ARTICLE VIII - BUSINESS PROCEDURES

ARTICLE VIII - BUSINESS PROCEDURES

8.00 INTERNAL CONTROLS AND FRAUD

The purpose of internal controls is to safeguard assets, ensure accurate financial information, meet compliance requirements, and reduce risk. Internal control compliance is a collective responsibility shared by the Board of Trustees, Administration, and all Mineral Area College employees.

The Board of Trustees provides ultimate oversight, setting a culture of accountability and approving policies. Administration is responsible for designing, implementing, and monitoring a system of internal controls designed to detect and prevent fraud and errors. Specifically, Administration is committed to continuously improving the systems for which it is responsible, both through its own assessments and by addressing and implementing auditor and legal recommendations. All employees play a role in ensuring that the College's resources are prudently used in compliance with applicable laws, regulations, and internal policies and procedures.

The College expressly prohibits acts of fraud of any kind. Suspected acts of fraud or non-compliance should be reported to the appropriate Administrator or to Human Resources. Confirmed instances of violation are subject to disciplinary action, including termination.

8.10 BUDGETING

A budget which meets the requirements of the law and the policies of the Board of Trustees shall be prepared and presented to the Board annually. The annual operating budget is prepared to coincide with the fiscal year of the College, July 1 to June 30.

Historical revenue and expenditure reports are distributed to the appropriate administrators and others with budgetary responsibilities for use in the budget preparation process.

The estimated budget will be deemed the operating budget for the forthcoming fiscal year when approved by a majority of all of the members of the Board.

It is the policy of Mineral Area College to monitor its financial performance by comparing and analyzing actual results with budgeted results. This function shall be accomplished in conjunction with the monthly reporting process.

Budget transfers are a reallocation of the original budget and accounts within a fund. During the fiscal year, the administration may reclassify budgeted expenses within a fund with approval of the President.

Budget adjustments represent a material and real variance from the original budget (new revenue or unplanned expense). If necessary, formal budget adjustment requests may be submitted at any meeting of the Board of Trustees and must be approved by a majority of all the members of the Board.

8.12 FUND BALANCE RESERVES

The College shall maintain an undesignated, unrestricted general operating fund balance of 15-25 percent of the total general operating budget as approved by the Board at the annual June meeting. The Board may temporarily adjust the targeted balance as necessary to address unforeseen emergencies or other unforeseen financial constraints.

8.13 MINIMUM FUND BALANCE

It is the goal of the College to achieve and maintain an unassigned, undesignated fund balance at fiscal year-end of not less than 15 percent of total (actual) expenditures. If the unassigned fund balance at fiscal year-end falls below the goal, the College shall develop a restoration plan to achieve and maintain the minimum fund balance.

8.20 PETTY CASH

The College has authorized selected funds to be used solely for the purpose of petty cash and change funds. Cash and currency maintained for this purpose must be secured at all times. It is the personal responsibility of the applicable employees to take all responsible precautions to safeguard the cash under their care. Using approved petty cash procedures, approved employees may utilize these funds for College purposes.

Petty cash funds should be reconciled, at a minimum, monthly. All petty cash and change funds must be counted each month end and verified by a separate individual. At each fiscal year end, all funds will be counted and verified by two separate individuals.

8.21 FUNDRAISING

Fundraising done on behalf of any Mineral Area College organization, department, club, team, etc. shall be handled as follows:

1. Employees must deliver all funds to the applicable Administrator or the Business Office for deposit the day they are received, or the following business day if collected after hours.
2. Expenditures incurred for purposes of the fundraiser shall be disbursed through the Business Office from the applicable account by requisition and purchase order procedures.
3. At no time will a disbursement to a vendor, donor, or employee be handled as a cash transaction.
4. A formal fundraising application shall be required and must be approved by the Dean of Students before any event or activity is conducted.

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8.30 TRAVEL

The Board of Trustees will approve travel budget allocations each year. Reimbursement shall be made in accordance with Board policy. No deviations shall be made except in extenuating circumstances approved in advance by the applicable administrator. For any travel funded by grant or other funding sources with different restrictions, the more restrictive policy must be followed. The College is responsible for monitoring the compliance requirements for grants and other funding sources. Unallowable costs will not be approved. Waste and abuse of these program dollars will be monitored.

1. **General Guidelines**
   Employees should exercise the same care in incurring travel expenses that a person would if traveling on personal business. When possible, travel-related expenses should be paid using a college issued purchasing card.

   No expenses will be paid for an accompanying spouse, family member, or friend.

   No travel requests will be approved while the employee has unreconciled travel expenses.

   Travel is considered to be local travel if it is within a 75-mile radius, and non-local travel if it is beyond a 75-mile radius from the College or assigned work site.

   Sales tax in Missouri is generally not an allowable expense, as the College is exempt from Missouri state tax. Reimbursement for sales tax paid in Missouri will not occur, with the exception of meals and fuel while traveling, or other extenuating circumstances that are approved in advance by an administrator.

2. **Authorization for Travel**
   All employees must obtain approval by submitting a Trip Approval Form prior to scheduling travel arrangements at least one week in advance for local and non-local travel, and ninety (90) days for international travel. Exceptions may be made for unexpected travel/conferences/seminars upon approval from the responsible administrator. Employees are responsible for comparing travel options to find the most reasonable and economical route and mode of transportation, which should be submitted with the Trip Approval Form. Travel should not occur prior to the receipt of the approved request.

3. **Transportation**
   The employee should use the most efficient and economical route and mode of transportation. If the employee selects an alternative route, the extra costs incurred will be paid by the employee. Exceptions will be based on supervisor approval.
   a. Employees approved for travel should utilize college vehicles whenever available. Use of college vehicles is strictly limited to official college business. Any driver authorized to operate a college vehicle must possess a valid state driver’s license of the proper class. A travel log is maintained in all campus vehicles and is

required to be completed for each trip with beginning and ending odometer readings, each destination if multiple trips are made in one day, and purpose of the trip. Policy states all drivers and passengers of campus vehicles will wear a seat belt at all times. Texting is prohibited while operating a college owned vehicle.

b. When a college vehicle is unavailable for non-local travel, the use of a personally-owned vehicle or rental car is allowed with supervisor approval. When renting a vehicle, employees should not request the damage waiver or personal accident insurance as the College has this coverage. The rental should be an economy or mid-sized car, depending on the number of individuals included on the trip.
c. When an employee drives their personal vehicle on college business, they will be eligible for mileage reimbursement at the current Internal Revenue Service standard mileage rate. Mileage will be reimbursed for travel from the employee’s home to the site, or from the College to the site, whichever is less. If a college vehicle is used, a college issued purchasing card should be used to refuel the vehicle. If the employee does not have a purchasing card, a receipt for the gasoline purchase will be submitted with their Expense Report. When a campus vehicle is used, the vehicle should be returned with a full tank of gas. The gas purchase will be charged to the department using the vehicle.
d. When an employee’s work day includes assignments at two or more college sites, mileage will be paid between such sites. Mileage will be reimbursed for travel from the employee’s home to the site, or from the College to the site, whichever is less.
e. When more than one employee travels in the same vehicle, mileage reimbursement will be paid only to the principal driver.
f. Air travel reimbursement shall be for coach or economy class. The cost of any upgrade will be the responsibility of the employee.
g. Mass transit, shuttles, taxis, bridge and road tolls, and parking charges incurred while on official business may be claimed when properly itemized on the Expense Report. Receipts must be submitted for reimbursement.

4. **Lodging**

The number of nights is limited to those necessary for attendance at the conference or business activity. The employee must attempt to receive a government rate for the lodging. If the lowest rate indicated in the convention or conference brochure is unavailable, advance approval of a higher rate must be obtained from the responsible administrator. An itemized receipt for all lodging must be attached to the Expense Report.

5. **Meals**

Reimbursement for the costs of meals paid from college operating funds will be for expenses incurred in furtherance of the College's mission and are to be for employees only. Reimbursement will be for meals only. Items such as snacks and alcoholic beverages are not allowed. Alcoholic beverages should not be included on the meal receipt for reimbursement, but paid for separately. Meals will only be reimbursed when meals are not included in conference registrations.

a. Single day trips – An employee may be reimbursed up to $15, with an itemized receipt, for a meal incurred while attending a conference/meeting not held on college property when the travel time exceeds 6 hours.
b. Overnight trips – Meals not provided by a conference or workshop will be reimbursed with an itemized receipt. The recommended maximum meal expenditures are: breakfast $10, lunch $15, and dinner $25, or a total of $50 each day. An exception on the allowance may be made for travel to a location with a higher cost of living with supervisor approval. A maximum of three meals will be reimbursed per day. Meals charged on the lodging statement must be accompanied by the original, itemized meal receipt to receive full reimbursement.
c. Business Meals – Food purchased at a restaurant should include a list of all participants and the official purpose of the meeting indicating the benefit to the College. Itemized receipts are required for all business-related meals.

6. **Other Expenditures**
All other reimbursable expenditures such as conference fees, baggage/service fees, business related telephone/internet access, etc., shall be listed on the Expense Report. Expenditures that are not reimbursable include, but are not limited to, the following: snacks, valet parking, concierge, skycaps, fines for parking/traffic violations, etc.

7. **Tipping Guidelines**
The recommended tipping guidelines are as follows:

Full-Service Restaurant	15-20%
Partial Service Restaurant (i.e. buffets)	10%
Taxi/Rideshare	10%
Airport Shuttle	$1-$2 per bag

If an employee desires to tip above the recommended guidelines, this is allowed but will not be reimbursable from the College.

8. **Payment for Travel**
a. An Expense Report must be submitted, accompanied by all applicable itemized receipts, to the applicable administrator. Expense Reports must be submitted by the 5th working day of the following month for all expenses incurred in the previous month. Included on the expense form should be a description of the purpose of the travel. If attending a conference or seminar, an agenda and a copy of the brochure or receipt of registration should be attached. Claims for reimbursement of travel expenses must be completed no later than thirty (30) days after completion of travel, with the exception of travel completed at the end of the fiscal year (June), when claims for reimbursement must be submitted by the end of the fifteenth (15th) day of the new fiscal year. Claims submitted after this period must provide written explanation for the delay and may not be honored.

b. Itemized receipts for travel expenses purchased with a college issued purchasing card should be submitted within 5 working days of trip completion and must follow all guidelines stated in the Purchasing Cardholder Agreement.

ARTICLE VIII - BUSINESS PROCEDURES

8.40 CONTRACTS

A contract is considered to be a legally binding agreement that includes the exchange of goods, services, money, or promises of any of those. No individual employee will have authority to sign and/or commit the College to a contract/agreement, no matter the dollar amount.

All contracts require three signatures, which shall include the appropriate administrator, Chief Financial Officer, and the President. A contract with an option to extend for additional years will be considered as a new agreement and, as such, are subject to the same review/signature process.

Employees shall not participate in the selection, award, or administration of any contract involving a real or perceived conflict of interest. (See Policy 8.72 CONFLICTS OF INTEREST.)

All contracts will be kept on file in the appropriate department and also with the Chief Financial Officer.

8.50 PROCUREMENT

To ensure the prudent use of public funds, remain compliant with grants, and meet all legal requirements, the College's procurement process requires that goods and services be obtained through approved business procedures.

With the exception of approved purchases with a college issued purchasing card (See Policy 8.51 PURCHASING CARDS), it is the policy of Mineral Area College to utilize a purchase order system. A properly completed purchase order shall be required for each purchase.

Purchases may not be split for the purpose of reducing the dollar amount to circumvent the College's competitive purchasing requirements.

Employees shall avoid procurement conflicts of interest (See Policy 8.72 CONFLICTS OF INTEREST.)

OMB Uniform Guidance (2 CFR Part 200) outlines five methods of procurement: micro-purchases, small purchases, sealed bids, competitive proposals, and noncompetitive (sole source) proposals. Where applicable, this terminology has been incorporated into the College's policy. The College has elected to adopt procurement thresholds that are more conservative than allowed under OMB Uniform Guidance.

In cases where grant requirements specify more restrictive requirements than College policy, the more restrictive requirements must always be met. Additionally, all purchases must be documented in accordance with grant requirements.

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Some activities paid with federal funds require a review of eligibility on SAM.gov. If required by the specific grant, the respective grant administrator will review SAM.gov to ensure that sub-awardees and contractors for goods and services have not been debarred or suspended from receiving Federal funds (29 CFR 95.13). Debarment and suspension also, UG 200.212). The SAM.GOV verification form will be downloaded and saved on file as supporting documentation.

The College shall take all affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

The Board of Trustees grants authority to obligate institutional funds for the purchase of supplies, equipment, and services to the President and Chief Financial Officer in accordance with the thresholds and guidelines provided in Policies 8.52, 8.53, 8.54.

8.51 PURCHASING CARDS

The College may issue a purchasing card to select employees for business use. The college issued purchasing card should complement the existing procurement process.

Procedures for the proper use of purchasing cards are detailed in the College's Purchasing Cardholder Agreement. The Purchasing Cardholder Agreement must be signed by employees at the time of issuance of the purchasing card and annually thereafter.

Employees who violate the terms of the Purchasing Cardholder Agreement are subject to disciplinary action, including potential criminal prosecution.

8.52 PURCHASE OF ITEMS UNDER $5,000 (MICRO-PURCHASES)

1. Purchases of goods and services with an aggregate value of less than $5,000 per transaction (micro-purchases) may be made without competitive bidding. While micro-purchases do not require competitive quotations, the purchaser remains responsible for ensuring the price is "fair and reasonable" and the best value is obtained.
2. Adherence to the College's general procurement and conflict of interest policies is mandatory regardless of the dollar amount.
3. All procurement policies stated in Policy 8.50 must be followed.

8.53 PURCHASE OF ITEMS BETWEEN $5,000 and $49,999 (SMALL PURCHASES)

Small purchases are broken up into two thresholds:

Between $5,000 and $9,999

1. An informal competitive bid process (quotations) for purchases of goods and services shall be required. The Vendor Selection Form must be completed, with required quotes obtained, documented, and submitted with the purchase requisition or Visa Request Form.
2. Purchases will be awarded to the bidder providing the best products and/or services that are available for the lowest price consistent with specifications.
3. The Chief Financial Officer administers the procurement of goods and services for all College Departments by the authority delegated through the President by the Board of Trustees.
4. Adherence to the College's general procurement and conflict of interest policies is mandatory regardless of the dollar amount.
5. All procurement policies stated in Policy 8.50 must be followed.

Between $10,000 and $49,999

In addition to the guidelines noted above, purchases between $10,000 and $49,999 require approval from the President.

8.54 PURCHASE OF ITEMS OF $50,000 OR MORE (COMPETITIVE PROPOSALS)

Purchases of goods and services in excess of $50,000 require formal competitive bids or proposals. The College shall conduct a formal process to obtain required professional services. Adherence to the College's general procurement and conflict of interest policies is mandatory.

Contracts resulting from a competitive proposal process shall generally be awarded to the lowest and most qualified bidder whose bid conforms to the specifications and meets all other requirements and criteria set forth in the bidding process, but not necessarily to the lowest bidder. The Board of Trustees may give preference to a bidder that resides in the taxing district.

Methods of competitive bids/proposals are as follows:

1. Bids - used for purchase of materials, supplies, and other items where defining detailed specifications is possible. Posting an Invitation to Bid (ITB) may be used to solicit bids. Generally, the lowest responsive bidder is awarded.
2. Request for Proposals (RFP) – used for situations where detailed requirements are not known or where solutions to meet requirements can vary. Generally, the best value is awarded.
3. Request for Qualifications (RFQ) – used for highly skilled services where scope can't be defined. This determines qualifications only, and may be used to screen potential vendors before issuing an RFP.

Steps in the Competitive Proposal process are as follows:

1. Prior to soliciting bids or proposals, and throughout the procurement process, the prospective purchaser must get approval from and coordinate the process with the President or Chief Financial Officer.

2. A competitive proposal method is selected: Request for Proposal (RFP) or Invitation to Bid (ITB). If needed, a Request for Qualifications (RFQ) may be issued prior to an RFP.

3. Scoring criteria will be established and approved by the President or Chief Financial Officer.

4. A Request for Qualifications (RFQ), Invitation to Bid (ITB), or Request for Proposal (RFP) will be solicited by posting the notification on the College's website and in at least one newspaper of general circulation a minimum of two times in two separate weeks.

   The notification shall include the following (if applicable):
   a. A general description of the products or services to be purchased
   b. Scope of work
   c. Instructions as to how bid forms and specifications may be obtained
   d. The bid deadline
   e. Notification that contractors must be licensed, bonded, and insured
   f. Notification that contractors will be required to show proof of prevailing wage for all projects over $75,000.
   g. General terms and conditions.

5. At least two Cabinet members will evaluate and score the bids/proposals submitted and provide a recommendation for award. If determined by the evaluation committee, interviews may be requested to discuss the proposals in greater detail.

   The College shall have the authority to reject individual bids, part of any bid, or all bids for any one or more supplies or contractual services included in the proposed contract for failure to comply with the requirements of the Invitation for Bids or when the public interest will not be served. This may result in the solicitation of new bids.

6. Upon selection of a winning bid or proposal, the Vendor Selection Form must be completed, with required bids/proposals obtained, documented, and submitted as a recommendation to the President and submitted for Board approval. The proposed winning bid or proposal must be approved by the Board before execution of any contract or purchase order.

7. If approved by the Board, the purchase requisition is submitted, with the Vendor Selection Form and all accompanying bids/proposals attached. A purchase order will be created.

8. At this time, contracts (if applicable) may be signed. Signed contracts should be submitted to the Chief Financial Officer for record keeping.

   Any and all bids will be made available to the Board of Trustees upon request.

   When the total amount expended exceeds the Board approval requirement level, the President will submit a complete summary of expenditures and an explanation of the procurement to the Board for ratification at the next regularly scheduled Board meeting.

8.55 EXCEPTIONS TO BIDDING PROCEDURES

The following purchases shall be permitted without following the informal or formal competitive bidding procedures:

1. The item to be purchased is available only from a single source (sole source).
2. Emergency expenditure is necessary for repairs to College property in order to protect against further loss or loss of, or damage to, College property, to prevent or minimize serious disruption of College services, to ensure the integrity of college records, or any other situation which may result in hardship for the College.
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity.
4. After solicitation of a number of sources, competition is determined inadequate.

8.56 UNAUTHORIZED PURCHASES

Unauthorized purchases occur when employees enter into an agreement that creates a financial obligation to the College without first obtaining a purchase order or approved Visa Approval Form. Individuals who intentionally and/or repeatedly make unauthorized purchases may be subject to reprimand, disciplinary action, personal financial liability, and, ultimately, termination.

8.60 DISPOSITION OF ASSETS

Property that is no longer being actively used should be recommended as surplus to the appropriate administrator. (Property is defined as all items, equipment, and possessions purchased through any funding source or donated to the College.) The administrator shall coordinate with the Chief Financial Officer to determine an acceptable method of disposal.

Methods of disposal:

1. Internal Sale – An employee who wishes to purchase an item from the College must seek approval from his/her supervisor. The Business Office will determine an approximate fair market value of the items by using comparisons. The employee will

be responsible for reimbursing the College for the item(s) prior to their last day of employment or within ten days.

2. Internal Redistribution – Surplus items that have been identified will be compiled in a list that will be approved by Cabinet and distributed to staff. The items will be distributed on a first-come, first-served basis.
3. External Sale - Identified items will be offered for sale to the public through auction. Notice of auction may include advertisement in a newspaper of general circulation and on the College website and social media outlets. Other methods of advertisement may be utilized when such other methods are deemed appropriate.
4. External Redistribution – Where feasible, priority should be given to disposition procedures that attempt the recovery of residual value of the asset in question through reselling, auctioning, donation, or reassignment to a less-critical function. When external redistribution of the identified is determined to be the method of choice, preference should be given to entities within the College taxing district and then to public and/or not-for-profit institutions.
5. Disposal – Disposition may be by standard waste disposal, with the exception of hazardous waste, which must be eliminated under the direction of the staff member designated to ensure compliance with EPA requirements. Sensitive material must be adequately destroyed with a certificate of destruction/transfer of liability of information being completed, or the equipment must be electronically wiped clean and factory default settings restored to the device.

Disposition of real estate shall be handled by the Board of Trustees.

8.70 AUDITING

An annual audit shall be conducted as soon as possible after the close of business each June 30. The auditor or firm of auditors shall be certified public accountants.

The audit shall meet the requirements of Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, and the policies of the Board of Trustees.

The auditor or auditing firm used by Mineral Area College is selected every three years. The selection of the auditing firm is made through a competitive bid process.

The auditor shall provide sufficient copies of the audit for distribution to College officials and outside agencies as required.

One copy of the audit will be retained permanently as a financial-historical record, and shall be kept by the Chief Financial Officer.

8.71 BANKING

One bank shall be selected as the main depository for the College every three years. The selection is made through a competitive bid process. The depository may be terminated at any time services are deemed unsatisfactory by the Board of Trustees.

Missouri Statutes require that the depository institutions must collateralize funds of the College on deposit in financial institutions with appropriate securities to the extent not provided by FDIC insurance.

For funds that are received directly at Mineral Area College, cash receipts are centralized to ensure that cash received is appropriately directed, recorded, and deposited on a timely basis.

Surplus funds may be invested as recommended by the Chief Financial Officer and on authority by the President in accordance with all state and local statutes governing the investment of public funds.

The original certificate or other proper evidence of investments will be held by the Business Office for safekeeping.

8.72 CONFLICTS OF INTEREST

To ensure fair competition and avoid potential conflicts of interest, real or perceived, employees are prohibited from influencing purchasing decisions involving personal relationships (relatives, romantic partners, or close personal friends). Employees must disclose any potential conflict of interest involving a vendor/contractor to the Business Office and recuse themselves from the procurement processes, including vendor selection and contract negotiations. Contracting with a related vendor is permitted only if the vendor is selected through a transparent, competitive process and the related employee has no role in the decision. Failure to comply may lead to disciplinary action, including termination.

In the instance of the College purchasing from a company owned by an employee or member of the Board of Trustees, all competitive purchasing requirements, regardless of the dollar amount, will apply. This includes completion of the Vendor Selection form with required quotations.

8.80 USE OF PHYSICAL FACILITIES BY OUTSIDE GROUPS

In keeping with the mission of Mineral Area College, facilities may be rented to help meet general education, civic, cultural and recreational needs of the community. College facilities shall be made available to the community for these purposes whenever such use does not conflict with the College’s policies or schedule.

All external groups renting or using Mineral Area College facilities must abide by the Facility Use Guidelines.

ARTICLE VIII - BUSINESS PROCEDURES

8.90 DISTRIBUTION AND POSTING OF LITERATURE, AND PREVENTING DISRUPTION OF INSTRUCTION AND/OR OTHER DISTRICT ACTIVITIES

Mineral Area College is committed to assuring that all persons may exercise their constitutional rights protected under the First Amendment to the United States Constitution. The College's commitment to the exercise of free speech and free expression is not intended to convert all of the facilities maintained and/or owned by the College into a public forum, limited public forum, or designated public forum. As the owner of property, the Board of Trustees reserves the right to limit the use of its facilities for the distribution of literature and to prevent potential disruption of instruction and other activities of the District, in a manner consistent with the Constitution of the State of Missouri and the Constitution of the United States.

1. **Distribution of Literature**
   The Dean of Students is delegated authority to designate official distribution areas on the main campus and coordinate with outreach center directors/coordinators at other College instructional areas.

   Recognized campus organizations, students, faculty, staff members or citizens may post, circulate or distribute literature on the instructional sites of Mineral Area College in accordance with existing laws and regulations. Prior permission must be received from the Dean of Students.

   All posted literature must bear some identification of the organization or individual publishing, sponsoring, or distributing it. No anonymous literature may be posted on the Mineral Area College campus. College staff will immediately remove and discard any anonymous literature.

   Individuals or groups posting literature on campus are responsible for removing it in a timely fashion.

   Distribution of literature by placing it on motor vehicles parked on Mineral Area College property is prohibited.

2. **Right to Free Expression**
   Mineral Area College wishes to uphold the first amendment rights of individuals, including their free expression rights. In exercising the right of free expression, one must also accept the responsibility of following the laws related to the safety of people and property. The following general guidelines were developed to apply to expressive activity.

   Expressive activity may be conducted at all College sites so long as the activity will not materially disrupt the educational mission of the College, cause substantial disorder or invade the rights of others.

Persons involved in expressive activity should limit the sound level of the activity so as not to materially disrupt College classes or other activities taking place nearby.

Activities must follow all applicable fire codes, local, state, and federal laws. Activities shall not unreasonably obstruct vehicular or pedestrian traffic or block the entrances or exits to buildings and facilities.

Article 7 amended & approved by Board 10-13-16
Article 7.50, 7.51, 7.91 revised & approved by Board 9-13-18
Article 7.60 approved by Board 10-11-18
Article 7.40 revised & approved by Board 10-10-19
Article 7.45, 7.50 & 7.51 revised & approved by Board 11-14-19
Article 7.06 & 7.07 approved by Board 12-12-19
Article 7.49 approved by Board 3-5-20 (new policy)
Article 7.48 approved by Board 8-13-20 (new policy)
Article 7.35 approved by Board 11-10-20 (new policy)
Article 7.52 revision approved by Board 08-12-21
Article 7.10 and 7.20 revisions approved by Board 11-4-21

Effective 5-15-25, the Board of Trustees approved a reorganization/re-numbering of Board Policy sections for clarity and easier navigation. Article VIII – Tobacco-Free Policy moved to the Assurances section and Article IX – Professional Staff was re-numbered to become Article V and follow the other employee-related sections. Formerly Article VII – Business Procedures became Article VIII.

Article 8 re-written and approved by Board 6-11-26 (effective 7-1-26)