



# **PROCEDURES HANDBOOK**

**UPDATED STATE BOARD  
FOR  
COMMUNITY COLLEGES & OCCUPATIONAL EDUCATION  
POLICIES AND PROCEDURES  
ARE ON THE INTERNET  
[HTTPS://WWW.CCCS.EDU/](https://www.cccs.edu/)**

## EQUAL OPPORTUNITY STATEMENT

Trinidad State Junior College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 600 Prospect Street, Trinidad, CO 81082, (719) 846-5534; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204, (303) 844-2981, TDD (303) 844-3417.

Revised: 12/12, 3/13, 8/14

## P R E F A C E

As a State System College all State Board for Community Colleges and Occupational Education policies and/or state legislative action will take precedence over local institutional procedures. Also, all personnel matters relating to classified staff are governed by the Rules and Regulations of the Colorado State Personnel System. The latest copy of the Rules and Regulations of the Colorado State Personnel System is on file with the Office of Human Resources and can be found at the following website:  
<http://www.colorado.gov/cs/Satellite/DPA/DPA/1165692976403>. All employees have access to the above Rules and Regulations and any other written College or Board policy. Trinidad State Junior College affirms its adherence to the above procedures in all personnel practices as they apply to all employees.

Revised: 8/00, 1/13

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Revised: 11/15, 9/16, 11/16, 11/17

1.0 DOCTRINE

TRINIDAD STATE JUNIOR COLLEGE

1.10 ACADEMIC FREEDOM AND RESPONSIBILITY

1. Academic freedom is the right of members of the academic community freely to study, discuss, investigate, teach, conduct research, and publish as appropriate to their respective roles and responsibilities. Responsibility and academic freedom are inseparable and must be considered simultaneously.
2. The faculty is entitled to freedom in the classroom to discuss his/her subject but should be careful to present various viewpoints related to the subject and avoid introducing controversial or other matter which has no relationship to the subject.
3. When the classroom faculty member speaks or writes as a private citizen, he/she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. The faculty should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and should make every effort to indicate that he/she is not an institutional spokesperson.
4. Both the protection of academic freedom and the requirements of academic responsibility apply not only to full-time faculty, but also, to all others who exercise teaching responsibilities.

Revised: 7/96

Reviewed 9/15



## TRINIDAD STATE JUNIOR COLLEGE

### 1.20 PHILOSOPHY, MISSION, VISION AND CORE VALUES

#### PHILOSOPHY

As a comprehensive community college, Trinidad State Junior College furnishes educational opportunities throughout over 14,000 square miles of southern Colorado. The two campuses of the College share five strategic priorities, which serve as a philosophical guide for the institution.

The five strategic priorities are:

1. transforming student experiences
2. engaging faculty and staff
3. cultivating our relationships
4. enriching our communities
5. operating with excellence

#### MISSION

Enriching our diverse communities through quality educational experiences and lifelong learning

#### VISION

Educate for the future

#### CORE VALUE

Students First

Revised: 7/96, 10/14, 9/15, 11/17

## 2.0 ORGANIZATION

## TRINIDAD STATE JUNIOR COLLEGE

### 2.10 GOVERNANCE

#### The State Board for Community Colleges and Occupational Education (SBCCOE)

The State system of community colleges is under the governance, management and jurisdiction of the State Board for Community Colleges and Occupational Education which is possessed with that authority and delegated those duties in H.B. 1237 (1986 legislation) concerning the Powers and Duties of the State Board.

The Board consists of eleven members, nine of whom are appointed by the Governor with the consent of the Senate. The tenth and eleventh members of the Board are respectively, a faculty member and a student at a College within the system of community colleges. The term of these latter offices is for one year, and these two members of the Board serve in an advisory capacity without the right to vote. The Board members appointed by the Governor each serve a four-year term representing all geographic areas of the State. No member of the Board may be appointed for more than two full consecutive terms.

#### MEMBERS OF THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

Dr. Russ Meyer, Chair  
Ms. Jean White, Vice Chair  
Mr. Presley Askew  
Mr. Rollie Heath  
Mr. Jim Johnson  
Mr. Rich Martinez  
Dr. Byron McClenney  
Ms. Teresa Pena  
Mr. Ken Weil  
Ms. Kelly O'Dell, SFAC Representative  
Ms. Rachel Zinna Bellinsky, SSAC Representative

Dr. Nancy J. McCallin, Colorado Community College System President

#### The College Advisory Council

The College Advisory Council of Trinidad State Junior College is a seven member Council appointed by the State Board and comprised of residents from the College's service area. Terms of members appointed to the Council shall be four years.

#### MEMBERS OF THE TRINIDAD STATE JUNIOR COLLEGE ADVISORY COUNCIL

Mr. Jim Blecha  
Ms. Heather Brooks  
Mr. Richard Compton  
Dr. Kerry Hart  
Mr. Chris Lopez  
Ms. Rosalie Martinez

Ms. Jennifer Sanchez-McDonald

Dr. Carmen M. Simone, Trinidad State Junior College President

The College President

The President of Trinidad State Junior College is the chief executive and administrative officer of the College. The duties and responsibilities of the President are defined in Policy BP 3-25.

The Colorado Commission on Higher Education (CCHE)

Effective June 30, 1985, the General Assembly established a central policy and coordinating board for higher education in the state of Colorado known as the Colorado Commission on Higher Education (CCHE).

The duties and powers delegated to CCHE apply to all state-supported institutions of higher education, including, but not limited to, all post-secondary institutions in the state supported in whole or part by state funds, and including junior colleges and community colleges, extension programs of the state-supported universities and colleges, local district colleges, area vocational schools and, specifically, the Regents of the University of Colorado and the institutions it governs. The governing boards and institutions of the public system of higher education in Colorado, including the University of Colorado, are obligated to conform to the policies set by CCHE within the authorities delegated to it in House Bill 1187 (1985). The Commission consists of nine members appointed by the Governor with the consent of the Senate.

MEMBERS OF THE COLORADO COMMISSION  
ON HIGHER EDUCATION

Mr. Luis Colon, Chair  
Mr. Renny Fagan, Vice Chair  
Mr. John Anderson  
Ms. Maia Babbs  
Ms. Mary Beth Buescher  
Dr. Cassie Gannett  
Ms. Jeanette Garcia  
Ms. Vanecia Kerr  
Mr. Tom McGimpsey  
Dr. Monte Moses  
Ms. Paula Sandoval

Dr. Kim Hunter Reed, Colorado Department of Higher Education Executive Director

Revised: 3/13, 11/14, 9/15, 1/17, 9/17

TRINIDAD STATE JUNIOR COLLEGE

2.20 ADMINISTRATIVE STRUCTURE

LEADERSHIP COUNCIL

- Membership: President, Vice President for Academic Affairs, Vice President for Business and Finance, Acting Vice President for Campus Resources, Vice President for Student Affairs / Sponsored Programs
- Function: To serve as a communication conduit for senior administration and provide advice to the president regarding major decisions
- Meetings: Weekly

ACADEMIC COUNCIL

- Membership: Vice President for Academic Affairs, Dean of Instruction for Arts and Sciences, Dean of Instruction for Health Sciences, Dean of Instruction for Career and Technical Education – Trinidad Campus, Dean of Instruction for Career and Technical Education – Valley Campus
- Function: To serve as a communication channel for the academic team and to facilitate the flow of information between campuses regarding academic issues
- Meetings: Weekly

STUDENT SERVICES MANAGEMENT COUNCIL

- Membership: Vice President for Student Affairs / Sponsored Programs, Dean of Enrollment Management, Registrar, Director of Financial Aid, Director of Student Life and Housing, Athletic Director, Learning Center / TRiO Student Support Services Director, Success Center / TRiO Student Support Services Director
- Function: To serve as a communication channel for the student affairs team and to facilitate the flow of information between campuses regarding student support issues
- Meetings: Weekly

COLLEGE COUNCIL

- Membership: President, Vice President for Academic Affairs, Vice President for Business and Finance, Acting Vice President for Campus Resources, Vice President for Student Affairs and Sponsored Programs, four faculty representatives, six staff representatives
- Function: To serve as the primary communication body to facilitate the flow of information between president and college employees, to receive advice from college committees, to provide advice to

the president regarding major decisions, to review planning and budget documents, and to review and approve changes in college procedures

Meetings: Bi-weekly during the academic year

Revised: 10/06, 10/11, 7/12, 9/14, 2/15, 10/15, 9/16, 11/17

TRINIDAD STATE JUNIOR COLLEGE

2.30 ORGANIZATIONAL CHART

The College shall publish an organizational chart outlining positions and reporting lines. The most recent version shall be maintained on the College website.

Revised: 2/15, 9/17

## TRINIDAD STATE JUNIOR COLLEGE

### 2.90 STANDING AND SPECIAL COMMITTEE GUIDELINES

#### Definitions

#### Standing Committees

A standing committee is formed by the institution to provide a vehicle in the formal organization by which the faculty and staff can study and assist in making recommendations on procedures relative to institutional concern. A standing committee shall be continuous, acting in accordance with the guidelines and the by-laws as determined by the committee.

The recognized standing committees at Trinidad State Junior College (College) are: Campus Grievance, College Safety, Assessment and Improvement of Student Learning, Distance Learning and Technology Committee, Curriculum Committee, Strategic Planning/Monitoring, Affirmative Action (both campuses), Promotion and Appeals for Faculty Ranking.

Three standing committees, in particular, are faculty-driven committees: Curriculum, Distance Learning and Technology, and Assessment and Improvement of Student Learning.

#### Special Committees

From time to time, special committees may be established to examine specific topics at the College. These committees shall operate under a specific purpose statement provided by the President and shall exist for a defined period of time. Upon completion of the assigned task, these special committees shall be disbanded.

#### Responsibilities

1. Continuous study and long-range planning on matters of general concern within the parameters or scope of the committee as stated in the by-laws and guidelines of the committee.
2. Recommendations to the administration on the need for new procedures or changes in existing procedures. Recommendations or applications of existing procedures to specific problems affecting the general welfare of the institution may also be made.
3. Dissemination of information to the staff and, when necessary, assessment of staff opinion.
4. All committees must operate in accordance with System Board Policies and System President Procedures.

#### Membership

Membership on each committee shall be by presidential appointment. All segments of the full-time, exempt, and



contractual staff will be represented on committees. Volunteers and those individuals possessing expertise deemed necessary to provide productive contributions may be utilized as members. Membership on each committee shall be for staggered terms with some carry-over members each term to establish continuance and stability.

### Operation

Those committees with bylaws shall review the existing set of by-laws and recommend changes to the College Council. These by-laws shall establish parameters of responsibilities and provide details for the functions of the committee. Each committee shall maintain a complete record of its activities on file with the appropriate administrative office. Committees without bylaws will operate under the authority granted in the purpose statement found in the procedure establishing the committee.

### Standing Committees

The committees listed below will act within the broad guidelines established here with their specific responsibilities and modes of operation to be described in their respective by-laws or purpose statements.

#### 1. Campus Grievance

The Campus Grievance Committee shall serve as stated in State Board Policy BP 3-50, to provide for fair and prompt internal resolution of complaints pertaining to a policy, procedure or established practice in force at the College. The Affirmative Action Officer will serve as a permanent advisory member to this Committee. The responsibilities, Committee membership and operational guidelines for this committee are specified in Procedure 3.50 of this document.

#### 2. College Safety Committee

The Campus Safety Committee shall concern itself with matters relative to campus safety, including such items as safety management, safe work conditions, and safe classrooms and laboratories. Committee membership and bylaws for this Committee are specified in Procedure 2.94.

#### 3. Assessment and Improvement of Student Learning Committee

The Assessment and Improvement of Student Learning Committee shall concern itself with matters relative to student learning. Annual review of student assessment data collected, creating recommendations regarding student learning efforts, developing strategies to increase student learning efforts, and producing an annual report on student learning are examples of matters of concern to this Committee. Committee membership and by-laws for this Committee are specified in the bylaws located in Procedure 2.95.

#### 4. Distance Learning and Technology Committee

The Distance Learning and Technology Committee deals with matters relative to college instructional and administrative technologies including current usage of campus technology, future campus technology, classroom technology requirements, and technology standards. The listing of matters to be considered may be amended as

the need arises. “Distance learning” is defined as any course delivered via technology, including but not limited to, interactive or web-enhanced materials, full Internet courses, hybrid courses, telepresence courses, podcasting of course material, and emerging instructional technology delivery systems. Committee membership and bylaws for this committee are specified in Procedure 2.97.

#### 5. Curriculum Committee

The Committee shall discuss and provide recommendations on matters of continuous importance about the College’s curricula, to include continuous improvement of distance learning curricula.

#### 6. Strategic Planning/Monitoring Committee

The Strategic Planning/Monitoring Committee shall concern itself to create and develop the strategic plan for the College and to develop measurements to evaluate and monitor and revise, as necessary, the progress of the College toward the goals set out in the strategic plan. Committee membership and by-laws for this Committee are specified in Procedure 2.96.

#### 7. Affirmative Action Committees

The Affirmative Action Committees on each campus shares the responsibility of exercising good faith efforts to assure that the College has an operational Affirmative Action Plan, that the College promotes diversity and remedies underutilization of women and minorities at both campuses of the College. This committee is responsible for reviewing search processes to assure that no discrimination is occurring in the hiring process, the composition of staff at each campus to assure that it reflects the qualified racial and ethnic mix of the area from which applicants are recruited and college operations and processes to assure that reasonable accommodations are made to employees and students with disabilities.

Membership of the Trinidad Campus Affirmative Action Committee will be three administrative representatives, one of whom will be the chair, three faculty representatives, three non-faculty professionals, and three classified staff, with at least one member of each representative group being a minority.

Membership of the Valley Campus Affirmative Action Committee will be three administrative representatives, one of whom will be the chair, three faculty representatives, three non-faculty professionals, and three classified staff, with at least one member of each representative group being a minority.

From time-to-time the two committees will work together such as when developing and reviewing the annual Affirmative Action Plan

#### 8. Promotion and Appeals for Faculty Ranking Committee

Faculty ranks provide a way of rewarding faculty members from strong teaching, sustained service, and longevity at the College. Even though the ranking system does not provide monetary value to the various ranks, it still provides a strong measure of prestige to faculty members achieving the ranks of Associate Professor and Full Professor. The Promotion and Appeals Committee will meet, as needed, to certify promotions and to hear appeals

from those who have been denied promotion. Committee membership and bylaws are specified in Procedure 3.38.

Revised: 10/12, 3/13, 1/15, 9/17

TRINIDAD STATE JUNIOR COLLEGE

2.94 BY-LAWS FOR THE COLLEGE SAFETY COMMITTEE

ARTICLE I. NAME, STATUS, AUTHORITY

The official name of this committee shall be the College Safety Committee hereafter referred to as the Committee.

The Committee maintains status as a standing committee of Trinidad State Junior College and operates in accordance with the Trinidad State Junior College Rules and Regulations for standing committees.

The Committee operates under the authority of the College President and is advisory in nature.

ARTICLE II. PURPOSE, RESPONSIBILITY

The purposes and responsibility of this Committee are:

- To deal with matters relative to workplace and classroom safety.
- To promote an environment that is proactive in safety and security considerations.
- To assure the College is prepared for future crisis and emergency situations.

The listing of matters to be considered may be amended as the need arises.

ARTICLE III. MEMBERSHIP, SELECTION

Membership of the Committee shall consist of fifteen members. The eleven permanent members shall be the Vice President of Business & Finance, Vice President for Student Affairs, Vice President for Academic Affairs, Acting Vice President for Campus Resources, Dean of Enrollment Management, Director of IT, Campus Resource Officer-Trinidad Campus, Executive Director of Communications-Trinidad Campus, Executive Director of Communications-Valley Campus, Director of Facilities and Structural Trades II-Valley Campus. The remaining four committee members will be appointed by the President and will consist of a minimum of two faculty members. Members shall serve two-year terms; terms will be staggered so that the Committee will have some carry-over membership.

ARTICLE IV. OFFICERS, DUTIES

The officers of the Committee shall be selected from the membership during the fall semester. Two co-chairs will be named and each shall serve a one year term. Each co-chair is responsible to see that recommendations from the committee are implemented following adoption by the College. The co-chairs will coordinate with one another to call and conduct Committee meetings.

ARTICLE V. MEETINGS, VOTING, RECOMMENDATIONS

The Committee shall meet a minimum of once per month during the academic year at a time and day to be

determined by the Committee. Each member of the Committee shall be notified of the time and place of all meetings. The co-chairs may call special meetings as necessary. All regular and special meetings are open to any member of the College instructional and administrative staff.

Meeting procedures for the Committee shall be according to Robert's Rules of Order.

Recommendations relative to the need for new procedures, need for change in existing procedures, and/or application of existing procedures to specific areas or problems affecting safety will be made to the College Council for discussion and consideration. College Council recommendations will then be forwarded to the College President for final determination.

#### ARTICLE VI. AMENDMENTS

These bylaws may be amended by a majority vote of any existing quorum of the Committee and must be submitted to the College Council for final approval.

Revised: 10/05, 1/13, 11/16

TRINIDAD STATE JUNIOR COLLEGE

2.95 BY-LAWS FOR ASSESSMENT/IMPROVEMENT OF STUDENT LEARNING

ARTICLE I – NAME, STATUS, AUTHORITY

The official name of this committee shall be Assessment and Improvement of Student Learning hereafter referred to as the Committee.

The Committee maintains status as a standing committee of Trinidad State Junior College and operates in accordance with the Trinidad State Junior College Rules and Regulations for standing committees.

The Committee operates under the authority of the College President and is advisory in nature.

ARTICLE II – PURPOSE, RESPONSIBILITY

The purposes and responsibilities of this Committee are:

To maintain and disseminate meeting minutes.

To enhance the continuous improvement of student learning at the College through analysis and publication of information about student learning.

To annually review all student assessment data collected and analyses developed by the College.

To create recommendations regarding the breadth and depth of the assessment of student learning efforts at the College.

To develop strategies to increase, if needed, the assessment of student learning efforts and activities at the institution.

To generate recommendations to the President about needed budget requirements, planning activities, or new research directions.

To serve as a communication catalyst on assessment of student learning to the College.

To support institutional procedure relating to assessment of student learning.

To produce an annual report on student learning.

To ensure the on-going generation and analysis of, and publication about student learning at the College.

ARTICLE III – MEMBERSHIP, SELECTION

Membership of the Committee shall be a faculty-driven bi-campus partnership composed of a balanced representation of individuals whose experience and abilities represent the academic, vocational, developmental, and community/continuing education areas.

Membership of the Committee shall consist of no more than ten (10) rotating members, and six (6) permanent members. Rotating members will include all segments of the faculty at both College campuses; other persons whose involvement would enhance the purpose of the Committee may participate upon invitation. Permanent members shall include the two Assessment Coordinators. Permanent members will not be counted in total number of members.

Members of the Committee shall be appointed to a two-year term. Members are eligible for more than one consecutive reappointment.

A membership year shall be from May 1 through April 30. Members will recommit at the beginning of each membership year, and new members will be recruited to ensure a full committee.

All Committee members will be appointed by the President from recommendations of the Committee.

#### ARTICLE IV – OFFICERS, DUTIES

Officers shall be the Chair and Vice-Chair. The Chair is responsible for scheduling and chairing all meetings. The Vice Chair shall substitute for the Chair when he or she is unavailable, and shall take minutes at all meetings and distribute the minutes following each meeting. Should the Chair resign, be removed from office, become incapacitated, or be unable to fulfill his or her duties, that authority will fall to the Vice-Chair who shall become the Acting Chair.

The Vice Chair will become the Chair for the next academic year. A new Vice Chair shall be elected annually by a quorum of members present at the first meeting of the academic year.

Nomination of officers may be made by the standing officers or by the Committee at large.

In the event that an officer cannot complete the term, a special election will be held at the next scheduled meeting to elect a replacement for the remainder of the term.

There shall be one 25%-time Assessment Coordinator on each campus. Assessment Coordinators will provide general oversight of assessment planning and procedures for the institutional assessment of student learning, including instruction and student services. Assessment Coordinators are also responsible for generating the Annual Assessment Report, providing assessment information for the Educational Master Plan, and providing assessment information for the Higher Learning Commission. Assessment coordinators will analyze the General Education Assessment data to present to the Assessment committee.

The Deans are responsible for ensuring that faculty and instructors in their departments are assessing and reporting on student learning, establishing and maintain their curriculum maps, and participating in all assessment activities, they shall collect General Education Assessment data for their departments, compile this data and present this data to the Assessment Coordinators for review.

#### ARTICLE V – MEETINGS, VOTING, RECOMMENDATIONS

The Committee will meet at least four times annually:

- August - a) Discuss the budget and strategic plans items implemented in the current fiscal year to meet the needs discovered in the student assessment process, b) set calendar for the rest of the year, and c) develop a

program of work for the year and other appropriate items.

Fall - a) Election of the Vice Chair, and b) plan and execute Assessment Day, including a discussion of assessment results, analysis, and findings from the previous academic year, and any additional assessment activities that should be implemented.

Winter - a) Plan and execute the annual ALTITUDE Conference, and b) conduct a final discussion of the assessment results, including additional recommended activities, and an initial discussion of the recommendations to be made to the President for changes in budgets or strategic plans for the next year to correct the findings of the assessment results and other appropriate items.

Spring -a) Develop final recommendations to the President for changes to be made in the budgets, planning, assessment activities, and other items, b) review the draft of the final Improvement of Student Learning report to be disseminated to faculty by June 30, and c) accept recommitment of members during last meeting of membership year.

A simple majority of the current membership shall constitute a quorum.

Recommendations from this Committee shall be forwarded to College Council for further consideration.

The Committee will submit a budget recommendation to the Deans annually for meeting supplies, publication, and dissemination expenses of this Committee. The Committee meeting expenses will be the responsibility of the Deans.

#### ARTICLE VI – AMENDMENTS

These bylaws may be amended by a two-thirds vote of any existing quorum and must be submitted to the College Council for final approval.

Revised: 10/13, 9/14



TRINIDAD STATE JUNIOR COLLEGE

2.96 BY-LAWS FOR THE STRATEGIC PLANNING COMMITTEE

ARTICLE I. NAME, STATUS, AUTHORITY

The official name of this committee shall be Strategic Planning Committee, hereafter referred to as the Committee.

The Committee operates in accordance with the Trinidad State Junior College Rules and Regulations for standing committees.

ARTICLE II. PURPOSE, RESPONSIBILITY

The purposes of this Committee are:

To assist the President in creating and developing the strategic plan for the College;

To develop measurements to evaluate, monitor and revise as necessary, the progress of the College toward the goals set out in the strategic plan.

ARTICLE III. MEMBERSHIP, SELECTION

Membership of the Committee shall be a partnership composed of individuals whose experience and abilities represent an institution-wide perspective.

Membership will consist of no fewer than ten, but no more than twenty, committee members. The President shall be a permanent member of the Committee and will not be counted toward the membership total. Members shall be appointed to three-year terms.

Membership selection will occur during the first meeting each fall.

Any member missing three consecutive meetings may be removed from the Committee.

All Committee members will be appointed by the President from recommendations of the Committee.

ARTICLE IV. OFFICERS, DUTIES

The Committee will have two co-chairs with the President serving as one of the co-chairs. At the discretion of the President, one of the two co-chairs will be responsible for scheduling and facilitating all meetings.

ARTICLE V. MEETINGS, VOTING, RECOMMENDATIONS

A simple majority of the current membership shall constitute a quorum for voting purposes.

The Committee will meet at least twice per semester.

#### ARTICLE VI. AMENDMENTS

The by-laws may be amended by a two-thirds vote of any existing quorum and must be approved by the College Council.

Revised: 12/05, 2/13, 10/14, 9/16

## TRINIDAD STATE JUNIOR COLLEGE

### 2.97 BY-LAWS FOR THE TECHNOLOGY COMMITTEE

#### ARTICLE I. NAME, STATUS, AUTHORITY

The name of this Committee shall be the Technology Committee, with the status of a Standing Committee, formed by Trinidad State Junior College to deal with matters relative to college technology. Matters of technology, which will be considered by the Committee, include current usage of campus technology, future of campus technology, classroom technology requirements, and technology standards. The listing of matters to be considered may be amended as the need arises.

The authority of the Technology Committee is issued by the Trinidad State Junior College President and is advising in nature. Recommendations relative to the need for new procedures and procedure, need for change in existing procedures or procedure, and/or application of existing policies to specific areas or problems affecting safety will be made to the College President.

#### ARTICLE II. MEMBERSHIP AND METHODS OF SELECTION

The membership of the Technology Committee shall consist of no more than eleven members. The seven permanent members shall be the Vice President of Academic Affairs, Acting Vice President of Campus Resources, STEM Director, IT Director, Dean of Instruction for CTE (Trinidad Campus), Dean of Instruction for Arts & Sciences, and Dean of Instruction for Health Sciences. The remaining committee members will be appointed by the President and will consist of two faculty from each campus, one classified staff, one professional exempt staff, and the Computer Network Technician. Members shall serve two-year terms. Members' terms will be staggered so that the Committee will have some carry-over membership. Permanent members will not count toward the total number in the committee.

#### ARTICLE III. OFFICERS AND DUTIES

The officers of the Technology Committee shall be a Chairperson and a Secretary. Each shall be chosen from membership within the Committee during fall semester and each will serve a one-year term. The Chairperson shall call and conduct Committee meetings. The Secretary shall record minutes and disperse a copy of minutes of each meeting to Committee members.

#### ARTICLE IV. MEETINGS

The Technology Committee shall meet a minimum of twice per semester excluding summers at a time and day to be determined by the Committee. Each member of the Technology Committee shall be notified of the time and place of each regular meeting.

The Chairperson may call special meetings as necessary. Each member of the Technology Committee shall be notified of the time and place of all special meetings. All regular and special meetings are open to any member of the College instructional and administrative staff.

#### ARTICLE V. MEETING PROCEDURE - QUORUM - VOTING

Meeting procedure for the Technology Committee shall be according to Robert's Rule of Order.

## ARTICLE VI. AMENDMENTS

Alterations, amendments or repeals of these By-laws may be made by the Technology Committee members at any regular or special meeting.

Any alterations, amendments or repeals of these By-laws must be submitted by a committee member to the Technology Committee and approval shall require a majority vote of the Technology Committee.

## ARTICLE VII. RECOMMENDATION PROCEDURE

Once a recommendation for alteration of the by-laws has been determined, the recommendation shall be forwarded to the College Council for approval.

Revised 1/13, 10/13, 2/15, 10/16

## TRINIDAD STATE JUNIOR COLLEGE

### 2.98 BY-LAWS FOR THE CURRICULUM AND DISTANCE LEARNING COMMITTEE

#### ARTICLE I. NAME, STATUS, AUTHORITY

The name of this Committee shall be the Curriculum and Distance Learning Committee with the status of a Standing Committee of the College.

The authority of this Committee is issued by the College President and is advisory in nature.

#### ARTICLE II. PURPOSE, RESPONSIBILITY

The Committee shall discuss and provide recommendations on matters of continuous importance about the College's curricula, to include continuous improvement of distance learning curricula. "Distance learning" is defined as any course delivered via technology, including but not limited to, interactive or web-enhanced materials, full Internet courses, hybrid courses, telepresence courses, podcasting of course material, and emerging instructional technology delivery systems.

Curriculum matters may include addition and attrition of courses and/or programs; appropriate input on program reviews; course prerequisites and course standards; proposed changes in general education, Colorado Guaranteed Transfer Curriculum, and Colorado Community College Numbering System; guidance in syllabi development and improvement; and whether all programs and/or courses, including distance learning courses, conform to the College's mission to "enrich the lives of our diverse communities by providing quality educational experiences and promoting lifelong learning."

Distance learning matters may include development and improvement of distance learning curricula in partial or total electronic delivery formats; campus-wide goals and outcomes related to assessment of distance learning; design for faculty and student surveys within hybrid/online courses; syllabi standards and criteria for hybrid/online courses; hiring and training of full- and part-time instructors, tutors, and support personnel for distance learning; distance learning and online course standards; and the addition and cancellation of distance learning programs and/or courses.

In addition, the Committee shall make recommendations on academic and distance learning procedures to the President, the Vice President for Academic Affairs, and the Deans of Instruction.

Responsibilities of the Committee include:

1. Continuous curricular, programmatic review, and long-range planning concerning College programs.
2. Recommendations to the administration of the need for new programs and/or courses submitted for review; new policies (or revisions of policies) on prerequisites and/or course standards; need for syllabi development and improvement; need for revision of the state guaranteed transfer (gt) program, gtPathways, and/or general education curriculum; and recommendations on policies (existing or proposed) regarding specific curricula that may have an impact on student learning at the College.
3. Recommendations on human and technical resources, student services and support personnel, and professional development programs relating to distance learning, with the objective of meeting the College, CCCS, Higher Learning Commission, and Department of Education requirements.

4. Long-range planning concerning College distance learning programs and/or courses.
5. Ensuring compliance of all TSJC Online and all other distance learning courses with state, federal, and HLC requirements; copyright and fair use laws; and the Americans with Disabilities Act (ADA).
6. Dissemination of Committee deliberations to all faculty and staff.

### ARTICLE III. MEMBERSHIP, SELECTION

The membership of the Curriculum and Distance Learning Committee shall consist of no more than fourteen (14) voting members representing all segments of the faculty and staff at the College, including administration. Six (6) members must be Regular Faculty (as defined by State Board Policy BP 3-10). The faculty representative to the State Faculty Curriculum Committee (SFCC) shall be a voting member of the committee. Membership will be staggered so that the Committee will have some carry-over membership. Members shall serve three-year terms. Permanent members of the committee include the Dean of Instruction-Arts and Sciences, the Dean of Enrollment Management, a representative from Information Technology, and the Webmaster. Permanent members will not be counted toward the total number on the committee.

The Committee will solicit volunteers at the beginning of each fall term from faculty and staff. Candidates for Committee vacancies shall be solicited by the Chairperson, then, with the approval of the Committee, forwarded to the President of the College.

### ARTICLE IV. OFFICERS, DUTIES

#### 1. CHAIR

The Chair will:

- succeed from the Vice Chair to Chair position bi-annually at the beginning of the fall semester.
- serve a minimum of two-years.
- serve from the campus opposite of the Vice Chair.
- call meetings, set the agenda, and conduct meetings.

#### 2. VICE CHAIR

The Vice Chair will:

- be elected to a consecutive 2-year term on the Committee.
- serve from the campus opposite of the Chair.
- act in the absence of the Chair in all capacities as listed above.
- assist in conducting the business of the organization.
- become the Acting Chair should the Chair resign, be removed from office, become incapacitated, or be unable to fulfill his/her duties.

#### 3. SECRETARY

The Secretary will:

- serve a one-year term, but may serve consecutive terms.
- record and disperse the meeting minutes.
- retain historical records of minutes and other documents.

## ARTICLE V. MEETINGS, VOTING, RECOMMENDATIONS

The Committee shall meet a minimum of three times each during the fall and spring semesters. The Chair may call special meetings as necessary. Each member of the Committee shall be notified of the time and place of the special meeting. All meetings are open to any member of the College community.

Meeting procedure for the Committee shall be according to Robert's Rules of Order.

A simple majority of the voting members of the Committee shall constitute a quorum. A simple majority of Committee members present shall be required for approval of any motion brought before the meeting.

Proposals approved by the committee are forwarded to the Faculty Senate for revision or approval. Once revisions are completed, if needed, then the recommendations will be shared with the College Council. In the event a proposal is not recommended for approval, it will be returned to the originator with suggestions.

## ARTICLE VI. AMENDMENTS

Alterations, amendments or repeals of these By-laws must be submitted to Committee members in writing seven (7) days prior to being voted on and approval shall require a majority vote of the Committee. Final changes to By-Laws must be recommended for approval by the College Council.

Revised: 5/16

### 3.0 COLLEGE PERSONNEL



## TRINIDAD STATE JUNIOR COLLEGE

### 3.10 EMPLOYEE CLASSIFICATIONS

In accordance with the Colorado Community College System, Trinidad State Junior College (College) utilizes three classifications for full-time, benefitted employees: Classified Staff, Administrative/Professional/Technical Employees, and Faculty.

**Classified Staff** – includes College employees who fill non-exempt positions. The Department of Personnel establishes standards regarding the creation and maintenance of the classified job evaluation system(s) and allocation of positions. For further information on all Classified Job descriptions, please see following link: <https://www.colorado.gov/pacific/dhr/classdescriptions>.

**Administrators, Professional Staff and Technical Staff** - includes College employees who fill positions which are exempt from the State Personnel System. Job descriptions for each position are held in the Human Resources office. Positions shall be assigned by the President to respective categories as defined in BP3-10, <https://www.cccs.edu/wp-content/uploads/2012/08/BP3-10.pdf>.

**Faculty** – includes College employees whose assignment is comprised of at least one-half of duties as a teacher, which may include program coordination/development and related activities. The faculty job description is listed as Procedure 3.10 in this manual. Faculty members will have status according to BP3-10, <https://www.cccs.edu/wp-content/uploads/2012/08/BP3-10.pdf>

In addition to above classifications, the College also utilizes part-time employees: Temporary Part-Time Staff, Students and Instructors (adjunct faculty).

**Temporary part-time staff** – includes those staff members who are hired to work on a temporary part-time basis at an hourly rate approved by the Dean, Supervisor and Chief Financial Officer.

**Students** – include community college students who work at the college where they are enrolled. Conditions of employment for students are subject to the rules of the funding source for the position they hold.

**Instructors** – those hired to teach on a temporary as-needed basis at a rate established by College procedure. Any one such appointment shall be for less than an academic year. Successive appointments may be made on an unlimited basis. Instructors are subject to the terms of their appointment and have no benefits except for those provided by law.

Revised: 12/14

## TRINIDAD STATE JUNIOR COLLEGE

### 3.11 ADMINISTRATION OF PERSONNEL

#### A. Approval Process for New and Replacement Positions

Following an informal assessment of institutional need and initial budget analysis, the College President may authorize the replacement of a vacant position or the creation of a new position whenever necessary. An updated job description should be prepared and reviewed in consultation with the Human Resources Director to ensure nondiscrimination in conjunction with this process. Personnel requisition forms shall be completed and submitted for approval by the supervisor and appropriate Vice President. Signatures from the Budget Officer, the President, and the Human Resources Director are required prior to final approval of the position.

#### B. Hiring Process

The following options exist at the discretion of the College President: direct appointment, limited search and screen, and national search and screen.

The College shall notify both internal staff and the public of any vacancies, ensuring outreach to minorities. All such advertisements should include the statement that Trinidad State Junior College is an Equal Opportunity Employer / Institution.

Applications should be submitted by the announced deadline to the Office of Human Resources or designee. Only those found to be in compliance with job announcement instructions will be given full consideration. Internal position announcements require a letter of interest listing qualifications of the candidate.

The Director of Human Resources or designee will convene the search and screen process, ensuring compliance with all Federal and State laws and State Board for Community Colleges and Occupational Education Policies (BP) and System President's procedures (SP). The affirmative action / equal opportunity program for full-time, exempt and contractual staff is described in SP 3-120b, EEO/AA Program.

Final appointment is contingent upon successful reference check(s) and a background check.

The President, pursuant to C.R.S. 23-5-117, (H.B. 1187) and BP 3-05, Delegation of Personnel Authority, approves all personnel actions.

#### C. Initial Placement of Salary

Initial salary of a newly hired employee will involve placement consistent with the formal educational level attained by the staff member. A comprehensive analysis of employment records will be conducted to place the employee at a salary level that: 1) is comparable to other employees with similar work experience and background, 2) takes institutional needs into account 3) is based on market equilibrium and 4) is in alignment with rural pay ranges.

D. Salary Notification Letters and Faculty Contracts

Salary increases may be granted, if funds are available, based upon actions of the State Board for Community Colleges and Occupational Education.

All salary notification letters and faculty contracts are approved by the College President pursuant to C.R.S. 23-5-117 (H.B. 1187) and BP 3-10, Administration of Personnel.

E. Faculty Load and Compensation (FLAC) Workload Forms

An additional workload for faculty is a written agreement for temporary service for a specified period to perform a specific task(s). Assignments are issued through the Faculty Load and Compensation (FLAC) process to College employees as defined in BP 3-10, Administration of Personnel. An additional workload is offered based on the needs of the College and at the discretion of the appropriate Dean and Vice President. Regular faculty should be considered for opportunities for additional workload assignments prior to issuance to adjunct instructors.

Employees with additional workloads will be compensated at a rate of pay reflective of the professional tasks to be performed for the College. Employees with these assignments have no rights or expectations of continued employment or extension of these duties under the FLAC workload process. They are also not eligible to participate in the collateral benefit program, except as required by law and/or State regulations. Additional work assignments are subject to termination by the College or by the employee with or without cause.

Approved: 1/13, 3/16

## TRINIDAD STATE JUNIOR COLLEGE

### 3.20 – SEXUAL MISCONDUCT

The College community has the right to be free from sexual violence. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for sex or gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this procedure, serious sanctions will be implemented to reasonably ensure that such actions are never repeated. When a complainant(s) and respondent(s) are College employees, authorized volunteers, guests or visitors, the College will comply with Title VII of the Civil Rights Act of 1964. When a complainant(s) and/or respondent(s) are students, the College will comply with Title IX of the Education Amendments of 1972 (Title IX). For all individuals to whom this procedure applies, the College will adhere to its obligations under the Violence Against Women Reauthorization Act (VAWA) of 2013.

System Presidents Procedures SP 3-120a and SP 4-120a provide that the College shall not unlawfully discriminate based on sex or gender in its employment conditions or educational programs or activities. The System President delegates to the College President the responsibility to ensure these procedures are fully implemented at the College. The System has elected to use the National Center for Higher Education Risk Management (NCHERM) and the Association of Title IX Administrators (ATIXA) model policy as the template used in this procedure. Sexual misconduct offenses may include, but are not limited to sexual harassment, non-consensual sexual contact, or sexual exploitation.

In order to take appropriate corrective action, the College must be aware of discrimination, harassment and related retaliation that occurs in College employment and educational programs or activities. Therefore, anyone who believes he or she has experienced or witnessed discrimination, harassment or related retaliation should promptly report such behavior to the Title IX and/or Equal Opportunity Coordinator, located in Human Resources.

College employees have an ethical obligation to report any incidences they are aware of concerning discrimination and/or harassment. If the employee is unsure, he or she may direct questions to Human Resources at the College. Failure to report will be considered a violation of Board Policy BP 3-70, Colorado Community College System Code of Ethics, and may result in discipline, up to and including termination.

Investigations are done in accordance with SP 3-120a and SP 4-120a. It is a violation of College procedure to engage in retaliatory acts against any employee or student who reports an incident of sexual misconduct or any employee or student who testifies, assists, or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct.

Adopted: 1/13, 9/16

## TRINIDAD STATE JUNIOR COLLEGE

### 3.24 DRUG FREE WORKPLACE

Trinidad State Junior College is cognizant of the federal requirement to provide a workplace free from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. Employees who violate this prohibition may be subjected to disciplinary actions up to and including termination, in accordance with Board Policy (BP 3-24) and System President's Procedure (SP 3-24).

The College coordinates ongoing educational programs and activities for the prevention of drug and alcohol abuse. In addition, a referral list to community and area agencies which are knowledgeable in the treatment of drug and alcohol abuse and related issues is maintained by the College. The list is publicly posted in the Success Center (Trinidad campus) and the Learning Center (Valley campus). In addition, hard copies are available from Student Services personnel in either location or from the Human Resources office.

The College complies with all federal reporting requirements, including those related to the required biennial report in support of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Amendment of 1989. Required reports are shared publicly, posted on the College website, and available in hard copy from the Student Affairs office.

The College is committed to ensuring that the privacy of individuals is maintained, except as warranted in matters of life, health and safety.

Revised: 7/92, 10/16

## TRINIDAD STATE JUNIOR COLLEGE

### 3.30 FACULTY JOB DESCRIPTION

In accordance with State Board Policy (BP 3-80), the responsibilities of regular faculty members at Trinidad State Junior College (College) shall be teaching courses as assigned, course assessment and development, professional development, participation on college committees, involvement in student-related activities, and community service.

Regular faculty members are hired under a 166 day contract. In keeping with the requirements for all State of Colorado employees, they will have a minimum 40-hour work week. This includes an expectation that they will perform all professional duties assigned by the College, as outlined herein, with recognition that faculty members may work both on and off campus to accomplish these duties.

#### Duties and Responsibilities

- Instruct students in assigned courses in accordance with established curriculum and college procedures.
- Use effective teaching methods and technologies to meet the diverse learning styles of students.
- Maintain and distribute current course syllabi using the accepted template.
- Maintain accurate records.
- Submit grades, schedule additions, course syllabi and other reports or required documents by established deadlines.
- Be aware of and follow established policies of the State Board, CCCS, and the College.
- Assess learning outcomes, demonstrate the use of assessment results in course planning, report and maintain assessment records, and participate in assessment activities (i.e. "A" day and ALTITUDE conference).
- Develop and revise curriculum to maintain the quality and relevancy of course offerings.
- Notify the appropriate associate dean or dean if the faculty member is going to be absent from work. This notification should be made in a timely manner.
- Discuss with appropriate personnel any problems of students, which may require special attention and provide records as needed.
- May serve as faculty advisor to student organizations and interact with students outside the classroom environment via extracurricular activities.
- Serve on college-wide committees.
- Attend all departmental, division, general faculty and staff meetings, and in-service activities.
- Participate in graduation exercises (attired in appropriate academic regalia).
- Review and select appropriate textbooks and maintain classroom supplies as needed for successful teaching of assigned classes.
- Incorporate learning resources and technologies in courses whenever possible.
- Engage in professional development activities to maintain a current knowledge of subject matter and teaching methodology.
- Meet all classes as scheduled.
- Maintain regularly scheduled office hours.

- Adhere to professional standards of conduct.
- Represent the college to the community in a positive manner.
- Recognize their primary responsibility is to the College and their faculty position. Any other employment or activity is secondary and must not interfere with the performance of their faculty duties.

Revised: 12/14

## TRINIDAD STATE JUNIOR COLLEGE

### 3.31 ADJUNCT AND CONCURRENT INSTRUCTORS

#### **Guidelines**

The College employs qualified adjunct and concurrent instructors to perform a specific instructional task for a specific period, usually one semester. No guarantee of continued employment is provided or implied.

A pool of adjunct and concurrent instructors may be recruited through classified advertising in area newspapers. Respondents will be interviewed by the appropriate Dean, and selected based upon qualifications and needs of the institution.

Staff development opportunities for adjunct and concurrent instructors at the College are made available through in-service activities. Participation in additional staff development activities will be determined on an individual basis by the appropriate Dean, based upon need and funding availability. In-Service activities are an integral activity of staff development at the College.

Adjunct and concurrent instructors will receive orientation by the supervising Dean. This orientation may be done in groups or individually as the situation warrants.

Evaluation for all faculty will be conducted on a regular basis. Adjunct and concurrent instructors will be evaluated during each of their first and second semesters of employment by student evaluation and classroom observation by a supervisor. Continuing adjunct and concurrent instructors will be evaluated by student evaluation and classroom observation by supervisor a minimum of once per year. Supervisors have the discretion to make more frequent observations as appropriate.

Workload guidelines for adjunct instructors are generally less than 0.75 of a full teaching load. This maximum may be raised based on institutional need, with prior approval from the President. When determining benefit eligibility, teaching assignments at all system colleges will be considered.

#### **Duties and Responsibilities**

In general, the adjunct and concurrent instructor is responsible for organizing and conducting those learning activities charged to him/her. The specific responsibilities include, but are not limited to, the following:

- To plan the instruction, in consultation with the appropriate College staff, and to follow the existing or prepare a new course syllabus.
- To assure that syllabi for each class to be taught are on file in the appropriate Dean's office. Syllabi shall be reviewed and updated annually and should reflect the current adopted textbooks.
- To assure that students are properly enrolled, dropped or withdrawn by the census or withdrawal dates.
- To distribute and explain current syllabi.
- To conduct instruction at the time and for the number of hours required for each course.
- To maintain records of performance.
- To evaluate student achievement and to submit grade reports and other required documents. Implement an approved assessment plan to include assessment, evaluation, data collection and submission and use the data for improvement.



- To become familiar with the Trinidad State Junior College policies and procedures.
- To attend appropriate in-service and pre-service training as assigned.

Revised 8/04, 1/16

## TRINIDAD STATE JUNIOR COLLEGE

### 3.32 OVERLOAD FOR REGULAR FACULTY

When teaching responsibilities are assigned in excess of those expected for regular faculty, compensation in the form of overload pay will be granted. To promote fairness and equity among the disciplines and across the two campuses, the following uniform procedure has been developed:

#### Definition of Teaching Load

For 1.0 FTE faculty members:

a minimum of 15 credit hours is expected **AND/OR**

a minimum of 225 student credit hours must be generated before overload is considered

Student credit hours = sum of (course credit x enrollment headcount) for each course taught

Headcount for this calculation will be taken on census day.

Regular faculty working either half-time or three-quarter time will be prorated.

#### Calculation of Overload Payment

For regular faculty exceeding the established credit hour **AND/OR** student credit hour thresholds, overload payment will be based on the additional amount of FTE generated.

$$\text{Overload} = (\text{total student credit hours} - 225) / 30 * \$1,356$$

This number (\$1,356) is based on 80% of adjunct pay. Included in this is the stipulation that as adjunct rates increase, overload pay increases respectively, maintaining the 80%.

#### Stipulation for Small Enrollment Courses

An alternative compensation mechanism to support critical courses that traditionally have small enrollments is as follows. For a regular faculty member who exceeds the established number of courses, a stipend will be provided for the commitment shown to providing additional course variety for students. This stipend, which will only be paid in lieu of overload consideration, is \$400 per credit hour in excess of regular assignment.

#### Clinical Faculty

Due to limitations on faculty / student ratio and extended clinical / lab hours in clinical programs, special overload consideration is warranted. In this case, overload pay will be based on direct student contact hours in excess of 270 hours (18 hours for 15 weeks) rather than FTE and will be paid at a flat hourly rate. The hourly rate will be based on program of study and commensurate with degree, according to the following: \$40/hr for Masters and higher; \$30/hr for Bachelors; \$25/hr for Associate or other degree.

#### Exceptions

Exceptions to this procedure will be considered and granted on a limited basis. Faculty Senate is responsible for bringing potential exceptions forward for discussion by the College Council.

Revised: 9/15

## TRINIDAD STATE JUNIOR COLLEGE

### 3.35 FACULTY CREDENTIALS AND DEVELOPMENT

Trinidad State Junior College is a comprehensive degree-granting, public institution of higher education. All faculty members, full-time and part-time, are expected to possess adequate expertise to teach within their chosen field. The basic educational degrees set-forth below are generally regarded as minimum standards for faculty.

#### ARTS AND SCIENCES FACULTY

For guaranteed transfer courses: Master's Degree with 18 hours in the specific discipline

For non-transfer courses: Master's Degree

For developmental courses: Bachelor's Degree

#### CAREER AND TECHNICAL EDUCATION FACULTY

For nursing: Master's Degree in Nursing

For business: Master's Degree with 18 hours in the specific discipline

For other areas: Bachelor's Degree or Associate's Degree with appropriate work experience

Further information on the specific credentialing requirements for Career and Technical Education are Outlined within the Colorado Community College System Career and Technical Administrator's Handbook

<http://coloradostateplan.com/administrator/administrators-handbook/>

Exceptions to these minimum requirements may be considered and granted under extenuating circumstances. A faculty panel will be convened in such cases to determine whether approval should be granted. In cases where an educational plan is adopted, the panel will document acceptance of the plan and timeline and a copy will be placed within the personnel file.

Full-time faculty members are expected to participate in professional development continuously throughout employment at the College. They must have a Professional Development Plan on file with their respective Dean. The following summary lists potential professional development activities:

#### ARTS AND SCIENCES FACULTY

Continued education, as necessary to remain current in teaching field(s) workshops, seminars, and related educational activities required to enhance or acquire knowledge and skills necessary for continued effective teaching performance

#### CAREER AND TECHNICAL EDUCATION FACULTY

Continued education, as necessary, to maintain the appropriate occupational credential and to remain current in teaching field(s) workshops, seminars and related educational and occupational activities required to enhance or acquire knowledge and skills necessary for continued effective teaching performance

Furthermore, it is the responsibility of each individual faculty member to acquire and/or maintain required credentials and licenses. If in doubt as to the acceptability of a course, occupational experience, seminar or workshop, faculty members should contact the appropriate Dean. All Career and Technical Education faculty are required to complete EDU 250 (CTE in Colorado) and EDU 260 (Adult Teaching and Learning) within three years of initial hire.

It is acknowledged herein that full-time Trinidad State Junior College faculty members are provided certain tuition benefits pursuant to Board Policy 3-60 Employee Benefits Policy. In addition, the TSJC Educational Foundation offers financial support for qualifying credit coursework. These benefits may be utilized to maintain compliance with the professional development requirements.

Professional development opportunities for full-time faculty are often made available through in-service activities. Attendance at these low-cost opportunities is highly encouraged. Funding for other opportunities may be available through the appropriate Dean.

Revised: 8/04, 11/15

## TRINIDAD STATE JUNIOR COLLEGE

### 3.36 EVALUATION OF FACULTY JOB PERFORMANCE

Each Faculty member will be evaluated according to documented responsibilities, job description, and ability to meet program, college, and Board goals related to his or her areas of responsibility. These documented responsibilities and goals will determine the specific focus of the Faculty member's work and evaluation in the two principal evaluation categories, Teaching and Service.

Compliant with State Board Policy BP 3-31 and System President's Procedure SP 3-31, Faculty members are expected to devote 70 percent of his or her effort and attention to teaching activities and 30 percent to service activities. These percentages may be modified in circumstances including but not limited to provisional status, reduced teaching loads, special assignment or projects such as accreditation, or where performance concerns have been identified.

Compliance with State Board policies and System President's procedures is a requirement of all State System employees; noncompliance will be an overall negative factor in a Faculty member's evaluation.

The evaluation process shall include:

1. Teaching activities
  - Classroom performance
  - Administrative responsibilities
  - Student retention
  - Professional development
2. College service activities
  - Professional behavior
  - Recruitment
  - Service to the college and community

#### **Teaching**

Evaluation of teaching will include but is not limited to consideration of the Student Evaluation Instrument and direct observation by Supervisors. Evaluators should consider all the following components of teaching:

1. Class structure and organization
2. Course materials (including syllabi, course outlines, and lesson plans)
3. Demonstrated currency in the field and in teaching methodology
4. Presentation skill
5. Professional and courteous interaction with students
6. Maintaining control of the classroom environment
7. Availability to students during office hours
8. Student engagement
9. Promotion of student achievement

In addition, evaluators must consider other factors that may be relevant considering the Faculty member's job description, responsibilities, and individual and college and department goals. These may include, but are not limited to:

1. Assessment of student learning
2. Documented teaching and curriculum improvement based on assessment results

3. Incorporation of course, program, and college student learning outcomes
4. Incorporation of student retention strategies
5. Integration of technology into course work as appropriate to the discipline
6. Submission of syllabi, class schedules, grades and other required documents on time.

### **Service**

Service includes the Faculty member's fulfilling the mission and goals of the college outside of the classroom. Components of service to be considered in the evaluation should be based on the Faculty member's job description, roles, goals, and documented responsibilities. These may include but are not limited to:

1. Departmental service, including curriculum coordination and development, advising and outreach, administrative assignments, and committee work
2. System, college-wide, and campus committee work
3. Sponsoring and participating in student activities
4. Attendance at college activities and events

Additional activities may include, but are not limited to:

1. Serving as the college representative on a local board or commission
2. Making community or professional presentations
3. Serving as a liaison to local schools
4. Serving as an elected or appointed member of local boards

Service also includes professional and courteous interaction with colleagues, staff, and community as demonstrated by:

1. Active engagement
2. Collaboration
3. Constructive cooperation in department and college activities

### **Evaluation Procedures**

College leadership, with input from Faculty and other pertinent staff, will develop procedures for conducting evaluations that will assess each Faculty member's proficiency in performing the duties of his or her position. Such procedures will meet the following guidelines:

1. Faculty members will develop and submit for Supervisor approval a Faculty Annual Performance Plan incorporating teaching and service goals. Individual performance objectives will be based on the Faculty member's documented responsibilities and the Faculty member's department and college initiatives. This shall be submitted to their Supervisor before the third Friday in September.
2. Unscheduled Supervisor Evaluations of Instruction (Classroom Observations) should be held between the fourth and twelfth week of the semester. These visits may be scheduled for flexibility at the discretion of the Supervisor.
3. Student Evaluations will be administered between the seventh and tenth weeks of the semester.
4. Using the Faculty Self-Evaluation form and check list, Faculty members will complete a self-evaluation of their activities for the year and the contribution and outcome of those activities to teaching and service goals documented on their Annual Performance Plan. This shall be submitted to their Supervisor before the first Friday in April.
5. Performance evaluations and ratings shall be made using a combination of narrative and checklists.
6. The Supervisor shall hold a formal evaluation conference with the Faculty member at least once during each evaluation cycle. A written report of the evaluation will be provided to the Faculty member. For the Spring Semester this will be held in April.
7. Faculty members shall receive annual performance evaluations from their Supervisor, which shall then be reviewed by the Vice President for Academic Affairs. The Supervisor has discretion to perform more frequent comprehensive evaluations of the Faculty member, as may be necessary.

8. There are three performance ratings: Exemplary, Commendable, and Needs Improvement.
9. A Faculty member must meet the standards for Commendable performance in both teaching and service to receive an overall rating of Commendable or above.
10. A Faculty member must meet the standards of Exemplary performance in both teaching and service to receive an overall rating of Exemplary.
11. The Faculty member shall have the opportunity to respond to the formal evaluation report for the record.
12. A Faculty member may petition the college president to review the formal evaluation report within 10 days of the Faculty member receiving the report.
13. Supervisors shall receive proper training prior to evaluating any Faculty member or Instructor.

### **Frequency of Evaluation**

Supervisors will conduct Faculty evaluations every contract period with a frequency as follows.

### **Provisional Faculty**

Formal Student Evaluations of Teaching Activities for one class, chosen by the Supervisor, and one Supervisor Evaluation of Instruction will be conducted during both the fall and spring semesters.

### **Non-Provisional Faculty**

Formal Student Evaluations of Teaching Activities for one class, chosen by the Supervisor, and one Supervisor Evaluation of Instruction will be conducted, at the discretion of the Supervisor, during either the fall or the spring semester.

### **Adjunct and Concurrent Enrollment Instructors**

Adjunct and concurrent enrollment instructors will be evaluated during their first and second semesters of employment via Student Evaluations of Teaching Activities and Supervisor Evaluations of Instruction for classes chosen by the Supervisor. Continuing adjunct and concurrent enrollment instructors will be evaluated at least once per year using the same methods. Concurrent enrollment and adjunct instructors will not be required to submit Annual Performance Plans or Faculty Self-Evaluations.

Supervisors will reserve the right to evaluate an instructor with greater frequency if circumstances warrant it. Multiple evaluations will be considered and averaged for one outcome.

Prior to meeting with the Faculty member, the Supervisor will review the following information:

1. Faculty member's Annual Performance Plan
2. Faculty Self-Evaluation Form and Checklist
3. Student Evaluation Summaries
4. Supervisor Evaluation of Faculty Instruction: Classroom Observation Form

The Supervisor and the Faculty member will schedule a conference to be held in April.

### **Appeals Process**

If the Faculty member is not satisfied or disagrees with his or her evaluation, the Faculty member may file a written appeal or a request for extension to appeal to the college president within two weeks of receiving his or her written performance report. The appeal should clearly articulate why the Faculty member is of the opinion that the performance evaluation does not accurately reflect his or her actual performance as well as what the Faculty member thinks an accurate rating should be.

College leadership will act upon the appeal and return a written finding for the Faculty member and the Supervisor. In determining a decision, the college president may ask the Supervisor for a written response to the Faculty member's appeal. The president's decision will be final.

## **Definitions of Performance Ratings**

### **Exemplary**

To be rated Exemplary, a Faculty member must meet and exceed the standards for Commendable performance in both teaching and service. Exemplary performance must be evidenced within the Faculty Self Evaluation and Checklists.

### **Commendable**

To be rated Commendable, a Faculty member must meet or exceed the standards for Commendable performance in both teaching and service; abide by all college guidelines and CCCS policies and procedures; and meet department, college, and Board goals related to his or her responsibilities, including performance objectives defined in his or her performance evaluation. A Commendable Faculty member is expected to meet basic instructional requirements and engage actively in service.

### **Needs Improvement**

To be rated as Needs Improvement, a Faculty member does not meet the criteria of a Commendable performance rating in either teaching or service—he or she:

- Fails to meet the teaching or program management standards outlined above or in college guidelines
- Fails to provide service, as defined, to the college or department
- Violates the expectation of professional and collegial behavior

Any disregard for or violation of established CCCS policy or procedures or college guidelines may also result in this rating.

Revised: 3/13, 4/13, 1/16



## TRINIDAD STATE JUNIOR COLLEGE

### 3.38 FACULTY RANK AND STATUS

Upon initial hire at the College, regular faculty members are granted the rank of Assistant Professor. This title remains in effect from the date of hire until the end of the provisional period.

According to Board Policy (BP 3-20), “Employees shall serve a provisional period from the date of employment until the completion of employment under three consecutive full-year regular contracts. The provisional period may be extended for one additional year, but not to exceed four years, if the college president determines the additional time should be allowed.”

The procedure for removal of faculty from provisional to non-provisional status at Trinidad State Junior College follows:

- No later than January 15 of each year, the Vice President for Academic Affairs will provide the appropriate Dean with a list of provisional faculty who are on the third consecutive full-year regular contract.
- No later than March 1, the appropriate Dean will submit recommendations to the Vice President for Academic Affairs, who will report recommendations to the President. An updated resume for each faculty member under consideration will also be provided.
- No later than April 1, the President will notify each faculty member of the decision to remove him or her from provisional status, or to extend provisional status for an additional year, or not to renew the provisional employee’s contract.

Faculty members attaining non-provisional status are automatically granted the rank of Associate Professor.

#### Promotion to Professor

1. A faculty member who has completed five or more academic years of employment at the College and who has met the required educational and evaluation criteria, outlined below, may apply for promotion to the rank of Professor. Promotions do not equate to salary increases.
2. The letter of application, addressed to the appropriate supervisor, will include the following:
  - a. evidence of an earned Master's degree or a degree appropriate to the discipline taught
  - b. appropriate CCCS CTE credential, if applicable
  - c. evidence of five years' teaching experience;
  - d. evidence of commendable or exemplary score on the previous two Professional Responsibilities Evaluations at the College.

3. Faculty may apply for promotion to their supervisor by February 1 of each year. Their supervisor will review the materials for completeness and, within 10 working days, forward the application to the chair of the Faculty Promotion and Appeals Committee for action. Upon receipt of the application, the Chair shall schedule a review and send notice of the time and place to the faculty member within ten (10) working days.
4. The faculty member shall appear in person to present their request to the Committee at the review scheduled for this purpose.
5. If the promotion is denied, the Committee Chairperson will provide a written explanation of the denial. In this case, an applicant must wait one calendar year before applying again. The applicant may appeal decisions to the Faculty Promotion and Appeals Committee only if there is new information to present.
6. If the promotion is recommended, it goes to the College President for final approval.

#### Faculty Promotion and Appeals Committee

1. The Promotion and Appeals Committee will meet, as needed, to recommend promotions and to hear appeals from those who have been denied promotion.
2. Positions on the Faculty Promotion and Appeals Committee will be filled by a total of four faculty members, with representation from both campuses and a variety of disciplines, appointed by the Faculty Senate. The Instructional Deans will serve as ex-officio, non-voting members of the Committee. Each Dean will serve one year as chair of the committee on a rotating basis.
3. The initial committee will be set up with staggered one- and two-year terms for each category. Thereafter, all members except the chair shall serve two-year terms and shall not be eligible for re-appointment for one year following their term of office.
4. If a member of the Committee requests a promotion or appeal, that member will temporarily suspend membership for that review only.
5. The Committee may devise rules for operating with the approval of the College Council; a unanimous vote including the Chairperson shall be required.
6. The Committee shall keep minutes of all meetings. All votes shall pass upon a simple majority and fail upon less than a simple majority, including a tie vote. The Chair may optionally cast a vote in the case of tie votes only.

#### Procedure for Promotion Appeals

1. All appeals must be made in writing to the Committee Chair (the dean serving as committee member during that year) requesting an appeal and stating the reason(s) for the appeal. Appeals

- must be submitted by the first Monday of April and require that the appellant has new information to present.
2. Upon receipt of the request for an appeal, the Committee chairperson will schedule a review to take place within 30 days. The chairperson shall notify the appellant and all committee members of the time and place of the review within 10 working days of receipt of the written appeal.
  3. Appellants must represent themselves at the review.
  4. Promotion Appeals require new evidence beyond what the Committee saw at the Promotion request.
  5. Following the review, the Committee will meet in closed session to deliberate and finalize their decision.
  6. The Chairperson shall notify the appellant of the Committee's decision, in writing, within 5 working days.
  7. All appeal decisions of the Committee are final. There are no appeals beyond it.

Revised: 10/06, 3/13, 4/16

## TRINIDAD STATE JUNIOR COLLEGE

### 3.39 FACULTY COMPENSATION

The faculty salary pool for pay increases shall be determined on an annual basis.

1. This salary plan shall apply to full-time faculty. If funds are available, those faculty members on half or three-quarter contracts shall benefit from this plan on a pro-rata basis.
2. The factors for determining base salary adjustments shall include merit and may include:
  - a. Equity
  - b. Market equilibrium

Each year the college administration will determine the amount of funds available for faculty salary increases. This is the salary pool. At times the System Office may require that a certain overall percentage increase be given. The first demands on the salary pool will be to give increases to achieve salary equity or market increases. Equity adjustments would be given to remedy differences among faculty whom have similar credentials and experiences but who receive significantly different salaries. No equity adjustments would be given if the differences are due to faculty evaluation scores. The Human Resources Office will provide a list of equity concerns and the rational as to what inequities exist and the dollar amount required to remove the inequities. The College President will give the final approval regarding equity increases but will seek input from the Faculty Senate. Similarly, Human Resources will provide a list of faculty positions that are difficult to fill and where marketplace adjustments need to be made so that inequities are not created when similar positions are filled in the future. The College President will give final approval regarding marketplace adjustments after consultation with the Faculty Senate. To receive an equity or marketplace adjustment, a faculty member must be meritorious; i.e., receive Commendable or Exemplary.

The funds left in the salary pool after equity and marketplace adjustments then will be distributed by merit. Those receiving Commendable ratings will receive 1.0 shares of the remaining salary pool while those receiving Exemplary ratings will receive 1.5 shares of the remaining salary pool. No shares will be given to those receiving Needs Improvement ratings.

The dollar amount per share will be determined by adding up all the shares received by all faculty members and dividing the number of shares into the total dollars in the remaining pool. A faculty member's total salary increase for merit will be the dollar amount per share multiplied by the number of shares earned by that faculty member. For example, if the remaining pool contains \$200,000 and the total number of shares is 280, then a share is worth about \$714. In this scenario, a faculty member who receives "Commendable" would receive a salary increase of \$714. A faculty member who receives "Exemplary" would receive an increase of \$1,071.

Adopted: 3/13, 4/13, 3/16

## TRINIDAD STATE JUNIOR COLLEGE

### 3.50 EMPLOYEE GRIEVANCES

In cases where College employees feel that an action either violates or inequitably applies Board Policy (BP), System Presidents Procedures (SP), or College procedures, thereby adversely affecting working conditions, they may respond in accordance with established grievance procedures. Details are provided in BP 3-50, SP 3-50a and SP 3-50b. Classified staff members are not governed by this procedure, but should refer to State Personnel Rules.

Grievances must be submitted in writing to the Human Resources Department. All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report. The Human Resources Department may assign an investigator to determine next steps, including a determination of whether the specific matter is grievable or nongrievable, according to established System definitions.

If grievable, and before pursuing a formal complaint process, every reasonable effort should be made to constructively resolve the issues with employees and students at the informal level. The investigator shall be the facilitator over the informal resolution process.

If informal resolution is not successful, the investigator shall open a formal grievance case, in accordance with System policy and procedures. At the conclusion of the investigation, the investigator shall issue a written finding to both parties involved in the grievance based on a preponderance of the evidence. This decision shall either reject or grant the grievance and provide recommendations for resolution.

In cases where an appeal is requested and justified, a three-member Grievance Committee shall be assembled to determine an outcome. A slate of ten potential committee members shall be suggested by the President. Each party has the option to strike three names from the list and the President shall appoint membership from the remaining names. It is recognized that at least one member of this committee shall be from the classification of the party lodging the original grievance. The committee shall render a final decision in accordance with System policy and procedures.

It is a violation of this procedure to engage in any retaliatory acts against any employee or student who files a grievance or any employee or student who testifies, assists or participates in a grievance proceeding, investigation or hearing relating to such grievance.

Revised: 1/13, 12/16

## TRINIDAD STATE JUNIOR COLLEGE

### 3.60 EMPLOYEE BENEFITS

To enhance the job performance of employees and to establish a working environment which will attract competent workers, employees of the College are provided fringe benefits in accordance with the provisions of Board Policy (BP) 3-60, which is available on the Colorado Community College System website.

Unless otherwise specified, BP 3-60 applies to presidents, faculty, administrators, professional and technical staff, and administrators hired prior to December 8, 1985 designated at .75 FTE or greater.

Benefits for classified employees are regulated by the Colorado Department of Personnel and Administration and administered through the System according to established rule and procedures.

Adopted: 1/13, 2/16

## TRINIDAD STATE JUNIOR COLLEGE

### 3.70 EMPLOYEE LEAVE

Employees are responsible for completing and submitting electronic leave requests to immediate supervisors for approval prior to any scheduled absences. Leave must be approved by the immediate supervisor unless an alternate approving authority has been identified.

If an employee has an emergency or is sick and is unable to speak to the immediate supervisor concerning an absence, an explanatory message for the supervisor is to be left by voice mail or email. In these cases, a leave request shall be submitted by the employee immediately upon return to work.

Incapacity due to a serious health condition of more than three consecutive calendar days requires completion of Family Medical Leave Act paperwork. Please contact the Human Resources Office for assistance.

It is the responsibility of the employee to comply with procedures for requesting and reporting leave for all absences from work. It is the responsibility of the supervisor to assure that approved electronic leave slips are submitted for all absences from work.

Unauthorized absences for non-classified staff will be handled according to provisions in Board Policy (BP) 3-60. An unauthorized absence may constitute grounds for dismissal or other disciplinary action. The supervisor may charge unauthorized absences to sick or annual leave, or treat the absence as leave without pay and adjust the employee's salary accordingly. For classified staff, unauthorized absences will be handled per State Personnel Board Rules, Chapter 5. Unauthorized use of any leave may result in the denial of paid leave and/or corrective or disciplinary action.

For specific information regarding Employee Leave Benefits refer to BP 3-60 on the Colorado Community College System website for non-classified staff. For classified staff refer to State Personnel Rule Chapter 5, Time Off. You may also contact your Human Resources Office.

#### Faculty Personal Leave

BP 3-60 specifies, in part, that "A maximum of sixteen (16) hours per year sick leave may be granted to Regular Faculty for personal reasons. Faculty may carry over from year to year a maximum of sixteen (16) hours of sick leave designated as leave for personal reasons; provided that no more than thirty-two (32) hours of sick leave designated as leave for personal reasons may be used in any year; and provided that no more than sixteen (16) hours of sick leave designated as leave for personal reasons may be used in any week."

Revised: 1/13, 1/17

4.0 STUDENTS



## TRINIDAD STATE JUNIOR COLLEGE

### 4.10 STUDENT GENERAL REGULATIONS

The Trinidad State Junior College student and program handbooks contain pertinent information affecting students and outlining specific program requirements. General regulations for students are communicated through the student and program handbooks. Handbooks are updated annually and as needed, serving as guides and references for student-related issues at the College. All statements made in the handbooks and similar publications distributed generally to prospective or admitted students shall be for informational purposes only and are subject to change as needed.

Handbooks are intended to be consistent with State and Federal Law, State Board for Community Colleges and Occupational Education Board Policies (BPs) and Colorado Community College System President's Procedures (SPs). BPs and SPs are effective immediately upon adoption by the Board or System President respectively. Students are expected to be familiar with and adhere to the BPs and SPs, as well as College directives including but not limited to the contents of the student and program handbooks.

Nothing in the handbooks is intended to create or shall be construed as creating an express or implied contract or to guarantee for any term or to promise that any specific process, procedure or practice be followed. The College reserves the right at any time, without notice, to change, modify, or cancel any course, program, procedure, policy, financial requirement, or disciplinary arrangement set forth in these handbooks whenever College administrative procedure determines such action to be appropriate. In addition, the information contained within any and all handbooks is subject to modification by the College at any time.

Revised: 8/12, 10/16

## TRINIDAD STATE JUNIOR COLLEGE

### 4.11 REGISTRATION DEADLINE

Trinidad State Junior College maintains a registration deadline. The registration deadline for classes is the first Friday of class or as designated by the College schedule. Some courses may have a different registration deadline.

After the registration deadline, it may still be possible to add a course after the first meeting date but BEFORE the census date. Students must request and receive a written registration override from the class instructor and the program Dean. Signatures from both the instructor and Dean are required on any registration after the registration deadline. Under extenuating circumstances, the Vice President for Academic Affairs may also approve a late registration, given the instructor and Dean have provided specific, documented authorization.

Revised: 8/12, 10/16

## TRINIDAD STATE JUNIOR COLLEGE

### 4.12 STUDENT RECORD HOLDS

Holds may be placed on student records for a variety of campus processes including, but not limited to: admissions, advising, athletics, graduation, business, financial aid, default, disciplinary or immunization reasons. A hold may prevent a student from registering for courses. Some holds, including a business office, default or financial aid hold will prevent a student from receiving an official transcript from the institution.

If a hold is placed on a student record, information including official transcripts and registration will not be possible until the hold is addressed. Students are required to contact the source of the hold to address the issue prior to the hold being removed. Once removed, registration and official transcripts may be released.

Financial aid holds are placed on a student account in accordance with Federal financial aid regulations. Business office holds are placed on a student account in accordance with state of Colorado fiscal regulations. These holds may only be lifted once the student has met State and / or Federal requirements. Only the source of the hold (or staff member of those offices with authorization) may remove holds.

A student or former student may appeal the denial of an official transcript or denied registration. All appeal requests should be directed to the Vice President of Student Services. The College will provide one (1) *unofficial* transcript for a student with an account hold.

Revised: 8/12, 11/16

## TRINIDAD STATE JUNIOR COLLEGE

### 4.30 WORK STUDY

Trinidad State Junior College offers work study opportunities to students who qualify through federal or state financial aid guidelines. In addition, there may be hourly institutional work study available to students attending the College.

For information about federal and state financial aid work study, students should complete a Free Application for Federal Student Aid (FAFSA) and work with staff in the financial aid office. Institutional work study is available on a limited basis contingent on funding and is coordinated through the human resources office.

All hourly student employees must be approved in advance of beginning any work. Staff members employing students are responsible for assuring this process is followed. It is incumbent upon the supervisor who initiates the hiring to complete all the necessary steps to avoid any potential delay in initial payments.

Supervisors of all work study students are responsible for assuring time sheets are submitted in a timely manner to assure payments on the appropriate schedule. Timesheets that are submitted or approved after the established deadlines will not be processed until the following pay period.

Approved: 8/02, 1/17

## TRINIDAD STATE JUNIOR COLLEGE

### 4.40 INDEPENDENT STUDY

Some courses listed in the Trinidad State Junior College catalog may be taken by means of the Independent Study format by students who, due to special circumstances, are unable to attend a regularly scheduled class. In addition and in rare cases, students who would benefit from participating in a specialized research or project-based course may also work with a faculty member to arrange such an activity. It should be understood that not all courses, nor all students, are suited for the Independent Study format. Independent study courses are conducted under the direct supervision of a faculty member from the appropriate major area of study. The objectives will be determined in a contractual agreement between the student, the supervising faculty member and the respective Dean of Instruction.

Revised: 8/02, 12/16

## TRINIDAD STATE JUNIOR COLLEGE

### 4.50 DRUG FREE SCHOOLS AND COMMUNITIES

Trinidad State Junior College students and guests are subject to the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Amendment of 1989. As such, they shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any type of illicit drug on College property or as part of any College activity. Violators will be subject to disciplinary action under student disciplinary procedures. Sanctions for violations include but are not limited to probation, suspension, or expulsion from the College and referral to the authorities for possible prosecution. Criminal penalties range in severity and include fines and prison time. The exact penalty assessed depends upon the nature and severity of the individual offense.

Although the possession and use of marijuana is no longer considered a crime by the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with the Controlled Substances Act and the Drug Free Schools and Communities Amendment, the use or possession of marijuana continues to be prohibited while on College owned or College controlled property, at any function authorized or supervised by the College, or in State owned or leased vehicles. This prohibition also applies in cases where the Colorado Department of Public Health and Environment (CDPHE) has issued a Medical Marijuana Registry identification card to an individual, permitting that person to possess a limited amount of marijuana for medicinal purposes. Those with medical marijuana cards are not permitted to possess or use medical marijuana on campus. These prohibitions cover actions which are part of any College activity, including those occurring while on College property or in the conduct of College business away from campus.

The College coordinates ongoing educational programs and activities for the prevention of drug and alcohol abuse. In addition, a referral list to community and area agencies which are knowledgeable in the treatment of drug and alcohol abuse and related issues is maintained by the College. The list is publicly posted in the Success Center (Trinidad campus) and the Learning Center (Valley campus). In addition, hard copies are available from Student Services personnel in either location or from the Human Resources office.

The College complies with all federal reporting requirements, including those related to the required biennial report in support of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Amendment of 1989. Required reports are shared publicly, posted on the College website, and available in hard copy from the Student Affairs office.

The College is committed to ensuring that the privacy of individuals is maintained, except as warranted in matters of life, health and safety.

Adopted: 8/05

Revised/Adopted: 3/17

## 5.0 ADMINISTRATIVE PROCEDURES

## TRINIDAD STATE JUNIOR COLLEGE

### 5.10 CAMPUS AND COLLEGE CLOSURES

From time to time, depending on weather severity or unexpected events, it may become necessary to close either the entire College or one of the two college campuses independently.

For weather-related events, the Director of Facilities makes a determination by 5:30 am if the College is able to open, needs to delay opening, or should cancel. The Director contacts the Vice President for Campus Operations, who in turn contacts the President and other Vice Presidents. Closure decisions are made by the President (or designee). In the case of cancellation, every effort will be made to have an announcement out to the public by 6:00 am.

The College Notification System will be utilized to keep faculty, staff and students apprised. Closure notifications will be sent college-wide, even though only one campus may be impacted. Employees and students are also encouraged to check official College social media sites or the College website for announcements related to campus closures. In addition, the Director of Communications will provide closure announcements to the local television and radio stations for dissemination.

If inclement weather occurs after school is open, a determination is made and an announcement will be sent. Closure of evening classes should be determined by 3:00 pm.

For all other life, safety or health issues, the President (or designee) determines closure status. Notifications will follow similar procedures and will be made in as timely a fashion as is possible.

For all closure events, essential staff remains on campus to maintain the campus and prepare for reopening.

In the event that a determination has been made that an incident is not severe enough to warrant a closing or delay, student, faculty and staff must determine their own level of safety to travel to and from campus and will be required to use their personal or annual leave for this purpose. All coursework disrupted by the closing is to be made up to ensure the required number of contact hours.

The President (or designee) will notify the System President of any closures.

Revised: 1/13, 1/17



## TRINIDAD STATE JUNIOR COLLEGE

### 5.11 ANIMALS ON CAMPUS

Trinidad State supports the use of service and emotional support animals on campus in compliance with applicable federal and state laws. At the same time, it recognizes the health and safety risks potentially created by unrestrained animals on campus. This procedure sets forth roles and responsibilities of individuals bringing animals on campus, and will apply to employees, students, Trinidad State colleagues, visitors, contractors, and applicants for admission to or employment with the College.

Dogs and other pets or animals are permitted on Trinidad State property outside of buildings if they are on a leash or otherwise under physical restraint so that the rights and safety of the community are safeguarded. While on campus, animals may not be confined or left unattended in motor vehicles for any period of time.

This applies to domesticated animals and does not apply to animals authorized for classroom activity, service animals accompanying a person with a disability, therapy animals, or official police dogs. Students who bring pets or animals into the residence halls may be subject to disciplinary action. Wild or feral animals are not permitted on campus.

Animals used in support of a defined course curriculum are allowed in appropriate classrooms and learning areas. Animals brought on campus for a specific classroom instructional purpose must be approved by the appropriate Dean or Vice President of Academic Affairs. Laboratory animals are rarely utilized on campus. If authorized, they must receive proper care in accordance with established guidelines appropriate to the discipline.

Service Animals are welcome on campus grounds and within campus buildings, including housing assignments provided to an individual with a disability. This practice follows Titles II and III of the American with Disabilities Act Amendment Act (ADAAA). **Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated. This may be possible by assigning them to different locations within the same room or to different rooms within the facility.

If it is unclear that a particular animal is a service animal, it is permissible to ask. A person with a disability cannot be asked to remove his service animal from the premises unless:

- (1) The dog is out of control and the handler does not take effective action to control it;
- (2) The dog is not housebroken.

Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds. **Revised ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities.** Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. To determine whether a miniature horse may be an appropriate accommodation, the following will be considered:

- (1) whether the miniature horse is housebroken;
- (2) whether the miniature horse is under the owner's control;
- (3) whether the facility can accommodate the miniature horse's type, size, and weight; and
- (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, and grooming and veterinary care. Covered entities are not obligated to supervise or otherwise care for a service animal. Individuals who have service animals are not exempt from local animal control or public health requirements. Service animals are subject to local dog licensing and registration requirements. Emotional support animals are not trained to perform a specific job or task, and as such, they do not qualify as service animals under the ADA. For information about emotional support animals in residence halls, please check with the Disability Services Office and/or the housing office.

Revised: 10/12, 3/17

## TRINIDAD STATE JUNIOR COLLEGE

### 5.13 EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Consistent with Board Policy (BP 3-120), the System shall have an Equal Employment Opportunity / Affirmative Action (EEO/AA) Program which promotes diversity and remedies underutilization of women and minorities in the System. Specific goals of this program, which are generally related to student and staff demographics and provision of educational services and activities, are presented within System Presidents Procedure (SP 3-120b).

College presidents shall develop, in consultation with the college community, plans to attain the goals of the System EEO/AA program. These revised plans are to be submitted to the System President on or before April 15, for Board approval at its May meeting. Thereafter, each president will report annually to the System on institutional progress in meeting these goals.

Compliance with this policy and the EEO/AA program developed hereunder shall be a factor for consideration in the evaluation of the performance of System employees pursuant to BP 3-120.

The Board does not have a policy which mandates the use of search committees. If there is a requirement for such committees in college or system staff policies and procedures, the college/system president is hereby authorized to waive such requirement in order to attain the goals and objectives described above.

Revised: 1/13, 3/16

## TRINIDAD STATE JUNIOR COLLEGE

### 5.14 DRESS CODE

The College is a state-funded educational institution that strives to maintain professionalism and exceptional customer service to the citizens it serves. As a public institution, we are frequently in contact with the public and must portray a positive image to the public we serve. Improper attire can project a negative image and diminishes the professionalism of the educational setting.

It is the responsibility of the direct supervisor to ensure a professional appearance at all times. To preserve our professional image, a set of guidelines has been established to address personal appearance and attire in the workplace. These guidelines were designed to promote a spirit of professionalism and customer service. Students employed by the institution are expected to adhere to these guidelines while they are at work.

Workplace dress may be casual or more formal business attire, depending on the department or office. Supervisors can determine the suitability of clothing within their individual departments. The appearance of College employees is representative of a highly responsible, professional staff that takes pride in its work.

Approved: 7/04

Revised: 3/16

## TRINIDAD STATE JUNIOR COLLEGE

### 5.15 PROGRAM ADDITION AND DISCONTINUANCE

Trinidad State Junior College is committed to the sustained support of programs which fulfill the goals of the College. On occasion, it may become necessary to consider either the addition of a new program or the discontinuance of an existing program.

**ADDITIONS.** Recommendations for new programs can come from many sources including faculty, business and industry, advisory committees, the Curriculum and Distance Learning Committee, or others. All recommendations will be brought to the Leadership Council for input prior to full development and, if additional funding or shifts in existing funding are required, that consideration must be discussed prior to development. This includes potential impacts on current personnel and existing programs.

Proposals are developed with faculty input, reviewed by Academic Affairs for their relationship to the College's mission, organizational structure, and strategic plans prior to submission to the Curriculum and Distance Learning Committee. This review assures efficient and effective implementation and alignment with current offerings. There must be a clear delineation and documented need, projected start-up costs, and continuing costs for the first three years.

Following institutional review, new programs must be considered and approved by the Colorado Community College System, the State Faculty Curriculum Committee, and the Educational Services Committee. In addition, new programs must be approved by the Higher Learning Commission and the Department of Education prior to implementation. Upon final approval and prior to implementation, the new program will be announced both internally and externally through regular communication channels.

**DISCONTINUANCES.** Discontinuation of educational programs will include an in-depth review of the benefit to the community and labor market demand or transferability. When a declining trend or insufficient enrollment has been identified for a specific program the Administration shall contact the appropriate Dean of Instruction. A declining trend will be identified using the following key performance indicators alone or in combination.

- Significant decline in enrollment throughout the program in two consecutive semesters;
- Retention at the end of the term is less than 50% for two terms or declining over 3 or more years;
- Low job placement rates or low industry demand;
- Program expenditures exceed the revenue for more than 2 years, with low demand

In these cases, an in-depth program review will be conducted by the faculty members of the discipline and the appropriate Dean. The purpose of this assessment shall be to critically review the program using approved templates. Faculty will be given an opportunity to remedy the deficiencies and recommendations will be submitted to the Leadership Council.

If the final decision is to discontinue the program, Academic Affairs will develop a teach-out plan. The discontinuance will be shared with the College community through regular communication channels. Students

will be informed of the planned discontinuation and students will be provided the plan for them to complete the program. Each student will be advised and sign off on his or her personal plan. The Colorado Community College System, Colorado Department of Higher Education, Higher Learning Commission and the Department of Education will be notified, as applicable, through their official processes about discontinuance by the appropriate personnel using the required format.

Revised: 12/06, 10/13, 2/17

## TRINIDAD STATE JUNIOR COLLEGE

### 5.16 GRANT APPLICATIONS

Grant funding is an important revenue stream for the College, allowing it to strengthen its approach to fulfilling its educational mission. While the College wishes to foster an entrepreneurial climate regarding grant writing, it wants to assure that grant proposals and received funds fit within the mission and strategic plan of the College. Grants, at times, require items such as institutional matches or continuance of effort funding, which may not be feasible.

To assure that the grant proposal fits within the college mission and strategic plan and does not obligate the College to funds that it cannot commit, administrative permission to seek funding must be sought prior to the writing process. The Leadership Council, consisting of the President and Vice Presidents, has the authority to collectively determine whether particular grants will be pursued. Administrative review during the data gathering and writing phases is encouraged, but not required.

All written grants must be reviewed and approved by the President prior to submission to any granting agencies.

Revised: 10/12, 10/16

## TRINIDAD STATE JUNIOR COLLEGE

### 5.70 BLOOD BORNE PATHOGENS AND COMMUNICABLE DISEASES

Trinidad State Junior College is committed to providing a working and learning environment that is free from health hazards. The College will comply with all federal and state laws applicable to employees, students, and job applicants with blood borne pathogens or communicable diseases. Such diseases could include, but are not limited to, chicken pox, diphtheria, hepatitis, HIV/AIDS, measles, meningitis, mumps, tuberculosis, and whooping cough. On occasion, an individual may be infected or suspected to be infected with a blood borne pathogen or communicable disease. So long as medical evidence supports, within reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, those areas will not be considered to be hazardous as a result of the presence of an infected student or employee.

The confidentiality of information regarding individuals infected with blood borne pathogens or communicable diseases shall be respected. As long as an employee is able to perform job duties satisfactorily and medical evidence indicates that their condition is not a threat to themselves or others, the employee is to be treated consistently with others in the workplace. Similarly, as long as a student with a blood borne pathogen or communicable disease is able to pursue their education within the established academic standards and medical evidence indicates that their condition is not a threat to themselves or others, the student is to be treated consistently with other students.

Discrimination against employees and students who either have or are suspected of having a blood borne pathogen or communicable disease will not be tolerated. Harassment of these individuals may result in disciplinary action up to and including termination.

The College will make educational materials on blood borne pathogens and communicable diseases available for students and employees through the Human Resources Office and appropriate Student Services Offices.

Approved: 7/92, 1/17



## TRINIDAD STATE JUNIOR COLLEGE

### 5.80 USE OF COLLEGE ADDRESS

The College address, including phone number, at Trinidad State Junior College is solely for the purposes of College programs in accordance with the College's goals and objectives. The College address or phone number is not to be used for personal purposes or personal gain since such use requires expenditure of state resources.

The College will not be responsible for mail, information and/or materials sent to a College address in violation of the above procedure.

Edited: 7/88

Reviewed and Approved: 1/17

## 6.0 FISCAL AND FTE REPORTING

## TRINIDAD STATE JUNIOR COLLEGE

### 6.10 INSTITUTIONAL FISCAL STRUCTURE

The fiscal organization of the College is divided into various operating areas as defined in the Long Appropriations Bill, by common practice, and by recognizing financial constraints. These areas generally can be described by a series of funds which are a self-contained, self-balancing group of activities. The funds so utilized are the educational and general fund, consisting of the educational and related activities, and generally represented by the State of Colorado appropriations; the restricted fund which encompasses activities similar to those in the education and general programs, through a series of grants and contracts, usually is represented by federal and private funds; and the auxiliary enterprise fund, which, in most cases, represents profit making or quasi-profit making activities and which supports the educational and general fund activities. The structure is set forth below:

#### EDUCATION & GENERAL

#### RESTRICTED FUNDS

#### AUXILIARY ENTERPRISE

Each of the funds and the activities within the funds are operated as an independent business, although each fund supports and is interrelated with each other in order to provide all the services required by higher education institutions.

#### Fiscal Controls and Limitations

Trinidad State Junior College as an agency of the State of Colorado is subject to the various laws, regulations, rules and policies established by the U. S. Government and the State of Colorado. The College will, within the limits of resources available to it, conform to and operate within the intent and letters of these laws, regulations, rules and policies established by governmental and control agents.

Revised: 7/91, 4/15

## TRINIDAD STATE JUNIOR COLLEGE

### 6.50 CONCURRENT ENROLLMENT REIMBURSEMENTS

The financial considerations related to concurrent enrollment in the State of Colorado are described in Colorado Revised Statute (C.R.S. 22-35-105). Concurrent enrollment courses are taught either at a local school district, on site at a college campus, or online via technology; the process for reimbursement at the College is site-specific as described below. Enrollment paperwork should be submitted to the College by the District before the end of the first week of the course in order to process reimbursements in a timely fashion.

#### **Courses Taught at a High School Site**

##### Model 1:

This model includes courses taught at the high school by high school teachers who meet the requirements to serve as volunteer adjunct instructors for the College. In this case, the District pays tuition and applicable fees on behalf of the enrolled students. The College reimburses the District at a rate negotiated with the District and codified via contract with the College.

##### Model 2:

This model includes courses taught at the high school by College faculty. In this case, the District pays tuition and applicable fees on behalf of the enrolled students. The College reimburses the District as described above, less the cost of providing instruction. The current cost of instruction is outlined in the contract.

#### **Courses Taught on Either College Campus**

High school students enrolling for college coursework on site at either the Trinidad or Valley campus must have permission from the District. The District pays tuition and applicable fees on behalf of the enrolled students. The College provides instruction. Courses for these students are not eligible for reimbursement payments to the District.

#### **Courses Taught Online**

##### Model 1:

High school students may enroll for college coursework through TSJC Online. For students receiving District permission to enroll, the District pays tuition and applicable fees on behalf of the students. The College provides instruction. Courses for these students are not eligible for reimbursement payments to the District.

##### Model 2:

High school students enrolling for college coursework through CCCOnline are not counted in reimbursement payments to the District. These students will receive a billing for the entire cost of their coursework.

Adopted: 04/15

Revised: 04/16

7.0 EDUCATIONAL SUPPORT

## TRINIDAD STATE JUNIOR COLLEGE

### 7.20 COMPUTER SOFTWARE

It is illegal to duplicate software, except in cases when the Information Technology (IT) department produces one additional copy of each piece of software for protection against damage. Infringement of a copyright law is subject to large fines against the institution and possibly against individuals(s) responsible. The Colorado Attorney General's Office has stated that software should be treated as any copyrighted material. Accordingly, duplication is permissible only with written permission of the author or manufacturer with payment of license fees, if applicable.

The College purchases or licenses the use of copies of computer software from a variety of outside companies. It does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer. Therefore, unless authorized by the software developer, computer software will not be copied except for one (1) additional copy for security from damage. All computer software for administrative and instructional computing must be purchased through the IT department. College employees and students shall use software only in accordance with license agreement(s).

All hardware and software maintenance at any site, including the installation of software, shall require the approval of the IT department and a valid license must be recorded and on file in the IT office. Computer software will not be copied unless required license fees for multiple copies have been paid. Computer software which requires a unique operating system will not be recommended for purchase unless the required operating system is approved by the Technology Committee.

Employees or students learning of any misuse of software or related documentation within the College shall notify the appropriate supervisor for appropriate action. Employees or students who make, acquire or use unauthorized copies of computer software on College computers shall be disciplined as appropriate under the circumstances. Such discipline may include termination for employees or expulsion for the students.

Revised: 8/04, 1/17

TRINIDAD STATE JUNIOR COLLEGE

7.60 TEXTBOOK REQUEST FOR CHANGE

The usual time for adoption of a new textbook is in the spring, prior to the upcoming academic year. Textbooks may not be changed until the sequence of the course is completed. Requests for textbooks must be submitted to the College Bookstore by April 1 of each year for summer and fall books and by October 31 for spring books.

The faculty member requesting the textbook change must consult with others teaching the same course. All instructors teaching the same class should agree to the text change. The faculty member requesting the textbook change will then complete section A of the Request for Textbook Change Form.

The faculty member requesting the textbook change will meet with the bookstore manager to determine the number of current textbooks on hand and obtain the managers input and signature of section B of the Request for Textbook Change Form. The completed form is then submitted to the appropriate Dean for approval.

Approval or denial of the textbook request will be made in a timely fashion by the appropriate Dean. A copy of the signed Request for Textbook Change Form, if approved, will be sent by the respective Dean to the Bookstore Manager for implementation.

Revised: 8/04, 1/17

## TRINIDAD STATE JUNIOR COLLEGE

### 7.70 INTERNET ACCESS

#### Background:

Internet access is provided to Trinidad State Junior College as a part of the computer services provided through Colorado Community College System Computer Services. This service is currently provided to the institution through the administrative computer system and represents an opportunity for institutional access to this network.

The designated CCCS Computer Service coordinating administrator is the Executive Director for Administrative Services who will supervise and direct implementation of this procedure.

#### Procedure:

Trinidad State Junior College Internet access is available to faculty, staff and students.

The College may provide Internet access to educational, governmental, medical, and community service organizations and their employees who have an agency requirement to access the Internet, upon approval of a written agreement between the requesting organization and the College. The written access agreement will provide conditions for access, costs, term and related controls to assure that the interests and requirements of the College are met.

For more on the internet and computer use procedure please refer to System President Procedures.

CCCS SP 3-125c – General Computer and Information Systems Procedures  
(<https://www.cccs.edu/wp-content/uploads/2012/08/SP3-125c.pdf>)

Approved: 12/93

Revised: 11/02, 3/15



TRINIDAD STATE JUNIOR COLLEGE

7.80 CHANNEL 63 AND BOYD FACILITY ACCESS

Historically, Trinidad State Junior College utilized Channel 63 and the Boyd facility to provide local government and educational programming to the Trinidad area. With the discontinuance of multimedia program at the College, this service has become limited to providing bulletin board announcements on Channel 63.

Revised: 10/03, 3/15

## 8.0 PUBLIC RELATIONS

## TRINIDAD STATE JUNIOR COLLEGE

### 8.10 PUBLIC RELATIONS

The office of Marketing and Communications supports the mission of Trinidad State Junior College (College) by enhancing its image in the community, region and nation. In doing so, the role of Marketing and Communications encompasses advertising, marketing, public relations, official college publications and communications, recruiting support, news, emergency information, and website and social media management for both the Trinidad and Valley campuses.

Branding is a critical component of the College's Marketing and Communications efforts. Creating a powerful and consistent brand for the College results in greater brand recognition and positive reinforcement, allowing the College to move forward in serving its communities. The brand is not only logos and official colors. It is the essence of the College and the overall perception of it by all audiences. As important members of the campus community, faculty and staff shape the brand of the College through both professional and personal interactions. Therefore, we all have a responsibility to build the College's brand awareness, reputation and enrollment.

Faculty and staff are encouraged to consult with the office of Marketing and Communications to develop an appropriate publicity plan based on the program, event or service to be publicized.

Employees should also review the Marketing and Communications manual on the website at [trinidadstate.edu](http://trinidadstate.edu) to make themselves familiar with official logos and colors, guidelines for logo usage, and other Marketing and Communications guidelines.

Revised: 8/03, 11/14

## TRINIDAD STATE JUNIOR COLLEGE

### 8.20 NON-COMPETITION WITH OUTSIDE ORGANIZATIONS

In order to avoid conflict with area businesses, Trinidad State Junior College will not actively solicit to provide services in competition with the private sector. Services which are directly connected to a program of study and which are educational in nature may be offered by the College. In addition, services that are directly related to the function of the College are allowable.

Services may be provided for non-profit, community service organizations either at the established rate or at no cost upon written administrative authorization. Services will not be provided for profit making, religious, or political organizations or individuals, and these groups or individuals will be encouraged to use commercial establishments.

The College and its employees, when acting in that capacity, may not single out any individual or privately owned firm for preferential treatment. Such activity on the part of the College and/or individual employees, when acting in their official institutional capacity, is strictly prohibited.

Revised: 3/15

## TRINIDAD STATE JUNIOR COLLEGE

### 8.30 AUTHORIZATION TO RELEASE INFORMATION

In order to comply with HIPAA privacy legislation and to protect the privacy of faculty and staff, Trinidad State Junior College does not customarily share private, health-related information regarding its current and past employees. The College will seek permission in writing from the employee(s) involved prior to releasing any information.

In the event of the death of an employee, the College will seek permission to share this information internally from family members prior to any announcements.

In all situations, notices will be kept as brief and vague as possible.

Individuals may share personal updates with their colleagues at their own discretion. Individuals are also strongly cautioned to be respectful of the privacy of others.

Employees are encouraged to refer any requests for information to Human Resources, Communications, or the President's Office.

Adopted: 2/06

Revised: 3/15

## TRINIDAD STATE JUNIOR COLLEGE

### 8.40 OPEN RECORDS REQUEST

This procedure sets forth rules for the inspection of public records at Trinidad State Junior College. In accordance with the Colorado Open Records Act (C.R.S. § 24-72-200.1), the College follows Colorado Community College System guidance, described under System President's Procedure SP 3-110.

SP-3-110 can be viewed at <http://www.trinidadstate.edu/pdf/administration/CORA.pdf>

The Custodian of Records for both campuses is the Director of Communications on the Trinidad campus. Contact information for this individual is available on the College website, as required by the System Office.

Adopted: 3/06

Revised: 3/15

## TRINIDAD STATE JUNIOR COLLEGE

### 8.50 FUNDRAISING & SOLICITATION

#### **Purpose**

All gift solicitations in the name of the College must be made in a transparent, ethical, and legal manner, while ensuring that potential donors and funders are respected and appropriately cultivated. All proposed external gift solicitations shall be discussed with the College President, who may review proposals with the Trinidad State Junior College Educational Foundation (the Foundation) to coordinate efforts and determine the best course of action. Coordination provides continuity in building understanding and support for institutional funding needs; avoids conflict and duplication of effort; and maximizes potential contributions.

#### **Responsibility**

The Foundation, separately incorporated with 501(c)3 status, was organized to accept gifts from the private sector. As such, the Foundation has certain responsibilities to document and acknowledge the acceptance of gifts received. Only authorized representatives of the Foundation or the College may make formal solicitations of gifts on behalf of the institution. College personnel are encouraged to refer prospective donors to the College President.

#### **Fundraising and Solicitations**

The following applies to all College fundraising activities:

1. The College and Foundation shall only accept gifts that are consistent with the mission and goals of the College. In addition, all gifts must be consistent with the policies of the Colorado Community College System and the laws and regulations of the state and federal government. Gifts may only be accepted by the College President or the Foundation.
2. College personnel shall not solicit gifts in the name of, or on behalf of, the College until and unless authorized to do so by the College President. All requests for gifts shall be made within ethical business and philanthropic practices, to avoid any real or perceived conflicts of interest in present or future relationships.
3. Individuals wishing to implement a fundraising effort in support of an approved College sponsored activity must seek guidance and approval from the College President.
4. All requests for consideration of external fundraising programs and solicitations from private individuals, foundations, businesses, corporations and organizations must be reviewed through appropriate channels at the College, prior to coordination with the Foundation by the College President.
5. College personnel shall not benefit personally from any gifts, sponsorships or grants received by the College per State Board Policy 3-70.
6. If proposed fundraising activities or solicitations are deemed to be in conflict with current programs or activities, a mutually agreeable solution will be sought. If a solution cannot be reached, the College President will consider the issue, make a final decision in a timely manner, and notify the parties involved of the decision.

## **Gifts**

The College and Foundation routinely seek gifts from a wide range of donors, who may be approached individually or as part of a group. The Foundation or the College President may accept an outright, unrestricted cash gift of any amount.

Donors may designate how a gift is to be used by the Foundation and the College. This designation must be made prior to acceptance of any such the gift. The Foundation shall be responsible for receiving, acknowledging, recording, and managing gifts. In accordance with IRS regulations, the Foundation determines how funds are used based on the designation of the donor.

The Foundation shall not accept any gifts which may jeopardize its tax exempt status with the State of Colorado or the U.S. Internal Revenue Service.

## **Gifts-in-Kind (Non-Cash Donations)**

A gift of in-kind nature (including real property, stock, or a planned gift vehicle) may be accepted by the Executive Director of the Foundation subject to review by the College President and the Foundation Board of Directors. The Foundation accepts gifts-in-kind intended by the donor to benefit the College. Such gifts are reviewed with care to ensure that acceptance will not involve financial commitments in excess of budgeted items or commit the College to other obligations disproportionate to the usefulness of the gift.

When gifts-in-kind are given to the College with the intent of the donor to receive a tax deduction, it shall be the responsibility of the donor as a requirement of the IRS, and not the College, to obtain an independent appraisal of the gift for tax purposes. Neither the College nor the Foundation shall become involved in establishing the value of an in-kind gift of property or service for the purpose of the donor. The College and the Foundation may independently seek advice as to the value of a non-cash gift in order to determine its future disposition.

The College and the Foundation may elect not to accept a gift-in-kind for any of the following reasons: 1) the equipment is obsolete; 2) the intended gift would involve a high level of projected maintenance or operating costs not covered as part of the donation; 3) installation costs, in the case of a gift of equipment, would be prohibitive; 4) the gift does not further the mission of the College.

Generally, in-kinds gifts are a pass-thru to the College from the Foundation, unless the College President and the Foundation determine ownership should be maintained by the Foundation. The Foundation provides a list to the College of any non-cash gifts for recording purposes.

For IRS purposes, the name and address of any business or entity that donates items should be forwarded to the Foundation within 10 days of receipt.

## **Student Clubs and Organizations**

New fundraising projects to support student clubs and organizations must be approved by the College President or designee. Small fundraisers, such as bake sales, car washes, or sales of small items or services that have been previously approved do not need annual reconsideration, however, all student fundraising projects, whether new or continuing, must be reviewed on an annual basis by club advisors. Any potential solicitations involving businesses, foundations, individuals or community organizations must be approved and coordinated through the College President.



### **Athletic Department Fundraising**

Annual membership drives, team fundraising, and casual fundraising activities on behalf of the athletic department must have the prior approval of the College President. Following such approval, the Athletic Director (AD) is responsible for coordination. Small fundraisers, such as bake sales, car washes, or sales of small items or services that have been previously approved do not need annual reconsideration, however, all fundraising projects, whether new or continuing, must be reviewed on an annual basis by the AD. Funds raised through annual membership drives may be accepted by the TSJC Trojan Booster Club, a separately incorporated organization with 501(c)3 status, on behalf of the institution. All such activity must comply with the rules and regulations of the National Junior College Athletics Association (NJCAA). The AD is responsible for reporting results of annual membership drives to the College President. In accordance with NJCAA regulations, all Booster Club transactions with the College must be approved by the College President and processed through standard institutional procedures.

Adopted: 9/13

Revised: 2/16

## 9.0 BUILDINGS AND GROUNDS

## TRINIDAD STATE JUNIOR COLLEGE

### 9.10 LIBRARY

The Samuel Freudenthal Memorial Library on the Trinidad campus is a member of the Colorado Library Card (CLC) program and offers access to the Colorado Alliance of Research Libraries (CARL) system. In addition to the book, periodical and newspaper collections, the library also has multiple Library Research Databases that are available online. Students from both campuses have access to these electronic materials.

Additional resources are available to students through a variety of means. Items may be borrowed through the Interlibrary Loan service, and those wishing to use this service should contact the Library Coordinator and allow two weeks for receipt of materials. Students at the Valley campus have access to a small book collection in the Learning Center and also have access to the Nielsen Library at Adams State University. Students from both campuses may utilize local public libraries.

College staff members, students and the public may check out library books for one month. Faculty may also place library items and departmental materials on reserve for their classes. Faculty should contact the Library Coordinator if they wish to place items on reserve.

The Library Coordinator welcomes suggestions for new acquisitions to the collection. Final purchase decisions will be based on available library funds.

Revised: 8/04, 12/16

## TRINIDAD STATE JUNIOR COLLEGE

### 9.20 USE OF COLLEGE FACILITIES, SHOPS, LABORATORIES AND EQUIPMENT

#### Introduction

The primary purpose of the facilities at Trinidad State Junior College (the College) is to carry out the educational mission of the College. As a public institution, the College also seeks to reach out and be accessible to the larger community. The College has the right to establish reasonable regulations regarding use of college property.

To the extent that space is available, the College welcomes community groups and organizations to utilize the facilities for purposes compatible with the College mission. Any group that uses College facilities is expected to conduct themselves in a peaceful manner and follow the procedure as discussed below. Further, these gatherings shall not disrupt normal college functions, endanger the health or safety of any person present, or damage college property.

#### Scope

This procedure applies to all College employees and students, as well as community members who seek use of the College facilities.

#### Facility Use

Academic usage shall have priority for use of College facilities (i.e., classrooms, laboratories, and other facilities which are being used for teaching and instructional programs) over non-academic use. Both kinds of use will be scheduled accordingly.

College employees shall not utilize College facilities or equipment for personal gain.

On a limited basis, certain equipment, such as chairs, may be loaned to community groups for use off-campus at the discretion of the Physical Plant Director. The needs of the College take priority and approval of the Executive Director for Administrative Services / CFO is required for such action.

Individuals or groups must notify and coordinate activities on campus through the President's office or their designee prior to arrival. Groups that do not provide notification may be asked to reschedule based on the college's ability to safely support the event and schedule conflicts and priorities.

The individual or group must assume responsibility for compliance with all state and local laws and college policies.

No alcohol shall be permitted without express approval of the President and the proper permitting through the City of Trinidad (Trinidad Campus) or the City of Alamosa (Valley Campus).

All groups shall be charged accordingly for use of facilities, as described in the table below, unless other arrangements are made in writing. The half-day charge pertains to usage of four hours or less, including set up. Events lasting more than four hours will be charged full-day rates.

<b>Facility</b>	<b>Government / Nonprofit Groups</b>	<b>Business / For-Profit Groups</b>
General Classroom	\$10	\$20
Computer Lab	\$25	\$50
Conference Room	\$25	\$50
Atrium – Valley	\$25	\$50
Auditorium – Valley	\$30	\$60
Little Theatre – Trinidad	\$30	\$60
<b>HALF DAY</b>		
Leone Lounge – Trinidad	\$30	\$60
Pioneer Room – Trinidad	\$50	\$100
Massari Theater – Trinidad	\$100	\$200
Scott Gym – Trinidad	\$100	\$200
<b>FULL DAY</b>		
Leone Lounge – Trinidad	\$50	\$100
Pioneer Room – Trinidad	\$100	\$200
Massari Theater – Trinidad	\$200	\$400
Scott Gym – Trinidad	\$200	\$400

In addition to charges for physical location, the College also charges for use of equipment. A total of \$25 per system utilized and \$25 per hour per technician for technical support will be applied to the above facility charges. The College may also charge for excessive setup, which will be determined prior to final approval of the reservation.

All groups must provide evidence of insurance coverage. The College, in conjunction with State Risk Management, determines appropriate rates of insurance coverage for the intended use. Waiver of the insurance requirement may be granted at the discretion of the College in the case of small, private gatherings not open to the public. In such cases, the individual user shall accept all liability related to the event.

Location

Certain areas are not conducive to all types of uses. The College may limit the areas available based on considerations such as disruption or safety and may reassign space, if necessary. Space may also be reassigned if College activities so require. Users should contact the President’s office or their designee to discuss the intended use.

It should be noted that city streets and sidewalks are public forums; and they are available for assembly to all members of the public, as long as the assembly is in keeping with federal and state laws, and city ordinances. The streets and sidewalks adjacent to or running through campus are examples of such public forums.

Distribution

In order to protect the College mission and the safety of all staff, students, and invitees, participants in activities must abide by the following requirements:

1. Assembly and petitioning may not interfere with College Operations.
2. Persons may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way of streets and sidewalks must be maintained.

3. Persons may not obstruct, disrupt, interrupt, or attempt to physically force the cancellation of any event or activity sponsored by the College or by any users authorized to use College Property.
4. Persons shall not engage in unlawfully harassing, physically abusive, threatening, or intimidating conduct toward any person.
5. Persons shall comply with the directions of a College official acting in the performance of his or her duty.
6. Use of public address systems and amplified sound will not be permitted unless prior authorization has been obtained.
7. Persons on College property may be required to provide picture identification and evidence of qualification at the College upon request.
8. Distribution of written material such as pamphlets, booklets, brochures are acceptable as long as the material is designed for informational (not commercial) purposes.
9. Materials posted on College bulletin boards or left for public dissemination must be reviewed and stamped prior to usage. Materials not appropriately approved will be removed.

For any questions regarding distribution means or material, please contact the Office of College Communications.

The College retains the right to immediately suspend any activities and/or remove individuals from the College property if the activities interferes with the rights of others, disrupts the normal functions of the college, damages property, or endangers the health or safety of persons present on campus. Additionally, the college has the right to conduct disciplinary action and/or inform law enforcement if necessary.

Revised: 8/97, 10/14

TRINIDAD STATE JUNIOR COLLEGE

9.30 OPEN FLAME/SPACE HEATER PROCEDURE

Open Flame Procedure:

Open flames are prohibited in all College buildings, including offices, residence halls and classrooms, except where the class curriculum dictates.

Space Heater Procedure:

Only space heaters with thermostat controls are permitted on campus. Space heater units with exposed heating elements are prohibited. Space heaters must be plugged directly in an electrical outlet (no extension cords).

The Residence Hall Handbook provides further guidance on space heaters, air conditioners, and other appliances within the halls.

Revised: 8/07, 2/15

TRINIDAD STATE JUNIOR COLLEGE

9.40 SURPLUS PROPERTY DISPOSAL

Application

This procedure applies to all Trinidad State Junior College (College) departments and defines the process for transferring or disposing of equipment. It applies to equipment that is movable and not permanently attached to a building. It excludes land, land improvements, leasehold improvements, buildings and fixtures. See System Accounting Procedure 17 – Property, Plant and Equipment – for definitions of asset and non-asset classes. This procedure applies to CCCS property regardless of the asset classification.

Any item that is determined to be of no value or obsolete, must be approved for disposal through the Surplus Property Manager, as defined below.

If questions arise as to the classification of an item that should be disposed of, please contact the Controller’s office for assistance.

Procedure

For disposal of all equipment, disposal forms should be completed and forwarded to the appropriate Surplus Property Manager.

<b>Surplus Property Managers:</b>	<b>Area of Responsibility</b>	
Controller	Fiscal Surplus Property Manager	General equipment and Final Approval
Facilities Director	Facilities Surplus Property - Trinidad Campus	Facilities: Furniture, Vehicles, Equipment, Hazardous Materials
Facilities Coordinator - VC	Facilities Surplus Property - Valley Campus	Facilities: Furniture, Vehicles, Equipment, Hazardous Materials
Director of IT	IT Surplus Property Manager	IT: Computers & Peripherals

The Department disposing of the surplus items will be responsible for providing an estimated value of the items that will be reviewed by the Surplus Property Manager. The Surplus Property Managers will determine the appropriate disposal method. If the item contains hazardous materials or contains data, appropriate steps should be taken by the area Surplus Property Manager to ensure the items are disposed of properly and that any data is removed in such a way that it cannot be restored.

The value of equipment should be determined by the current market value of like items of like age, unless the item meets one of the specific exceptions noted in each category of equipment below. Viable valuation tools could be online auctions or similar forums if the items are sold through more focused venues. If the valuation is highly subjective, more than one source may be required to determine residual value.

The appropriate Surplus Property Manager should access the Fixed Asset Listing by contacting the Fiscal Office to determine the historical cost and funding source of the item in question.

As long as the item was not purchased with federal funds, it can be disposed of as soon as the



Surplus Property Form is completed, including approval by the area vice president. If the item was purchased with federal funds, follow the additional steps detailed below.

The completed form should then be routed to the Controller's office. The Controller must also ensure that each item is removed from the fixed assets records of the College.

All equipment items being disposed of, regardless of historical cost or residual value, require the completion of a form and approvals.

### General

Acceptable means of disposal of equipment no longer used by a department within the College include:

- Transfer to another department within the College;
- Used as a trade-in;
- Transfer to a college within CCCS;
- Transfer to a public entity that operates a program for which the equipment was originally purchased;
- Resale through appropriate channels as determined and carried out by Surplus Property Managers, and in accordance with Colorado Revised Statutes and applicable Board Policies and System President's Procedures; including:
  - o Public auction and silent public auction;
  - o Vehicle sales through State Fleet;
- Discard through trash removal.

Items that can be used by another department within the College should be transferred at the existing net book value, such that no gain or loss is recognized. Fiscal records will need to be updated, so the Surplus Property Form must still be completed.

When facilitating a sale, Surplus Property Managers must consult with the Controller to address cash handling procedures and collection of sales tax. All payments must be made directly to the Fiscal Office.

The College considers all items not specifically addressed below with a historical cost of \$10,000 or less to have zero residual value after 10 years.

### Limitations on Sales of Surplus Property

Equipment cannot be purchased by College employees or their families, unless a public auction or public silent auction is held. College employees who facilitate such events cannot participate in bidding, nor can their families.

Under no circumstances will items be sold to individuals or institutions unless the item is made available through a public bidding process and advertised accordingly. In addition, transferring items to private entities or individuals without consideration (i.e., donations) are specifically prohibited.

### Computers and Peripheral Equipment

All disposals of Information Technology equipment shall be coordinated through the College IT Department. The Surplus Property form shall be completed and forwarded to the Surplus IT Property Manager.

The Surplus IT Property Manager shall determine, based on the historical cost of the item, the original date of purchase, and the current market value of similar items, the current value of the item and the best means of disposal in accordance with the guidelines. The information used in determining residual value shall be attached

to the Surplus Property Disposal form and forwarded to the Fiscal Surplus Property Manager. The College considers all personal computers and laptops with a historical cost of \$5,000 or less to have zero residual value after 7 years of service due to obsolescence in the information technology field.

The College considers all peripherals with a historical cost of \$10,000 or less to have zero residual value after 10 years of service due to obsolescence in the information technology field.

#### Furniture

All furniture items with a historical cost of \$5k or more for disposal should be first routed through the Facilities Surplus Property Manager. The College considers all furniture with a historical cost of \$10,000 or less to have zero residual value after 15 years of service.

#### Vehicles

All vehicles for disposal should be first routed through the Facilities Surplus Property Manager.

Vehicles will be disposed of through:

Small utility vehicles: If inoperable, small utility vehicles will be sold for scrap; if operable, they will be used as a trade-in, sold through an auction, or sold through online auctions.

Passenger vehicles and Trucks: If inoperable, small utility vehicles will be sold for scrap; if operable, they will be used as a trade-in, sold through an auction, or sold through online auctions.

State Fleet vehicles: These will be returned to State Fleet.

Any donated vehicles will be disposed of in accordance with the donor agreements in accordance within the categories noted above. The College considers all vehicles with a historical cost of \$20,000 or less to have zero residual value after 10 years of service.

#### Specialized Facilities Maintenance Equipment

Specialized maintenance equipment includes items such as tractors, mowers, generators, sweepers and other equipment used to maintain the facilities and grounds. All specialized maintenance equipment for disposal should be first routed through the Facilities Surplus Property Manager.

The College considers all specialized maintenance equipment with a historical cost of \$10,000 or less to have zero residual value after 10 years of service.

#### Special Considerations

##### Property acquired through Certificates of Participation

All equipment purchased through certificates of participation or other debt instruments shall be disposed of by completing the attached form and forwarding to the appropriate Surplus Property Manager. Final approval resides with the System Controller who is responsible for ensuring any debt covenants are considered prior to the disposal.

##### Equipment purchased with federal funds and restricted gifts

Any disposal of an item purchased with federal funds will be researched in cooperation with appropriate program and fiscal personnel to determine whether the awarding department placed restrictions on the disposal of the item. Any restrictions will be met.

Items donated to the College will be researched to ensure any donor requirements for disposal are met.

Final approval resides with the Controller.

Equipment exposed to or containing hazardous materials

All items that have been exposed to or contain hazardous materials should be disposed of according to applicable regulations. If department personnel are uncertain as to whether an item has been exposed to or contains hazardous materials, they should contact the Facilities Surplus Property Manager prior to completing the form. All disposals of equipment exposed to or containing hazardous materials should be routed through the Facilities Surplus Property Manager.

All records related to disposal will be archived with Fiscal records for seven (7) years after the date of the disposal.

Procedure Revisions

The College reserves the right to change any provision or requirement of this or any procedure at any time.

Adopted: 11/14

## TRINIDAD STATE JUNIOR COLLEGE

### 9.50 TOBACCO USE

In accordance with the laws of the State of Colorado, all public buildings shall be designated as tobacco-free, smoke-free facilities. This includes all College buildings, whether owned, leased, or rented. In addition, the use of all such products is prohibited within College vehicles.

Public buildings must have a 15 foot (minimum) smoke-free perimeter surrounding entryways. Reasonable efforts must be made to prevent smoke from entering building ventilation systems.

Approved: 12/02

Revised: 1/15

## TRINIDAD STATE JUNIOR COLLEGE

### 9.60 VIDEO SURVEILLANCE

Trinidad State Junior College is committed to protecting the safety and property of the College community while respecting the privacy rights of faculty, staff, students, and visitors. The College reserves the right to place video surveillance cameras on campus where necessary and appropriate. Video monitoring will be conducted only in areas where the public does not have a reasonable expectation of privacy. The use of dummy cameras is prohibited. The primary use of this equipment is to record images for future identification of individuals and activity in the event of violations of law or policy.

Only authorized personnel will have access to surveillance cameras. When an incident is suspected to have occurred, only authorized personnel may review the footage. The recording of audio for surveillance purposes is prohibited. All requests to view or release surveillance records must be authorized by the College President.

Recorded camera images will be retained for at least 30 days. A log documenting access to and use of surveillance data will be maintained for a period of 12 months.

Approved: 4/15

## 10.0 TRAVEL AND TRANSPORTATION

## TRINIDAD STATE JUNIOR COLLEGE

### 10.10 TRAVEL PROCEDURE

The travel procedure for Trinidad State Junior College is defined by the Colorado State Fiscal Rules. [https://www.colorado.gov/pacific/sites/default/files/FR\\_5-1%282009-0701%29.pdf](https://www.colorado.gov/pacific/sites/default/files/FR_5-1%282009-0701%29.pdf)

Employee travel on College business must be approved by utilizing the appropriate forms and documents prior to such travel by the traveler. The Travel and Authorization Form must be completed by the traveler, approved by the appropriate supervisor and submitted to the appropriate dean for approval. All out-of-state travel must be approved by the President in advance. Whenever possible, forms should be submitted for consideration at least 10 days in advance of the proposed out-of-state travel.

For travel by air, submit the appropriate purchase requisition and copy of the travel authorization to the purchasing office. This will generate a travel authorization number. All flight arrangements must be made through Frosch Travel (<http://client.frosch.com>). First time users must set up a user profile and arrangements can then be made online after log in. If problems arise please contact the purchasing office. If Frosch Customer Service is contacted directly, additional charges will apply.

The State of Colorado reimburses approved travel in accordance with established reimbursement rates on an after the fact basis. The properly completed Travel Expense Reimbursement forms are to be completed by the traveler and be approved by College officials. The Travel Expense Reimbursement forms are to be submitted to the Business Office for signature along with the traveler's copy of the Travel Request and Authorization forms(s) and/or Out-of-State Travel Request and Authorization form(s), as appropriate. Receipts are required for lodging and registration.

ALL meal expenses will be reimbursed on a per diem basis. Meal expenses are not to exceed per diem amount and will not be covered if included during a conference or event. Multi-day travel meals will be reimbursed with departure and return days at 75% of the destination or home city. Single-day travel meals will be reimbursed based upon the traveler's departure and return times. Traveler may claim breakfast if departure occurs before 5 am (use per diem rate of destination city) and dinner if return occurs after 8 pm (use per diem rate for departing city). Indicate the time leaving and returning on the form.

Fleet vehicles should be utilized, if available. If a fleet vehicle is unavailable, a rental car can be obtained or a personal vehicle may be used. All payments for rental or personal vehicles will be disallowed in expense vouchers unless the use is justified and approved in advance. Vehicle rentals must be obtained only from a state-awarded vendor, when available.

Further information on travel rules and regulations are available in the Business Office or at the following website: [https://resources.cccs.edu/wp-content/uploads/sites/6/2012/08/Travel\\_Guidelines.pdf](https://resources.cccs.edu/wp-content/uploads/sites/6/2012/08/Travel_Guidelines.pdf)

Revised: 10/05, 2/15