the College President and approval of the Board of Trustees.

 Qualified deductible expenses include:

1. Rental transportation and packing of household goods and personal

effects.

1. Travel of spouse and dependent(s) living in the immediate household; allowable for one trip by the employee and one trip per household member. Family members do not have to travel together but the family members’ relocation must be within the year of the move of the employee.
2. Lodging for one night stay at old location, one night stay at new location and lodging while traveling en route to new location.
3. Moving of personal autos.

 Nonqualified expenses include:

1. Meals, food and/or beverages
2. Relocation of nondependent(s)

 Reimbursement requests are to be submitted within 30 days of the completed move. A signed expense reimbursement form, along with original receipts and/or other supporting documentation for the expenses, should be submitted to Human Resources.

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| **4.19**    | **Facilities Maintenance and Repair Account Policy(Adopted 12-7-1987; Revised 6-23-2003)** An account designated as the Facilities Maintenance and Repair account shall be maintainedfor the purpose of correcting construction deficiencies and/or structural and mechanical deterioration. Funds in this account are subject to state guidelines for use of state maintenance and repair appropriations and approval by the Board of Trustees. Approval to address an emergency situation immediately is granted by the Board of Trustees under this Policy. An emergency for this purpose is definedas: 1. A condition such that life or safety is threatened,
2. Acondition that affects the structural integrity of a building
3. Acondition causing mechanical or electrical system failure and severely affecting working environment.
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The President is authorized to address any such situation as quickly as possible and report to the Board of Trustees the condition and its corrected status at the earliest possible meeting time.

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| **4.20**  | **Surplus Property Policy *(Adopted 5-1-1990; Reaffirmed 12-2-1991, 8-28-2003)*** The President of the College or his/her designee is authorized to act on behalf of the College in the acquisition or disposal of surplus property.  |

**Procedures:**

#### 4.20.1 Surplus Property AcquisitionProcedures

The College or its agents as designated by the President may acquire federal surplus property through the Missouri State Agency for

Surplus Property under authority of the Federal Property and Administration Services Act of 1949. College employees desiring to purchase federal surplus property for College use must:

1. Obtain written authorization from the President including the dollar limit of items to be purchased.
2. Complete a purchase requisition form and obtain the appropriate signatures.
3. Obtain a purchase order from the Purchasing Agent.

#### 4.20.2 Surplus Property Disposal Procedures

Property may be nominated as surplus by a unit supervisor, division chair or faculty of the department housing such property. The Director of Facilities and Grounds or his/her designee will then be responsible for formally deeming property surplus and for the appropriate disposal of the property.

1. Methods of Disposal:

* + 1. **Direct Transfer -** The department or unit housing such property may make a direct transfer to another department within the College having a need for such equipment or property, with notice to the Director of Facilities and Grounds or his/her designee. Any items purchased with Perkins, vocational enhancement or RTEC funds may be transferred only to another vocationally-funded program within five years of purchase, with permission of the vice president in charge of occupational-technical programs and with notice to the Director of Facilities and Grounds.

* + 1. **Sale** - Items with resale value, as determined by the Director of Facilities and Grounds or his/her designee, shall be sold by sealed bid or auction. Such sales shall be made to the highest responsible bidder and shall be in conformance with all College purchasing policies and procedures.

* + - 1. Terms of sale. Property shall be sold "as is and where is" and without any warranty whatsoever.

* + - 1. Costs. All costs, including transportation and fees, in connection with the act of the sale and all other related costs and fees shall be borne exclusively by the purchaser.

* + 1. **Local Disposal -** Surplus or obsolete items determined by the Director of Facilities and Grounds or his/her designee to have little or no transfer or sale value may be locally disposed of. Items requiring special handling shall be disposed of in accordance with all local, state and federal laws and regulations.

* + 1. **Trade In -** The Director of Facilities and Grounds may take advantage of opportunities to trade in surplus property on the purchase of like items if it is monetarily advantageous to the College.

* + 1. **Donation -** The President of the College or his/her designee is authorized to distribute surplus property to other in-district public educational institutions as provided by state statute and regulation.

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| **4.21**  | **Default of Payment *(Approved 3-8-2004)*** Payment of tuition and fees is due pursuant to the published schedule. Any student defaulting on this payment, either through a returned check or rejected credit card, will be dropped from course(s) immediately. When a student's check for payment of goods or services is returned for a non-existent account or insufficient funds, a charge will be assessed.  |

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| **4.22**  | **Bank Credit Card Policy *(Adopted 5-1-1990; Revised 6-23-2003)*** The Board of Trustees approves the issuance of a bank credit card to the President of the College. The President is empowered to authorize the bank to issue creditcards to other designated officers and employees. Payment of any or all College credit card bills requires supporting documentation, normally purchase receipts, and the signature approval of the cardholder indicating verification of charges as accurate. Credit cards are to be used solely for College purposes. Personal purchases are prohibited.  |

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| **4.23**  |  **Bookstore Policy *(Revised 12-2-2002)*** East Central College will operate a College Bookstore for the benefit of the students, faculty, and staff of the College. The bookstore will operate without  |

subsidy from the general College operation. Students, faculty, and staff will follow procedures outlined regarding utilization of the East Central College Bookstore.

**Procedures: *(Revised 8-25-2008)***

**4.23.1** Office *s*upplies for College useare available inthe bookstore. Supplies may be purchased by departmental charge. The bookstore shall prepare amonthly report on detailed purchases by division or department. A requisition with proper authorizationmust accompany any order over $100(books or supplies).

**4.23.2** Book return periods will be set and publicized by the bookstore and will be those of most service to students.

 **4.23.3** Copyright laws and procedures will apply to all materials.

**4.24 Solicitation and FundraisingPolicy**

 **4.24 Solicitation and Fundraising Policy *(Adopted 12-3-1968; Revised 1-2005; Revised 5-9-2016)*** Fundraising for external causes is prohibited on the campus unless specifically authorized by the College President or Board of Trustees. The sale on campus of any articles or services not otherwise sanctioned by the College is prohibited.

**Procedures: *(Revised 8-25-2008, 5-9-2016)***

**4.24.1** The College will allow and promote fundraising for the ECC Foundation and the United Way.

**4.24.2** Unsolicited and/or unscheduled commercial solicitation on College owned or leased property is not permitted. However, representatives of companies selling products or services that are or may be used by the College may visit appropriate offices or departments as invited or scheduled with College personnel.

**4.24.3** Employees who wish to solicit co-workers for personal causes may do so during breaks and lunch periods. However, employees are not permitted to use the College email system or other resources for fundraising for personal causes.

**4.24.4** All activities involving the solicitation of external gifts or donations for student clubs or organizations, athletic teams, or employee groups or associations must have prior approval by the Foundation Director.

**4.24.5** Fundraising by student or employee organizations to benefit, or otherwise on behalf of, external organizations must have prior approval by the College President.

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| **4.25**  | **Gifts *(Adopted 8-25-2008)*** Employees may not accept or solicit personal gifts of any kind from any student or any individual or firm doing business with or seeking to do business with the College.  |

**Procedures:**

**4.25.1** A gift is defined as (a) any item with a cash value exceeding $25, or (b) a combination of gifts from one source over the course of a oneyear period which totals more than $25.

**4.25.2** Complimentary tickets, passes, or coupons with no stated cash value are considered gifts for the purposes of this Policy if the normal price of admission for the event exceeds $25.

**4.25.3** Expenses for meals in conjunction with the discussion or transaction of College business are not considered gifts for purposes of this Policy.

**4.25.4** Promotional items of inconsequential value such as pens, cups, hats and shirts are not considered gifts for purposes of this Policy.

**4.25.5** Sponsorships, donations, or items of value exceeding $25, when accepted or solicited on behalf of the East Central College Foundation are not considered gifts for purposes of this Policy.

**4.25.6** Any exception to this Policy must be approved in advance by the President or his/her designee.

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| **4.26**  | **Product Endorsement *(Adopted 8-25-2008)*** Any entity other than the College may not use the College’s name, logo or trademark in any printed material or other media for endorsement of its products or company. Exceptions must be authorized by the Board of Trustees.  |

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| **4.27**  | **Naming of East Central College Facilities *(Adopted 10-5-2009)*** The Board of Trustees has the exclusive authority to name the facilities and property of East Central College, including but not limited to College buildings, portions of buildings, streets, athletic facilities and other physical features. To be adopted, a majority of the whole Board (four votes) must approve the proposed name.  |

 **Procedures: *(Adopted 10-5-2009)***

 **4.27.1** The Board of Trustees may consider naming honors for an individual who, through exemplary personal, professional or civic endeavors, has had a significant, lasting and measurable impact on the College, local region, state, nation or the world. Years of dedicated service to the institution as an employee in and of itself shall not be considered sufficient justification for naming. At least one year must elapse

before an individual formerly employed by or associated with East Central College may be nominated for naming honors.

 **4.27.2** The Board of Trustees may also consider naming honors for individuals, families, partnerships, corporations, foundations or organizations who make a substantial monetary gift to the College or the East Central College Foundation. In the case of a pledged gift, naming will take place only when the financial pledge has been fulfilled. Amounts for naming opportunities will be set and adjusted periodically by the East Central College Board of Trustees.

 **4.27.3** Naming proposals must be prepared confidentially to protect the privacy of the nominee and his or her family while the proposal is under consideration. Proposals must be presented in writing to the College president and must include supporting justification. The credentials, character and reputation of each individual, organization or corporation for whom a naming is being considered will be carefully scrutinized and evaluated. No naming will be approved or continued that will call into serious question the public respect of the College.

 **4.27.4** When a building or significant area has been named, the College will continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such as it must be demolished, substantially renovated or rebuilt, the College may discontinue use of the name.

**4.28 Facilities Use Policy *(Adopted 11-2-1987; Revised 3-4-2002; Revised 5-9-2016)***

As a service to the community, East Central College allows community members to utilize College facilities, campus and resources if such use does not conflict with the College’s operations and educational mission. East Central College students, employees and alumni will receive priority with regard to the use of College facilities and resources. Community members may apply for use of College facilities and resources as described in this Policy, and, when applicable, consistent with the College’s Expressive Activities policy (BP4.43) for use of outdoor spaces. All College facilities and grounds are tobacco free.

**Procedures: *(Revised 4-6-2006)***

####  4.28.1 Granting of Use *(Revised 5-9-2016)*

The President, or designee, is authorized and empowered to grant the use of College facilities or resources provided such use is congruent with the educational mission of the College, temporary in nature and does not interfere with, negatively affect or disrupt the operations of the College. Use of College property or facilities may be granted only for uses allowed by law or state regulations. Uses of other than a temporary nature must be approved by the Board of Trustees.

Individuals wishing to engage in Expressive Activities, as defined in Policy 4.43, in the College’s outdoor spaces may do so without first seeking the permission of the College. Such use of outdoor spaces is governed by Policy 4.43 Expressive Activities.

####  4.28.2 Library Use

Residents of the East Central College district who are 18 years of age and older may sign up for community member library privileges. In addition, some high school districts have formal agreements allowing their students to utilize the College library.

####  4.28.3 Computer Resources *(Revised 5-9-2016)*

Community residents using College computer resources are subject to all applicable policies and procedures related to the acceptable use of these resources. All community users must abide by the posted hours and rules of operation in any open computer lab.

#### 4.28.4 Priority of Use

In order to assure appropriate scheduling among groups permitted to use College facilities, the following priorities will serve as guidelines.

1. College scheduled courses, programs, and activities
2. College-related activities, recognized College-sponsored organizations and those public or private agencies whose purpose(s) relate to the advancement of community college programs and/or sponsored activities
3. Other non-profit organizations or groups
4. For-profitgroups

#####  **4.28.5** **Liability** (Revised 5-9-2016)

East Central College will hold groups using facilities responsible for any and all damages sustained during, or as a result of, an event.

Liability insurance will be required for use of College facilities. A certificate of insurance shall declare East Central College to be held harmless in the event of bodily injury or property damage and mustshow ECC as an additional insured to the renter’s general liability policy. The College may waive the insurance requirement for onetime meeting requests using a single room. ECC will not be liable for any loss or damage to personal property or personal injury resulting from use of College facilities or grounds by outside organizations.

In the interest of the personal safety of all individuals, all reservations for College facilities are approved on the assumption that the facility will be used for the purpose intended, as normally equipped, and in compliance with all College regulations and all applicable laws.

##### **4.28.6** **Scheduling** (Revised 5-9-2016)

A Request for Use of Facilities form is available on the College website by clicking the Calendar link and then clicking “Submit Event.” Fee schedules and procedures for use may be obtained from the Facilities and Grounds office. Use of campus grounds for expressive activities is governed by Policy 4.43; all other use of campus grounds will require submission of a Request for Use of Facilities and the current fee schedule will apply.

 Requests for facility use must be submitted no later than two weeks in

advance of the event/activity and will be granted on a first come, first served basis. Applications will be granted or denied within three (3) business days of their submission to allow the College to coordinate multiple uses of limited space; to assure preservation of facilities; to prevent uses that are dangerous, unlawful or impermissible; and to assure financial accountability for any potential damage caused during any facility use. Fees to be charged for the use of College property or facilities will be based on the latest fee schedule.

 The Facilities and Grounds office shall coordinate the need for equipment, maintenance services, etc. with the departments responsible for those items or services.

####  4.28.7 Food Services *(Revised 5-9-2016)*

Food services areprovided on the East Central College campus. WhileCollege groups and organizations are given first preference in scheduling food service, external usersmay also schedule food service. A request must be filed withthe Facilities and Grounds officeat least ten (10) days prior to the date for the external activity.

#### 4.28.8 College Gymnasium *(Revised 5-9-2016)*

1. **General -** The useof the gymnasium should be supervised at all times by those responsible for the event.

1. **Priorities -** The following priorities for scheduling will be followed:

* 1. Collegeclasses
	2. Athletic teams
	3. Intramurals
	4. Non-credit classes
	5. Other College activities
	6. Communitygroups

## *c*. Regulations for Gymnasium Use

1. No food or beverages in the gym.
2. Gym shoes or sock feet only are permitted on the gym floor. Shoes worn outside, even gym shoes, are damaging to the floor.
3. College officials may deny use of the gymnasium to individuals or groups for failure to observe these regulations.

**4.28.9** **Rental Fees and Charges -** A schedule ofrental fees andcharges fortherental of College property or facilities will be developed and maintained by the Chief Financial Officer.

**4.29 Political Activities *(Adopted 1-6-1997; Revised 8-25-2008, Revised 5-9-2016)***

All activities by College employees and all uses of College property for political purposes or in the context of political issues shall comply with federal and state laws and shouldprotect the neutrality of the College.

**Procedures:**

###  4.29.1 Election Advocacy Expenditures *(Revised 5-9-2016)*

 No person shall make any contribution or expenditure of any College funds or use any property of the College to advocate, support, or oppose any ballot measure or candidate for public office. The use of College property to host candidates or sponsor events on an unbiased and non-partisan basis for educational purposes is not prohibited by this provision.

### 4.29.2 Endorsements

No person shall make any endorsement for any political candidate on behalf of the College or imply that such endorsement exists, nor shall any private activity of any person employed by or associated with the College be deemed to be such an endorsement.

### 4.29.3 Candidate Debates and Events

For educational purposes designed to inform voters, the College may invite candidates to visit the campus to speak or debate. Invitations shall be made only by the College President or designee and shall be ona non-discriminatory, non-partisan basis, limited only by the need to provide a fair and workable forum. No changes in the normal schedule of College activities will be made for these events.

### 4.29.4 Disruption of Educational Process *(Revised 8-25-2008, Revised 5-9-2016)*

Politicalactivities on College property, including canvassing, shall not cause unreasonable disruption of the College function, nor any danger to community members, damage to personal or College property, or unconstitutional interference with the rights of others.

### 4.29.5 Employee candidacy

No employee of the College shall engage in any activity promoting his or her own candidacy for public office during any hours in which he or she is acting on behalf of the College.

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| **4.30**  | **Keys Policy *(Adopted 11-2-1987; Revised 6-23-2003)*** Keys to provide access to College property will be issued to employees subject to established procedures.  |

**Procedures:**

**4.30.1** Keys for access to College propertywill be issued and appropriate records regarding such issuance maintained by the Director of Facilities and will be governed by the following guidelines:

1. Full-time contractual employeesmay request building and interior keys in order to have access to their office and/or work areas.
2. Other College personnel may, with supervisory approval, request keys to have access to thework assignment area.
3. All requests for keys must be made on an approved form which requires agreement that the key(s) shall not be loaned, duplicated or issued to another individual at any time.
4. Keys will not be issued to students, and employees are not to loan keys assigned to them to students.
5. All keys must be returned to the office where received upon resignation and prior to the payment of last salary check. In the case of part-time personnel, keys should be returned prior to the last salary payment unless the individual is under contract for the next session or semester
6. Failure to use keys in accordance with requirements stated herein may result in the loss of key privileges as well as appropriate disciplinary procedures.

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| **4.31**  | **Tobacco-Free Campus Policy *(Adopted 12-5- 2011)*** Effective January 1, 2013, East Central College will become a tobacco-free campus. Usage of all tobacco products will be prohibited on all properties owned or leased by the College including facilities, buildings, parking lots, athletic fields and common areas. The term “tobacco products” shall include eCigarettes and hookah and such other smoking-related substances and products as the College chooses to prohibit. This Policy applies to all faculty, staff, students, employees, contractors, performers and visitors. ECC is committed to providing its students, employees and visitors with a safe and healthy environment. |

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| **4.32**  | **Motor Vehicles Policy *(Adopted 11-2-1987; Revised 8-28-2003)*** Operation of motorized vehicles by the public is permitted only on College roads and parking lots. Use of all other areas is prohibited. All motor vehicle operators will be governed by College regulations, and the statutes of the City of Union and laws of the State of Missouri.  |

**Procedures:**

###  4.32.1 Vehicle Registration and Parking Permits

1. Employees,regardless of classification, must register all motor vehicles they park or expect to park on College property. Motor vehicles must be registered at the Business Office within 48 hours of initial employment or within 48 hours of purchase.

1. College parking permits must be displayed as directed. A student permit is not required, but all employees are required to have and display a permit. Only students or employees displaying state issued handicapped parking permits or license plates are eligible for reserved handicapped parking.

###  4.32.2 Parking Violations

1. Employees, students or visitor owners, operators or registrants will be held responsible for any traffic or parking violations involving their vehicle.

1. Students and visitors will be held responsible for handicapped parking and fire lane violations at all times and reserved lot violations between the hours of 7:00 a.m. and 4:30 p.m. Monday through Saturday. Fines may be levied in these cases by the College or the City of Union. College fines should be paid at the Business Office cashier's window.

1. Those students who have outstanding fines at the end of the semester will be placed on a "hold" list. While the student is on this list, he/she can receive neither grades nor transcripts from the Registrar's Office and will be restricted from registering for any subsequent semesters. When the student is placed on the "hold" list, he/she will remain on it until the outstanding fines are paid.

### 4.32.3 Abandoned Vehicles

Vehicles abandoned on College groundswill be issued a College and/or citycitation andwill be towed at the owner's expense. The following are considered abandoned:

1. Vehicles displaying expired license plates.
2. Vehicles in an inoperative condition (including those with flat tires or engine problems) left on College groundsfor a period exceeding15 days. Such vehicles will be reported to the City of Union as abandoned vehicles.

###  4.32.4 Visitors

 A College visitor is defined as any person other than a student or employee of ECC. Visitors are requested to comply with all College traffic regulations. A person operating a registered vehicle loaned by a relative or friend is not considered to have visitor status.

Visitor parking tags may be obtained from campus security and shall be displayed in order to park in spaces or areas otherwise designed for staff parking.

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| **4.33**  | **Fees and Refunds Policy *(Reaffirmed 12-2-1991; Revised 5-8-2006)*** The Board of Trustees will establish tuition, fees and refund rates and schedules for students attending the College. Tuition, fees and refund schedules are subject to change at any time and without advance notice. Tuition and fees established by the Board shall be published in the College catalog or other appropriate publications. A schedule of tuition, fees and refunds will be available from the College website, Registrar's Office or Business Office.  |

**Procedures: *(Revised 8-25-2008)***

### 4.33.1 Installment Payment Policy

An installment payment of fees is permittedat a rate and schedule to be established by the administration.

**4.33.2** **Bank Card Payment**

 Use of bank cards in paying for fees is permitted.

### 4.33.3 Business Waiver

Out-of-district fees will be waived for individuals whose fees are being paid by an in-district business or industry.

### 4.33.4 Senior Citizens Waiver *(Revised 5-20-2014)*

Tuition will be waived for any Missouri resident who is 65 years of age or older on or before August first of a school year for College credit courses on a space available basis. Proof of eligibility will be required when registering. Courses must be taken on an audit basis, contingent

on space availability, and all course prerequisites must be met prior to registration. General fees and special course fees are not included in the Senior Citizens Waiver. The Senior Citizens Waiver does not apply to courses offered only on a non-credit basis or programs offered through educational partners. Senior citizens may begin registering three (3) weeks prior to the start of the semester.

### 4.33.5 Tuition for Veterans *(Revised 2-18-2015)*

 The following individuals shall be charged the in-state rate or be otherwise considered a resident for tuition purposes:

* Veterans using educational assistance under either Chapter 30

(Montgomery G.I.Bill – Active Duty Program) or Chapter 33 (Post9/11 G.I. Bill) of Title 38, United States Code, who live in the State of Missouri while attending East Central College (regardless of their formal state of residence) and enroll in the College within three years of discharge from a period of active duty service of 90 days or more.

* Persons using transferred Post-9/11 G.I. Bill benefits who live in Missouri while attending East Central College (regardless of their formal state of residence) and enroll at the College within three years of the transferor’s discharge from a period of activity duty service of 90 days or more.
* A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in Missouri while attending East Central College (regardless of their formal state of residence) and enrolls at the College within three years of the Service member’s death in the line of duty following a period of active duty service of 90 days or more.
* Persons described above while they remain continuously enrolled at the College. The person so described must have enrolled at the College prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under Chapter 30 or Chapter 33 of Title 38, United States Code.

### 4.33.6 Appeals Process

In the event of extenuating circumstances and with proper written documentation, a partial or total refund for tuition may be granted. Students may appeal through the office of the Chief Student Affairs Officer.

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| **4.34**  | **Ownership and EquityPolicy *(Adopted 1-4-1988; Revised 8-25-2008; Revised 3-2-2015)*** East Central College recognizes that ownership of inventions and/or materials by College personnel*,* and the royalties resulting therefrom, normally belong to the employee, except as otherwise provided in this Policy:  |

1. When the invention and/orintellectual property bears a direct relationship to, or is made or developed in connection with, the employee's College duties.
2. When the invention and/orintellectual property is made or developed with a combination of College facilities, equipment (owned or rented), materials, funds, information, or with time and services of Collegeemployees and/orstudentsduring performance of their College duties or assignments. (See Supplemental Employment Policy).
3. When the invention and/or intellectual property is made or developed in performance of College-commissioned projects including private or government sponsored grants received by the College.

It shall be the responsibility of the employee to obtain any copyrights or patents relative to joint ownership. It shall be the responsibility of the College to obtain any copyrights or patents for inventions and/or intellectual properties made or developed under the auspice of a College commission.

**Procedures:**

####  4.34.1 Definitions *(Revised 3-2-2015)*

 The following definitions apply under the terms of this Policy:

1. Equity - The money value of a property or of an interest in a property in excess of claims or liens against it.

1. Inventions - All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.

1. Intellectual Properties - All intellectual and creative works that can be copyrighted, including educational materials and products; databases; computer software and materials; research materials; web-based learning resources and/or materials. It does not include lecture notes or literary, artistic, musical or theatrical works unless such work was commissioned by the College or otherwise specified as a “work-for-hire” in a written agreement between the College and employee, student or volunteer.

1. Employee *-* Part-time and full-time members of the faculty, staff, all other agents and employees.

1. Student Works – Intellectual property produced through individual initiative as part of a student’s coursework ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. Ownership of student works made during the course of

employment or internship at the College shall be assigned to the College.

1. Students - Any person officially enrolled in one or more classes or activities offered by the College.

1. College - East Central College, Union, Missouri.

1. Work-for-Hire – Copyrightable intellectual property which is deliverable to the College, prepared by an employee within the scope of his/her employment, or produced as a result of a commission or agreement between the College and an employee, student or volunteer.

###  4.34.2 Use of Inventions or Intellectual Properties Procedure

Two categories of use of College-sponsored inventions or materials are identified:

1. Internal - Use by any unit of the College ~~for instruction~~, either on or off campus.

1. External - All uses other than by a unit of the College.

Use of the materials or inventions will be at the discretion of the College.

###  4.34.3 Ownership and Equity Procedure

 If the College had no involvement in the development of an invention or intellectual property, the individual will receive full ownership and equity.

 If the development of an invention or intellectual property was College-sponsored or was solely the result of the performance of duties by College employees, the College will receive full ownership and equity.

If inventions and/or intellectual property were made or developed jointly between the College and non-work related efforts by College employees and/or students, the College will enter into joint ownership arrangements with the employee and/or student. Exact percentages of ownership and other details shall be negotiated between the parties and set out in a binding agreement.

It shall be the responsibility of the employee to give written notification to the College of intent to make, develop, patent, or copyright inventions and/or properties as soon as possible.

Employees shall be responsible for obtaining appropriate written releases from individuals identifiable or in some manner requested to participate in the creation of the College supported materials. Written statements shall also be obtained from appropriate College personnel indicating that to the best of their knowledge any of the materials developed do not infringe on existing copyright or other legal rights.

 If the employee wishes to take a sample of his or her materials or invention to demonstrate the level of work done in the project, this may be done if the employee pays for the costs of producing the sample. This does not grant the employee any additional intellectual property ownership beyond that outlined above.

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| **4.35**   | **Research Conducted on Campus *(Adopted 7-12-2010)*** East Central College supports the use of student, faculty and staff surveys and investigative projects for educational research purposes. Surveys and research for commercial purposes will not be authorized. Potential survey/research subjects and class instructors may elect or decline to participate. All surveys and research projects involving East Central College students, faculty and/or staff must be approved by the appropriate Vice President(s).  |

 **Procedures: *(Adopted 7-12-2010)***

**4.35.1** Individuals (external and internal to the institution) wishing to conduct survey and/or research projects involving East Central College students, faculty and/or staff must contact the Office of Institutional

Research, Assessment and Planning and complete an appropriate form.

**4.35.2** Following review by the Office of Institutional Research, Assessment and Planning, the research request form will be sent to the appropriate Vice President(s). Approval by the appropriate Vice President(s) will be based on a review of the nature and purpose of the survey/research, the proposed research instrument and the likely benefit for the College.

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| **4.36**  | **Safety Policy *(Reaffirmed 12-2-1991; Revised 8-25-2008)*** East Central College willendeavor to providea safe and healthful work environment for all employees and to minimize the risk of loss to personnel and property of the College.  |

**Procedures:**

**4.36.1** Compliance with standardsafety practiceswill assist the College in achieving safety and loss control*.*

1. College employeesinvolved in any accident that results in personal injury or damage to property should immediatelyreport the accident to a supervisor and the Director of Human Resources.

1. Any employee injuries should receive first aid promptly as overseen by a supervisor and if injuries are serious, local emergency health care providers should be contacted.

1. Any condition or practice thatmight cause injury or damage to equipment should be reported immediately to a supervisor or the Director of Human Resources.

1. Noequipment in unsafecondition should be operated, and all equipment should be operated in a safe manner.

1. All prescribed safety and personal protective equipment should be used when required and maintained in working condition.

1. Each unit should develop and implement the standards of safety and loss control relevant to its work and should maintain a manual of prescribed practices, a list of safety rules and training so that all employees are aware of such standards and practices.

1. The use of drugs and/or alcohol is prohibited.

1. Compliance with existing safety and health laws that apply to the workplace is required.

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| **4.37**  | **Reporting Crimes and Emergencies *(Adopted 8-25-2008)*** Any student, employee or visitor who witnesses a criminal act, suspected criminal act or any other emergency occurring at any College location should, as soon as possible after such event, contact a College official who has significant responsibility for student and College activities. All reports concerning such activities will be investigated thoroughly and promptly, and timely reports regarding the occurrence of crimes at any College location will be disseminated to members of the College community in accordance with applicable laws.  |

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| **4.38**  |  **Security and Access to College Facilities *(Adopted 8-25-2008)*** The College, in considering security and access to College facilities, has attempted to balance the need for convenience and accessibility with that of adequate security. To that end, most College facilities should generally be accessible to all students, employees and visitors during normal business hours. After normal business hours, access to College facilities may be restricted to students, employees and selected visitors, each of whom may be required to display proper identification upon request.  |

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| **4.39 Cellular Phone or Other Mobile Communication Devices** *(Adopted 4-7-2003;* *Revised 8-25-2008; Revised 2-2-15)* College employees may be paid an allowance for a cellular phone or other mobile communication device when the device is deemed essential to the performance of the employee’s duties. Provision of this allowance must be approved by the President or designee.  |

**Procedures** (*Revised 2-2-15*)**:**

**4.39.1** **Allowance for** **Cellular Phone or Other Mobile Communication**

## Devices

Full-time administrative and professional staff may receive a nontaxable allowance for a cellular phone or other mobile communication device when it is deemed a business necessity to the performance of the employee’s duties and as approved by the President.

1. The dollar amount of the allowance should approximate the employee’s anticipated business-related expenses.
2. The allowance is intended to reimburse the employee for the business use of the phone, not to pay the entire phone bill, under the assumption that most employees also use their cell phone for personal calls.
3. The allowance amount will not exceed the employee’s monthly phone bill.
4. The allowance payment rate will be reviewed annually and is subject to change.
5. The allowance is not an entitlement and the amount can be changed or withdrawn as deemed necessary.

###  4.39.2 Approval for Allowance Payment for Positions

The appropriate area vice president may request approval for an allowance for a cellular phone or other mobile communication device for staff who require a device for College business. The allowance will be charged to the department budget.

 The President or designee will approve/disapprove requests for cellular phones or other mobile communication device allowance based on the Vice-President’s recommendation, business necessity of the position and budget. The College will use a tiered allowance structure based on the job function of the employee as outlined below.

1. Tier 1 - $30 per monthThe employee’s job function requires him/her to be accessible on a limited basis outside of scheduled or normal working hours to perform work-related duties and/or the employee spends a large portion of his/her normal working hours outside his/her office; the expectation is light usage of the phone for business purposes.

1. Tier 2 - $50 per month The employee’s job function requires him/her to be accessible a considerable amount of time outside of scheduled or normal working hours and it is important to the College that the employee

be accessible during those times to perform business-related duties. Types of positions funded under this tier include, but are not limited to, Satellite Directors.

1. Tier 3 - $75 per month

 The employee’s job function requires him/her to be accessible and on call to handle College needs as the situation dictates and routinely perform work-related duties outside of scheduled or normal working hours that cannot wait until the next business day. Types of positions funded under this tier include, but are not limited to, Vice Presidents, Director of Public Relations, Director of Facilities and Grounds, and Director of Information Technology.

1. The phone allowance for the College President is determined by the Board of Trustees.

1. An employee who occasionally requires a mobile device for business purposes is not eligible for an allowance but may qualify for reimbursement.

 **4.39.3 Allowance Payment for Use of Personal Cellular Phone or Mobile**

## Device for Necessary College Business

Employees who are eligible for the phone allowance must complete the Cell Phone Allowance Request Form. The request must be approved by the area Vice President and the College President. The allowance is paid monthly and is non-taxable. This allowance does not increase the employee’s base salary and will not be included in the calculation of any College benefits.

The allowance will be effective from the hire date to the end of the fiscal year and again at the beginning of each fiscal year.

The allowance will stop under the following conditions:

1. Employee accepts a position that is not eligible
2. Termination of employment
3. Misuse of phone - usage that is inconsistent with College Policy or with local, state or federal law
4. Changes deemed by administration make the employee’s position ineligible for the allowance

###  4.39.4 Responsibility of Users

The cell phone service is personally owned by the employee. An employee with a cell phone allowance must maintain an active cell phone contract for the life of the allowance.

If the employee’s job requires the use of a cell phone or other mobile device, appropriate safety precautions must be taken when operating the phone or device while conducting college business in a vehicle.

Acceptance of the allowance will constitute the employee's permission to allow the College to distribute the phone number as appropriate to conduct official College business, as defined in the approval process.

The College does not accept any liability for claims, charges or disputes between the service provider and the employee.

An employee receiving an allowance must be able to show, if requested by his/her supervisor, a copy of the monthly access plan charges and business related use to determine if the amount of College allowance is appropriate. If the employee terminates the wireless contract at any point, he/she must notify his/her supervisor within five (5) business days to terminate the allowance.

Employees are expected to delete and/or provide to the College as appropriate all College data from the device when their employment with the College is severed, except when required to maintain that data in compliance with a litigation hold notice.

Any employee who receives an allowance is required to register their number with the College’s emergency notification system.

Employees are expected to comply with applicable state laws regarding the use of cellular telephones.

Employees must assist the College in providing access to information about or contained on the mobile device covered by this Policy in response to requests for such data or information by third parties as required by Federal and/or State law.

 **4.39.5 College issued Cellular Phone or Other Mobile Communication**

## Devices Guidelines

College departments may be issued a cellular phone or other mobile communication device when it is deemed a business necessity to the performance of the department duties.

##  A. Business Use

A College issued cellular phone shall be used for appropriate business purposes. Such use is defined as appropriate when an employee: a) must: make a call related to furthering College operations, b) is serving as employee with on duty responsibilities such as first responder, c) does not have access to a regular College telephone and the call cannot or should not wait until returning to the office.

##  B. Responsibility of Users

Acceptance of a College cellular phone or mobile communication device constitutes an agreement on behalf of the user to abide by all federal and state laws and regulations and College policies.

## C. Misuse and Consequences

Any intentional misuse of a College issued cellular phone or mobile communication device will be subject to the College’s Code of Conduct and may result in the loss of cellular or mobile communication device and/or other disciplinary action.

 **4.39.6 College-Provided Cellular Phone or Mobile Communication Device Service Selection**

## A. Purchasing

The Purchasing Agent will facilitate the purchase of all cell/mobile communication equipment in accordance with applicable state statutes and College Policy. Upon the recommendation of the Purchasing Agent, the Chief Financial Officer will select the rate plan which best meets the needs and budget of the College.

## B. Billing

Detailed billing delineating all calls placed and received is required for all College-provided cell/mobile telephone and/or communication devices. This detail will show the date and time of the call, an identification of the call (either the number dialed or incoming call designation), call length, and the cost of the call.

## C. Annual Review

The Purchasing Agent will complete an annual review for the Chief Financial Officer of all cellular phones or mobile communication devices and services to evaluate that phones are being used appropriately and frequently enough to justify continued use and that the rate plan(s) assigned are appropriate for the type of use required.

**4.39.7 Cellular Phone or Mobile Communication Device Control**

## A. Termination of Service

All equipment purchased by the College remains property of the College. When employment is terminated for any reason or an employee is separating from the College, all equipment must be returned to the College.

 If it is determined that a current employee no longer needs a cellular phone, the supervisor should notify the Purchasing Agent so that this service may be discontinued. The President or designee and the Chief Financial Officer shall retain the right to suspend or discontinue the use of any or all cellular phones or mobile communication devices if this is determined to be in the best interest of the College.

**4.40 Weapons *(Adopted 5-8-2006)***

East Central College prohibits all persons who enter any College property from carrying on his/her person a handgun, firearm, or other weapon prohibited by law.

**Procedures:**

**4.40.1** No person shall carry a concealed firearm onto the main campus or off-site locations at any time regardless of whether the person is licensed to carry the weapon or not.

**4.40.2** This prohibition shall apply to students, employees and members of the public. The prohibition shall not apply to law enforcement officers, sheriffs, and deputy sheriffs who are authorized by law to carry firearms.

**4.40.3** Any person who has a conceal and carry permit or endorsement who is carrying a concealed firearm will be denied entry and ordered to leave the premises. All College employees are authorized to deny entry and order persons carrying concealed firearms to leave the premises.

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

**4.40.5** The College shall post appropriate notice that concealed firearms are prohibited at all College locations.

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| **4.41**  | **Automated External Defibrillators *(Adopted 12-11-2006)***  |

The College may acquire and install automated external defibrillators (AED’s), designate a medical advisor for the AED program, and appoint a program coordinator to administer the maintenance and use of AED’s, pursuant to R.S. Mo. 190.092.

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| **4.42**  | **Use of Alcoholic Beverages on College Property *(Adopted 12/8/2014)*** The possession, use, or distribution of alcoholic beverages on property owned or leased by the College is strictly prohibited unless approved by the College President for unique and special Events, or in support of a Program of Study. Approval must be granted by the President in advance for each Event at which alcohol will be served, or for each Program of Study in which alcohol will be used or served. The College President shall only approve the use or serving of alcohol at Events sponsored by the College, East Central College Foundation, or in conjunction with the College’s related Programs of Study.  |

**Definitions:**

For purposes of this Policy, the following definitions apply:

Program of Study: An academic program leading to a degree or certificate.

Event: Any activity that is not solely related to instruction in an approved Program of Study, and/or which includes participants other than students enrolled in, and faculty associated with, the Program of Study. Events may include, but are not limited to, receptions, meetings, or non-credit courses.

College Property: Buildings or grounds owned or leased by the College.

**Procedures:**

**4.42.1** The College observes and enforces all applicable laws and regulations governing the sale, purchase, distribution, consumption, and possession of alcoholic beverages, and expects that all members of its community adhere to these laws and regulations both on and off campus.

**4.42.2** The College complies with the requirements of the Drug Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 1011i), and the Drug Free Workplace Act of 1988 (41 U.S.C. § 8101 et seq.).

**4.42.3** When alcohol use is approved by the College President, all faculty, staff, students, and visitors are expected to observe and obey the laws of the State of Missouri, including, but not limited to, those

which prohibit any person under the age of 21 from purchasing, attempting to purchase, possessing, or from being served any intoxicating beverage, and RSMo.311.325 (4), which pertains to college students enrolled in a culinary course.

**4.42.4** Violations of applicable law and/or this Policy will be handled in accordance with applicable law enforcement or College disciplinary procedures.

 **4.42.5** The College President may approve the use of alcohol for a

Program of Study upon the recommendation of the Chief Academic Officer. Such approval shall remain in force unless rescinded or modified by the President.

**4.42.6** Requests to serve alcohol at Events on College Property must be submitted to the College President for consideration. Requests must include information explaining the purpose of the proposed Event, the identity of the entity serving the alcohol, as well as written affirmation that the Event will comply with all applicable laws and licensing requirements. An approval request form shall be used for this purpose. A request to serve alcohol at an Event shall be approved by the College President before the use of alcohol is permitted in accordance with this Policy.

**4.42.7** The College and/or Foundation, as appropriate, shall acquire and maintain appropriate liability insurance coverage for Events and/or Programs that involve the use and/or serving of alcohol on College property.

**4.42.8** Alcohol used in support of a related Program of Study shall be stored securely, and the use and/or serving of alcohol shall be supervised by appropriate faculty.

**4.42.9** Procedures for the use and/or serving of alcohol on College Property shall be reviewed annually.

**4.42.10** This Policy is designed to serve the educational purposes of related Programs of Study, and to ensure legal and responsible behavior regarding alcohol use when served on College Property.

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| **4.43**  | **Expressive Activities *(Adopted 4/11/16)*** East Central College is committed to providing an environment that embraces the principle of freedom of expression for all persons. The purpose of this policy is to ensure that an academic environment is created and maintained that allows for open communication, discussion, and exploration of ideas, while also ensuring that there is no unreasonable disruption of the College function, nor any danger to community members, damage to personal or College property, or unconstitutional interference with the rights of others. Accordingly, all noncommercial expressive activity, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying signs, and circulating petitions (hereinafter “Expressive Activities”), will be subject to the constitutional limitations set forth in the associated procedures.  |

**Procedures *(Adopted 4/11/16)*:**

The following restrictions shall be applicable to non-commercial Expressive Activities conducted in the outdoor areas of East Central College:

###  4.43.1 Time

 Individuals or organizations may engage in Expressive Activities from 8 a.m. to 8 p.m.

###  4.43.2 Manner

1. No one may engage in any activity that violates local ordinances, or state or federal laws.

1. No one may engage in any activity that endangers personal safety and/or that results in damage to personal or College property.

1. No one may display or distribute obscene materials, as defined by local, state or federal law, or is within the definition of obscenity as set forth in decisions of the United States Supreme Court.

1. No one may engage in any activity that defames any other person.

1. No one may engage in any activity that it meant to incite or produce imminent violations of law under circumstances such that the activity is likely to actually and imminently incite or produce violations of law.

1. No one may engage in any activity that substantially and materially disrupt the functioning of the College, including the disruption of class work (including out of class studying), or the substantial invasion of the rights of others.

1. No one may engage in any activity that disrupts or impedes the flow of traffic (vehicular or pedestrian) on campus, or obstruct access to or from campus buildings or any official College function.

1. No one may attempt or threaten to strike, shove, kick or otherwise subject a person to unwanted physical contact.

1. No one may follow a person in or about the campus in an effort to cause such person to accept material when such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.

1. No one may persist in requesting or demanding the attention of any other person during a single encounter after such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.

1. No one may fail to identify oneself to, or comply with the lawful direction of, a clearly identified College official or any other public official acting in the performance of their duties while on College property, or resist or obstruct such College or other public officials in the performance of or the attempt to perform their lawful duties.

###  4.43.3 Large Events

In addition to the time, place, and manner restrictions above, the following restrictions apply to non-commercial Expressive Activities in the outdoor spaces of the College:

For any person or group wanting to hold a rally, protest, parade, or other event involving twenty (20) or more people, this person or group’s designee must apply for a permit with the Facilities Administrative Assistant within three (3) business days of the event. The application must contain the desired time and location of the event, the approximate number of persons attending, and the approximate duration of the event.

The College President will review the applications and grant the permit on a first come, first served basis within two (2) business days, to allow for the College to coordinate multiple uses of limited space, assures preservation of the area, prevent uses that are dangerous, unlawful, or impermissible, and to assure financial accountability for any potential damage caused by the event.