

Rose State College

Policies and Procedures Manual Fortieth Revision

**Containing resolutions, motions, and other actions adopted by the
Board of Regents
of Rose State College, of a permanent and general nature,
passed prior to July 1, 2019,
and still in effect on that date,
excepting such actions of the Board as may be published
in the College Catalog or College Student Handbook**

**compiled, codified, and published
by
authority of the Board of Regents**

**Rose State College
6420 Southeast Fifteenth Street
Midwest City, Oklahoma 73110-2704**

**BOARD OF REGENTS
OF
ROSE STATE COLLEGE**

Position No. 1, term ending June 30, 2023: R. BRANDON CLABES, Choctaw.

Position No. 2, term ending June 30, 2024: TIMOTHY OSSINGER, Oklahoma City.

Position No. 3, term ending June 30, 2025: STACY WILLARD, Midwest City.

Position No. 4, term ending June 30, 2020: BETTY J.C. WRIGHT, Oklahoma City.

Position No. 5, term ending June 30, 2020: LAURIE J. MAJORS, Edmond.

Position No. 6, term ending June 30, 2021: WILLIAM H. CROAK, Midwest City.

Position No. 7, term ending June 30, 2022: JOHN LYTTLE, Midwest City.

PREFACE

The *Policies and Procedures Manual*, by its design, is the official operational document for Rose State College and is not intended to be a contract with individual employees. The primary purpose of this manual is to provide the faculty, staff, and students of the College with information necessary to understand the internal governance and operation of the institution. In addition, this document, including the informational appendices, allows external groups and agencies to understand both the legal and functional basis of the institution as a governmental entity.

In documenting policies and procedures regarding the operation of the institution, care must be taken to provide for change as the institution changes to meet the needs of its clientele. This manual has therefore been reviewed and revised annually since the first printing on July 1, 1975, in order to represent properly the current operations of the College.

Jeanie Webb, President
Rose State College

Midwest City, Oklahoma
July 1, 2019

ADOPTION RESOLUTION

RESOLUTION OF THE BOARD OF REGENTS ADOPTING THE POLICIES AND PROCEDURES MANUAL OF ROSE STATE COLLEGE Fiscal Year 2020, Number 1

BE IT RESOLVED BY THE BOARD OF REGENTS OF ROSE STATE COLLEGE:

Section 1. "Policies and Procedures Manual" adopted, when in effect.

(a) The "Policies and Procedures Manual," Fortieth Revision, of Rose State College, compiled, edited, and prepared under the supervision of the President of the College and his staff, and as modified by the Board of Regents, is hereby adopted by the Board of Regents of Rose State College.

(b) The "Policies and Procedures Manual," Fortieth Revision, of Rose State College shall go into effect on July 1, 2019.

Section 2. Certain permanent, general actions repealed; effect.

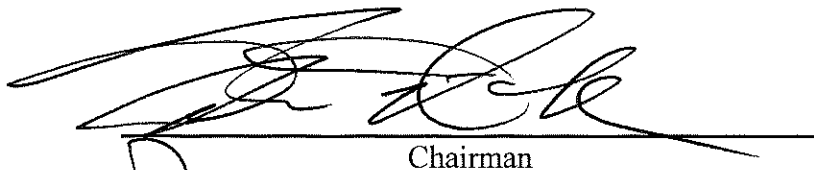
(a) All resolutions, motions, and other adoptions of a permanent, general nature heretofore adopted by the Board of Regents of Rose State College or by its predecessors and still in effect, but not included in the "Policies and Procedures Manual," Fortieth Revision, or in the "College Catalog" or in both, are hereby repealed as of the time when this Manual goes into effect.

(b) Repeal of any resolution, motion, or other action of the governing board of the College by the above subsection shall not affect any act done or any right or obligation established prior to the effective date of such repeal.

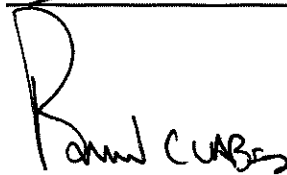
Section 3. Temporary and/or special actions continue in effect, although omitted from this Manual.

The continuance in effect of all resolutions, motions, and other actions of the governing board of a temporary and/or special nature, although omitted from this Manual, shall not be affected by such omission therefrom; and this resolution shall not repeal or amend any such temporary and/or special action of the governing board still in effect.

**ADOPTED BY THE BOARD OF REGENTS OF ROSE STATE COLLEGE EFFECTIVE
July 1, 2019.**



Chairman



Secretary

HISTORICAL NOTE

In 1967, the Oklahoma Legislature enacted a Community Junior College Law which provided that one or more cities, towns, counties or school districts could apply to the State Regents for the establishment of a community junior college. The procedures outlined in the legislation were followed in the application for this college, with the governmental units being two contiguous municipalities, Midwest City and Del City, which are on the southeast edge of Oklahoma City. An application was sent from these two cities and the Midwest City School District to the State Regents for Higher Education requesting a feasibility study, as required by law, to determine the need for a community junior college.

The feasibility study was made between November 1967 and January 1968 by a committee selected by the State Regents for Higher Education. It was reported to the Chancellor, who recommended that approval be given by the State Regents for the establishment of a community junior college in the Midwest City-Del City area. Approval was granted for a public referendum in the proposed College district, and it was held in June 1968. The voters gave more than 80 percent approval for the establishment of the college.

Shortly thereafter, the State Regents authorized the establishment of a community junior college which was named Midwest City Junior College. The name was changed to Oscar Rose Junior College in 1969 to honor the man who developed the Midwest City-Del City School System. In accordance with the law, in 1968, the Governor appointed four citizens of the district to the Board of Trustees of the College, and they in turn named three additional trustees. These initial appointments were made for terms of from one to seven years, with the term of one board member expiring each year, beginning with position one in 1969. Board positions were to be filled by the vote of the people on the fourth Tuesday of March.

The voters of the College district voted in March 1969 to tax themselves at a rate of two mills of assessed property evaluation for planning and development. The district evaluation as of July 1, 1969, was \$61,906,933, which provided \$123,812 during 1969-70 for starting money for the College. In March 1970, the voters of the College district approved an increase from two to five mills of assessed property evaluation. This five mills on assessed property evaluation does not have to be voted on again unless it would be to change this rate either upward or downward.

The College community, containing Midwest City, Del City, and Tinker Air Force Base, has in excess of 110,000 people with approximately 600,000 within a twenty-mile radius of the campus.

In September 1968, an architectural firm from the community, Bishop and Quinn of Midwest City, was selected to develop the plans for Phase I of the physical plant for the College. These architects selected the firm of Caudill, Rowlett and Scott, consultant architects, of Houston, Texas, to work with them on this \$4.6 million construction project. It is important to note, however, that the people of this College district voted \$1,175,000 in general-obligation bonds in March 1969 for the local share to build Phase I and voted another \$1,175,000 in March 1971 to build Phase II of the College campus.

In 1973, the State Legislature enacted House Bill 1049, Section 16 of which authorized procedures whereby Oscar Rose Junior College and certain other designated "community" junior colleges would each become a "state" junior college and "an integral part of The Oklahoma State System of Higher Education." On August 9, 1973, the Board of Trustees of Oscar Rose Junior College adopted a resolution requesting the Oklahoma State Regents "to take appropriate steps for the conversion of Oscar Rose Junior College, a community junior college, to a state junior college and full member institution of The Oklahoma State System of Higher Education." On October 22, 1973, the Oklahoma State Regents adopted a resolution declaring Oscar Rose Junior College "to be . . . a full member institution of The Oklahoma State System of Higher Education." Governor David Hall shortly thereafter appointed the seven members of the new Board of Regents for Oscar Rose Junior College; and on December 13, 1973, the College began operation as a "state" junior college.

The major accomplishment achieved for the College in its first five-year history was receiving full accreditation from North Central Association of Colleges and Schools, the regional accrediting association, in April of 1975. Oscar Rose has been accredited by the State Regents since it first opened, and specialized accreditation has been received in Dental Hygiene, Dental Laboratory Technology, Dental Assisting, Respiratory Therapy, Radiologic Technology, Medical Laboratory Technology, Histologic Technology, Nursing, Legal Assistant, and Journalism. To receive these specialized accreditation, Oscar Rose has worked with the American Dental Association, American Medical Association, Oklahoma Board of Nurse Registration, American Bar Association, and Community College Journalism Association. In addition, Oscar Rose was named by Governor David Boren as the state training center for wastewater technicians training; this designation was accomplished through the cooperation of city, county, and state officials and the College with the United States Environmental Protection Agency.

In April 1983, Governor George Nigh signed Senate Bill #9, changing the name of the College to Rose State College, effective November 1, 1983, and thus identifying the College's membership in The Oklahoma State System of Higher Education.

TABLE OF CONTENTS

Board of Regents of Rose State College.....	i
Preface.....	ii
Adoption Resolution	iii
Historical Note	iv
Table of Contents	vii
Chapter I: Basic Documents	I-1
Chapter II: Policies and Procedures	II-1-1
Section 1: Administration.....	II-1-1
Section 2: Academic Affairs	II-2-1
Section 3: Administrative Services	II-3-1
Section 4: Student Affairs	II-4-1
Section 5: Information Technology.....	II-5-1
Section 6: Workforce and Community Development	II-6-1
Chapter III: Affirmative Action Plan.....	III-1-1
Chapter IV: Personnel.....	IV-1-1
Chapter V: Entry-Level Pay Scales	V-1-1
Appendices	
Constitution for Rose State College Faculty Association and Faculty Senate.....	A-1-1
Classified Staff Association Bylaws	A-2-1
Student Senate Constitution	A-3-1
Statement of Policy on Proficiency in the English Language	A-4-1
Family Educational Rights and Privacy Act Policy	A-5-1
Open Records Resolutions	A-6-1
Professional/Administrative Staff Association Constitution, November 14, 1990.....	A-7-1

CHAPTER I: BASIC DOCUMENTS

DOCUMENT NO. 1

SENATE BILL NO. 2, 1967 THE COMMUNITY JUNIOR COLLEGE LAW

Senate Bill No. 2 of 1967, referred to as The Community Junior College Law, authorized the establishment, maintenance, and operation of "community junior colleges." It required boundaries of the respective "communities" to be described, and provided for the election of a Board of Trustees.

Midwest City Junior College, later renamed Oscar Rose Junior College, was established in 1968 pursuant to this Bill, and operated under it as a "community junior college" until the College became a "state junior college" on December 13, 1973, when members of its new Board of Regents were sworn in.

Since this Bill is no longer applicable to Oscar Rose Junior College, it is not reproduced here. It may be found in the *Oklahoma Statutes 1991*, Title 70, §4401 to 4409, and also in the *Oklahoma Higher Education Code*, §1401 to 1409, published by the Oklahoma State Regents for Higher Education.

DOCUMENT NO. 2

RESOLUTION NO. 492 OF THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION AUTHORIZING ESTABLISHMENT OF A COMMUNITY JUNIOR COLLEGE TO BE KNOWN AS "MIDWEST CITY JUNIOR COLLEGE"

WHEREAS upon request of the Oklahoma State Regents for Higher Education and pursuant to Senate Bill #2 of the 1967 Oklahoma Legislature, the State Election Board caused an election to be held in the community comprising the municipalities of Midwest City School District #52, the City of Midwest City, and the City of Del City, all in Oklahoma County, Oklahoma, on June 18, 1968, for the purpose of allowing the legal voters of said community to vote on the question of whether a junior college should be established and maintained in the community; and,

WHEREAS the State Election Board has certified the results of said election to the Oklahoma State Regents for Higher Education, which results show that a majority of the legal voters in the community voting on the question voted in favor of establishing and maintaining a junior college in the community.

NOW THEREFORE BE IT RESOLVED by the Oklahoma State Regents for Higher Education, acting pursuant to Title 70, Oklahoma Statutes, 1967 Supplement, Section 4403:

SECTION 1. That a community junior college is hereby authorized to be established and maintained as provided by law, as set forth in the proposition on which the legal voters expressed themselves at the election held in the community on June 18, 1968.

SECTION 2. That the new junior college shall be known as the "Midwest City Junior College" and that all legal business of the institution shall be transacted in this name.

SECTION 3. That the boundaries of the community in which the junior college is to be established and maintained as set forth in the application shall be in the areas comprising the

municipalities of Midwest City School District #52, the City of Midwest City, and the City of Del City, all in Oklahoma County, Oklahoma.

SECTION 4. That the Governor of the State of Oklahoma is hereby officially informed that the Oklahoma State Regents for Higher Education here authorized that a junior college be established and maintained in the community as described herein and that he is requested to initiate steps to create a governing board for the junior college as provided in Section 4403 of Title 70, Oklahoma Statutes, 1967 Supplement.

SECTION 5. That copies of this Resolution be sent to the governing boards of municipalities comprising the new junior college community, the Governor of the State of Oklahoma, and the Secretary of State of the State of Oklahoma.

Adopted this 17th day of June, 1968.

SEAL:

ATTEST:

/s/ Harry P. Conroy, Secretary

/s/ Donald S. Kennedy, Chairman

DOCUMENT NO. 3

SENATE BILL NO. 493, 1968, AUTHORIZING COMMUNITY JUNIOR COLLEGE DISTRICTS TO BECOME AREA SCHOOL DISTRICTS

Note: Senate Bill No. 493 of 1968 authorized "community junior college districts" to become "area school districts" by resolution adopted by their respective Boards of Trustees.

This Bill is coded in the *Oklahoma Statutes 1991*, Title 70, §4410 to §4414. It also appears in the *Oklahoma Higher Education Code*, §1410 to §1414.

This Bill appears below as coded in the *Oklahoma Statutes 1991*, Title 70, §4410 to §4414.

§4410. Authorization for junior colleges to become area technical schools

Any community maintaining a community junior college as provided by Chapter 100, O.S.L. 1967 (70 O.S. Supp. 1967, §4401-4409), in which courses in vocational and/or technical education are to be offered, and meeting the published standards and criteria prescribed by law and/or the State Board for Vocational Education for establishing an area school district may, by resolution adopted by the Board of Trustees of the college, become an area school district; and laws applicable to other area school districts, including laws authorizing tax levies and laws pertaining to eligibility for participation in federal funds, shall be applicable to such district, except that in lieu of a board of education its governing board shall be the Board of Trustees of the community junior college; provided that the provision above shall also be applicable to all community and municipal junior colleges now in existence in Oklahoma.

Laws 1968, c. 278, §1. emerg. eff. May 2, 1968.

§4411. Two-year colleges to become area vocational-technical school districts by resolution of Regents for Higher Education-Eligibility for federal funds

It is further provided that a two-year college which is a part of The Oklahoma State System of Higher Education may become an area school district for the purpose of providing postsecondary vocational and/or technical education programs and services within an area to be geographically defined by the State Regents for Higher Education. Two-year state colleges thus

designated as area vocational-technical districts by resolution of the State Regents for Higher Education shall be eligible to receive federal funds for vocational-technical education. Exclusive management and control of higher education institutions now vested by law in the governing boards and the State Regents for Higher Education shall remain unchanged by present provisions. The college area vocational-technical districts which receive federal vocational education funds from the State Board of Vocational and Technical Education shall comply with the standards and rules established by the State Board of Vocational and Technical Education that are applicable to programs federally funded. The funds derived from local taxing authority as granted heretofore to community college boards shall not be construed to accrue to said boards of regents for state two-year colleges.

Laws 1968, c. 278, §2, emerg. eff. May 2, 1968; Laws 1991, c. 206, §3, emerg. eff. May 17, 1991.

§4412. State Aid for building purposes

The Oklahoma State Regents for Higher Education shall have authority to allocate State Aid to community junior colleges meeting the standards and criteria for accreditation by the State Regents, for capital improvements purposes from funds appropriated by the State Legislature for this purpose, provided that a long-range comprehensive plan for the campus development of the junior college has been prepared by the institution and approved by the State Regents. After approval of the plan the State Regents may allocate from any funds available for such purpose not more than forty percent (40%) of the estimated cost of proposed construction of buildings and other capital improvements, provided that the institution shall have furnished assurance to the State Regents that the remaining sixty percent (60%) of the estimated cost of the construction project will be provided in the form of federal and/or local funds.

Laws 1968, c. 278, §3, emerg. eff. May 2, 1968.

§4413. Tulsa Junior College

(a) The Oklahoma State Regents for Higher Education shall have authority to establish a two-year junior college in Tulsa County to serve Tulsa County and surrounding area, if provision is made locally for the donation, to the State of Oklahoma, of a suitable site for the college, which shall be known as the Tulsa Junior College and shall be an integral part of The Oklahoma State System of Higher Education; and shall be entitled to the same privileges and be subject to the same laws as other member institutions of such State System.

(b) After The Oklahoma State Regents for Higher Education have acted to establish the Tulsa Junior College, there shall be created the Board of Regents of the Tulsa Junior College, which shall consist of seven (7) members, to be appointed by the Governor, by and with the advice and consent of the Senate. Four members of said Board shall be residents of Tulsa County. Appointments shall be to numbered positions on the Board, and the terms of members of the Board shall be as follows:

Position No. 1. The term of office of one member shall expire on the 30th day of June, 1969, and each seven (7) years thereafter.

Position No. 2. The term of office of one member shall expire on the 30th day of June, 1970, and each seven (7) years thereafter.

Position No. 3. The term of office of one member shall expire on the 30th day of June, 1971, and each seven (7) years thereafter.

Position No. 4. The term of office of one member shall expire on the 30th day of June, 1972, and each seven (7) years thereafter.

Position No. 5. The term of office of one member shall expire on the 30th day of June, 1973, and each seven (7) years thereafter.

Position No. 6. The term of office of one member shall expire on the 30th day of June, 1974, and each seven (7) years thereafter.

Position No. 7. The term of office of one member shall expire on the 30th day of June, 1975, and each seven (7) years thereafter.

Vacancies in positions on the Board shall be filled by the Governor for the unexpired term, by and with the advice and consent of the Senate. No member of the Board shall be employed upon any work to be performed in connection with the Tulsa Junior College, nor shall any member of said Board enter into any contract or business transaction involving a financial consideration with the Tulsa Junior College. Each member of the Board of Regents of the Tulsa Junior College shall take and subscribe to the oaths required of state officials generally. Each member of the Board shall be allowed necessary travel expenses, as may be approved by the Board, pursuant to the State Travel Reimbursement Act.¹

(c) The Board of Regents of the Tulsa Junior College shall be a body corporate, and shall adopt and use an official seal. It shall annually elect a chairman, a vice-chairman, and a secretary, each of whom shall serve for a term of one (1) fiscal year and until his successor is elected and qualified, and who shall perform such duties as the Board directs; and each of whom shall furnish a corporate surety bond payable to the State of Oklahoma, in such amount as the Board may prescribe, conditioned upon the faithful performance of his duties. The Board shall adopt rules and regulations as it deems necessary for the governing of the Board and the discharge of its duties, and shall cause to be kept the minutes of all meetings and transactions considered at each meeting, in a suitable book to be obtained and kept for such purpose. The Board of Regents of the Tulsa Junior College shall be the governing Board of the junior college and shall have the supervision and management thereof and shall have the same powers and duties as governing boards of other institutions in The Oklahoma State System of Higher Education and may do all things necessary or convenient to make the junior college effective for the functions and purposes for which it shall have been established. Following the establishment of the Tulsa Junior College by the Oklahoma State Regents for Higher Education, the Board of Regents of the college shall develop a comprehensive plan for implementing the functions, purposes and educational programs of the Tulsa Junior College as prescribed by the State Regents in the establishment of the institution, which plan shall be submitted for review and approval of said State Regents.

Laws 1968, c. 278, §4, emerg. eff. May 2, 1968; Laws 1985, c. 178, §66, operative July 1, 1985.

¹*Section 500.1 et seq. of title 74.*

§4414. Provisions of Act as cumulative

The provisions of this Act shall be cumulative to existing laws.

Laws 1968, c. 278, §5.

DOCUMENT NO. 4

**RESOLUTION OF THE BOARD OF TRUSTEES OF MIDWEST CITY JUNIOR
COLLEGE PROVIDING THAT THE MIDWEST CITY JUNIOR COLLEGE
DISTRICT SHALL BECOME AN AREA SCHOOL DISTRICT**

WHEREAS, a community junior college as provided by 70 O.S. Supp. 1968, §4401-4409, is being maintained in the community described as the Midwest City Junior College District, being comprised of the municipalities of Midwest City School District #52, the City of Midwest City, and the City of Del City, all in Oklahoma County, Oklahoma; and,

WHEREAS, courses in vocational and/or technical education are to be offered in said community junior college; and,

WHEREAS, said community junior college meets the published standards and criteria prescribed by law and/or the State Board of Vocational and Technical Education, successor of the State board of Vocational Education, for establishing an area school district; and,

WHEREAS, said community is eligible to, and can, become an area school district under the provisions of 70 O.S. Supp. 1968, §4410:

BE IT RESOLVED by the Board of Trustees of the Midwest City Junior College that, effective February 7, 1969, the aforescribed community shall become an area school district as provided by 70 O.S. Supp. 1968, §4410, and shall be known as the Midwest City Area School District.

Adopted by the Board of Trustees of the Midwest City Junior College in meeting on this the 6th day of February, 1969.

ATTEST:

/s/ Orin Kimball
Secretary

/s/ Russell Vaught
Chairman

DOCUMENT NO. 5

**HOUSE JOINT RESOLUTION NO. 1034, 1969
AUTHORIZING A COMMUNITY JUNIOR COLLEGE DISTRICT WHICH HAS
BECOME AN AREA SCHOOL DISTRICT TO ISSUE GENERAL-OBLIGATION
BONDS AND TO LEVY TAXES TO PAY
PRINCIPAL AND INTEREST ON THE BONDS**

Note: This House Joint Resolution appears below as coded in the Oklahoma Statutes 1971, Title 70, §4415 to 4416.

§4415. Communities as area school districts-Authorization to issue bonds and levy taxes

Any community that has heretofore been or that may hereafter be authorized to establish a junior college by order of the Oklahoma State Regents for Higher Education pursuant to Chapter 100, Oklahoma Session Laws 1967, as amended (70 O.S. Supp. 1968, §4401-4409), and that has been or may be declared to be an area school district by resolution of the Board of Trustees of the junior college, may, through the Board of Trustees of the community college, in

accordance with Section 9B, Article X, Oklahoma Constitution, issue general obligation bonds in the same manner as bonds are issued by independent school districts, and cause taxes to be levied against all taxable property in the community to meet payment of principal and interest of the bonds under the procedure prescribed for bonds of independent school districts; and may make levies as provided by Sections 9B and 10, Article X, Oklahoma Constitution, and Section 5 of Chapter 321, Oklahoma Session Laws 1967 (70 O.S. Supp. 1968, §4-47).

Laws 1969, p. 621, H.J.R. No. 1034, §1. emerg. eff. April 17, 1969.

Construction and application

Principles governing issuances of revenue bonds by community junior college are same as those governing issuance of revenue bonds by university or college. Sherrill v. Board of Trustees of South Oklahoma City Junior College, Okl., 515 P.2d 1388 (1973).

§4416. Validation of organization of certain area school districts and bonds and tax levies

Any such community heretofore declared to be an area school district is hereby validated and confirmed as a duly established area school district for the purpose of Section 9B, Article X, Oklahoma Constitution, and shall have the powers specified in Section 1 of Chapter 278, Oklahoma Session Laws 1968 (70 O.S. Supp. 1968, §4410). Any and all elections heretofore called or held to authorize the issuance of bonds and tax levies by any such community as an area school district, and bonds and tax levies issued or authorized pursuant to such elections in the manner prescribed by law for independent school districts, are hereby validated and confirmed.

Laws 1969, p. 621, H.J.R. No. 1034, §2.

DOCUMENT NO. 6

RESOLUTION NO. 514 OF THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION CHANGING THE NAME OF "MIDWEST CITY JUNIOR COLLEGE" TO "OSCAR ROSE JUNIOR COLLEGE"

WHEREAS the Oklahoma State Regents for Higher Education on June 17, 1968, adopted Resolution No. 492 authorizing the establishment of a community junior college in the community comprising the municipalities of Midwest City School District #52, the City of Midwest City, and the City of Del City, all in Oklahoma County, Oklahoma; and,

WHEREAS in accordance with provisions of state law, the Oklahoma State Regents for Higher Education designated the name of the new junior college to be the "Midwest City Junior College"; and,

WHEREAS subsequently citizens of the junior college community, the Board of Trustees of the junior college, and the 1968 Oklahoma Legislature by resolution and other forms of correspondence requested the Oklahoma State Regents for Higher Education to change the name of the junior college to "Oscar Rose Junior College"; and,

WHEREAS the Oklahoma State Regents for Higher Education has been officially advised by the State Attorney General of Oklahoma that they were vested with powers under the law to make a change in the name designation of a community junior college.

NOW THEREFORE BE IT RESOLVED by the Oklahoma State Regents for Higher Education acting pursuant to Title 70, Oklahoma Statutes Supplement 1968, §4403, and Opinion #68-363 of the State Attorney General of Oklahoma that the name of the community junior college described herein is hereby changed from "Midwest City Junior College" to "OSCAR

ROSE JUNIOR COLLEGE" and that all legal business of the institution shall from this date forward be transacted in this name; and that all business transacted heretofore in the name of Midwest City Junior College shall be considered hereafter in full effect under its new name, Oscar Rose Junior College. Adopted this 25th day of February, 1969.

SEAL:

ATTEST:

/s/ Exall English, Secretary

/s/ Clyde A. Wheeler, Jr., Chairman

DOCUMENT NO. 7

HOUSE BILL NO. 1049, SECTION 16, OF 1973, PROVIDING THAT COMMUNITY JUNIOR COLLEGES SHALL BECOME STATE JUNIOR COLLEGES AND MEMBERS OF THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION

Note: House Bill No. 1049 of 1973 is the Higher Education Appropriation Bill. Section 16 of this Bill appears below as it is coded in Oklahoma Statutes 1991, §4423.

§4423. Redlands Community College -- Carl Albert State College -- Seminole Junior College -- Rose State College -- Oklahoma City Community College

(a)The Oklahoma State Regents for Higher Education are hereby authorized and directed to maintain two-year colleges at El Reno, which shall be known as the Redlands Community College, at Poteau, which shall be known as the Carl Albert State College, at Seminole, which shall be known as the Seminole Junior College, at Midwest City, which shall be known as the Rose State College, and in South Oklahoma City, which shall be known as the Oklahoma City Community College; and, each of said colleges shall be an integral and full-fledged part of The Oklahoma State System of Higher Education.

(b)Each of said colleges which at the time it became a member of the State System was operating a technical area school district program to carry out the function of postsecondary technical education for the people of the district shall continue to do so as then operated and in accordance with Section 4410 of Title 70 of the Oklahoma Statutes, and all property acquired by virtue of the technical area school district operation shall remain as property of the technical area school district and be maintained in the custody of the Board of Regents of the college acting as the governing board of the technical area school district for use by the postsecondary area district program.

(c) For each of the colleges above named and identified, there shall be created a separate Board of Regents, and said Board of Regents shall consist of seven (7) members to serve seven-year overlapping terms, with members of said Board to be appointed by the Governor by and with the advice and consent of the State Senate. Each Board shall have the same powers and duties as the Board of Regents of Tulsa Junior College. Four members of the Board of Regents for the colleges located at El Reno, Poteau and Seminole shall be from the county in which said college is located. Four members of the Board of Regents for Rose State College and Oklahoma City Community College shall be residents of the original district of each of said colleges. With respect to Rose State College and Oklahoma City Community College, it is further provided that the college and its governing Board of Regents shall continue to operate the technical area

school district program to carry out the function of postsecondary technical education for the people of the technical education school district as now operated, and in accordance with Section 4410 of Title 70 of the Oklahoma Statutes.

Laws 1973, c. 209, §16, emerg. eff. May 18, 1973; Laws 1974, c. 33, §1, emerg. eff. April 11, 1974; Laws 1983, c. 16, §2, eff. Nov. 1, 1983; Laws 1990, c. 218, §8, emerg. eff. May 18, 1990; Laws 1991, c. 61, §2, eff. Sept. 1, 1991.

DOCUMENT NO. 8

RESOLUTION OF THE BOARD OF TRUSTEES OF OSCAR ROSE JUNIOR COLLEGE REQUESTING THAT THE OKLAHOMA STATE REGENTS TAKE STEPS TO CONVERT OSCAR ROSE JUNIOR COLLEGE FROM A COMMUNITY JUNIOR COLLEGE TO A STATE JUNIOR COLLEGE AND MEMBER OF THE STATE SYSTEM OF HIGHER EDUCATION

WHEREAS, Section 16 of House Bill Number 1049 of the 1973 Oklahoma Legislature authorized a procedure whereby community junior colleges may become full member institutions of The Oklahoma State System of Higher Education; and,

WHEREAS, the citizens of Oscar Rose Junior College District have indicated a desire to the Board of Trustees that the Board initiate steps to achieve the conversion of the Oscar Rose Community Junior College to a state junior college as provided for in the law; and,

WHEREAS, the Board of Trustees of the Oscar Rose Junior College has concluded that such conversion would be to the best interest of the college and the cause of higher education in the community and in the State of Oklahoma, of which this junior college is an integral part; and,

WHEREAS, the college is ready to make provision locally for the donation to the State of Oklahoma of a suitable site for the college, including facilities and other resources of the existing Oscar Rose Community Junior College.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF OSCAR ROSE JUNIOR COLLEGE that the Oklahoma State Regents for Higher Education is hereby requested to take appropriate steps for the conversion of Oscar Rose Junior College, to a state junior college, and full member institution of The Oklahoma State System of Higher Education.

BE IT FURTHER RESOLVED, that the Oklahoma State Regents for Higher Education be advised that the Board of Trustees of Oscar Rose Junior College has acted with readiness to make provision locally for the donation to the State of Oklahoma of a suitable site for the college including facilities and other resources of the existing junior college as a prerequisite step for the conversion of the community junior college to a state junior college.

ADOPTED in regular meeting of the Board of Trustees on August 9, 1973.

ATTEST:

/s/ BRYCE COCHRAN, SECRETARY

/s/ J. B. ESTES, CHAIRMAN

DOCUMENT NO. 9

RESOLUTION NO. 898 OF THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION PROCLAIMING OSCAR ROSE JUNIOR COLLEGE TO BE A FULL MEMBER INSTITUTION OF THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION

WHEREAS, the First Session of the Thirty-Fourth Oklahoma Legislature in its enactment of House Bill #1049 provided in Section 16 of the bill for the conversion of community junior colleges to full member institutions of The Oklahoma State System of Higher Education and authorized and directed the State Regents to proceed with the administration of this law; and,

WHEREAS, the law provided that as a prerequisite for the conversion, the college must make provision locally for the donation to the State of Oklahoma of a suitable site for the college, including its existing facilities and other resources; and,

WHEREAS, the Board of Trustees of Oscar Rose Junior College located at Midwest City submitted a Resolution to the State Regents on September 17, 1973, requesting that the State Regents proceed with steps to convert this community junior college to a state junior college pursuant to provisions of the law cited above, upon which request the State Regents acted affirmatively and directed the Chancellor to inform college officials and advise that the next step would be to comply with the law requiring the donation of land and other property owned by the institution to the State of Oklahoma; and,

WHEREAS, the State Regents subsequently received a deed to land owned by the college, including improvements thereon and appurtenances thereto and a bill of sale to other movable property owned by the institution, and the Attorney General of Oklahoma has given a satisfactory opinion regarding the deed conveying title to the property.

NOW, THEREFORE, BE IT RESOLVED by the Oklahoma State Regents for Higher Education as follows:

SECTION 1. The community junior college, known as Oscar Rose Junior College located at Midwest City, is hereby proclaimed to be and shall hereafter operate as a full member institution of The Oklahoma State System of Higher Education pursuant to provisions of Section 16 of House Bill #1049 of the 1973 Oklahoma Legislature.

SECTION 2. A copy of this Resolution shall be filed with the Secretary of State of Oklahoma, a copy shall be sent to the President and governing board of Oscar Rose Junior College, and a communication shall be dispatched to the Governor of Oklahoma containing a copy of the Resolution and a request that he proceed to appoint a Board of Regents for Oscar Rose Junior College in accordance with state law.

SECTION 3. After the Board of Regents has been appointed and qualified and has been organized for operation as the governing board of the junior college, the Chancellor and staff shall work in cooperation with the governing board and president of the college to accomplish the administrative activities necessary to convert the fiscal operations of the institution from a local district basis to a state level basis establishing appropriate accounts and funds in the State Budget

Office and the State Treasury as well as proper procedures for the efficient fiscal operation of the institution as a member institution of The Oklahoma State System of Higher Education.

Adopted this 22nd day of October, 1973.

SEAL:

ATTEST:

/s/ Exall English, Secretary

/s/ Goodwin Broaddus, Jr., Chairman

Note: Oscar Rose Junior College officially became a "state" junior college when the members of its new Board of Regents took the oath of office on December 13, 1973.

DOCUMENT NO. 10

SENATE JOINT RESOLUTION NO. 23, 1977, DIRECTING EACH PUBLIC INSTITUTION OF HIGHER EDUCATION TO DEVELOP CERTAIN POLICY STATEMENTS; URGING THE INSTITUTION'S CONSULTATION WITH FACULTY IN DEVELOPING SUCH STATEMENTS; DIRECTING THE FILING OF SUCH STATEMENTS NO LATER THAN DECEMBER 31, 1977; AND DIRECTING DISTRIBUTION

WHEREAS, the policies governing appointment, renewal and nonrenewal of appointment, promotion, dismissal, and retirement of faculty, and the selection and retention of administrators of each institution of higher education in Oklahoma should be clearly defined and understood by the faculty, the administrative staff and governing board of that institution; and,

WHEREAS, the diversity among the institutions of higher education renders difficult the development of a set of such policies which would apply appropriately to all such institutions.

NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE OF REPRESENTATIVES OF THE 1ST SESSION OF THE 36TH OKLAHOMA LEGISLATURE:

SECTION 1. Each public institution of higher education in Oklahoma shall develop a set of written policy statements which shall govern in that institution the appointment, the renewal and nonrenewal of appointment, the promotion, dismissal and the retirement of faculty and the selection and retention of administrators. In developing such policy statements, each institution is urged to consult with the institution's administrative staff and faculty.

SECTION 2. Each institution shall file a copy of said policy statement, no later than December 31, 1977, with the Secretary of State and the State Regents for Higher Education and shall keep a copy on file with the institution as a matter of public record. No amendment to said policy statement shall become effective until filed as set forth in this section.

SECTION 3. A copy of this Resolution shall be sent to the Secretary of State, the State Regents for Higher Education and to each public institution in the Oklahoma System of Higher Education.

36-1-274

AH:st

2/25/77

DOCUMENT NO. 11

**ENROLLED HOUSE BILL NO. 1416, AN ACT RELATING TO PUBLIC MEETINGS;
DEFINING TERMS; REQUIRING VOTES OF PUBLIC BODIES BE PUBLICLY
CAST; PROHIBITING EXECUTIVE SESSIONS; MAKING EXCEPTIONS;
DECLARING CERTAIN ACTS INVALID UNDER CERTAIN CIRCUMSTANCES;
PROVIDING PROCEDURES FOR KEEPING WRITTEN MINUTES; PROVIDING
PENALTIES; REPEALING 25 O.S. 1971, SECTION 201 AND 202; DIRECTING
CODIFICATION; PROVIDING FOR SEVERABILITY;
AND SPECIFYING EFFECTIVE DATE**

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

§301. Citation

This act shall be known as the Oklahoma Open Meeting Act.

§302. Public policy

It is the public policy of the State of Oklahoma to encourage and facilitate an informed citizenry's understanding of the governmental processes and governmental problems.

§303. Times and places-Advance notice

All meetings of public bodies, as defined hereinafter, shall be held at specified times and places which are convenient to the public and shall be open to the public, except as hereinafter specifically provided. All meetings of such public bodies, except for executive sessions of the State Banking Board and Oklahoma Savings and Loan Board, shall be preceded by advance public notice specifying the time and place of each such meeting to be convened as well as the subject matter or matters to be considered at such meeting, as hereinafter provided.

§304. Definitions

As used in the Oklahoma Open Meeting Act:

1. "Public body" means the governing bodies of all municipalities located within the State of Oklahoma, boards of county commissioners of the counties in the State of Oklahoma, boards of public and higher education in the State of Oklahoma and all boards, bureaus, commissions, agencies, trusteeships, authorities, councils, committees, public trusts, task forces or study groups in the State of Oklahoma supported in whole or in part by public funds or entrusted with the expending of public funds, or administering public property, and shall include all committees or subcommittees of any public body. It shall not mean the state judiciary, the Council on Judicial Complaints when conducting, discussing, or deliberating any matter relating to a complaint received or filed with the Council, or the State Legislature or administrative staffs of public bodies, including, but not limited to, faculty meetings and athletic staff meetings of institutions of higher education, when said staffs are not meeting with the public body, or entry-year assistance committees, as defined in Section 6-152 of Title 70 of the Oklahoma Statutes. Furthermore, it shall not mean the multidisciplinary team provided for in subsection B of Section 1-502.2 of Title 63 of the Oklahoma Statutes or any school board meeting for the sole purpose of considering recommendations of said multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Furthermore, it shall not mean meetings conducted by stewards designated by the Oklahoma Horse Racing Commission pursuant to Section 203.4 of Title 3A of the Oklahoma Statutes when the stewards are officiating at races or otherwise enforcing rules of the Commission.

2. *"Meeting" means the conduct of business of a public body by a majority of its members being personally together or, as authorized by Section 307.1 of this title, together pursuant to a teleconference;*

3. *"Regularly scheduled meeting" means a meeting at which the regular business of the public body is conducted;*

4. *"Special meeting" means any meeting of a public body other than a regularly scheduled meeting or emergency meeting;*

5. *"Emergency meeting" means any meeting called for the purpose of dealing with an emergency. For purposes of this act, an emergency is defined as a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss;*

6. *"Continued or reconvened meeting" means a meeting which is assembled for the purpose of finishing business appearing on an agenda of a previous meeting. For the purposes of this act, only matters on the agenda of the previous meeting at which the announcement of the continuance is made may be discussed at a continued or reconvened meeting;*

7. *"Teleconference" means a conference among members of a public body remote from one another who are linked by interactive telecommunication devices permitting both visual and auditory communication between and among members of the public body and members of the public.*

§305. Recording of votes

In all meetings of public bodies, the vote of each member must be publicly cast and recorded.

§306. Circumvention of act - Teleconferences excepted

No informal gatherings or any electronic or telephonic communications, except teleconferences as authorized by Section 3 of this act, among a majority of the members of a public body shall be used to decide any action or to take any vote on any matter.

§307. Executive sessions

A. *No public body shall hold executive sessions unless otherwise specifically provided in this section.*

B. *Executive sessions of public bodies will be permitted only for the purpose of:*

1. *Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee;*

2. *Discussing negotiations concerning employees and representatives of employee groups;*

3. *Discussing the purchase or appraisal of real property;*

4. *Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest;*

5. *Permitting district boards of education to hear evidence and discuss the expulsion or suspension of a student when requested by the student involved or his parents, attorney or legal guardian;*

6. *Discussing matters involving a specific handicapped child;*

7. *Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law; or*

8. *Engaging in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.*

C. *Notwithstanding the provisions of subsection B of this section, the following public bodies may hold executive sessions:*

1. *The State Banking Board, as provided for under Section 306.1 of Title 6 of the Oklahoma Statutes;*

2. *The Oklahoma Industrial Finance Authority, as provided for in Section 854 of Title 74 of the Oklahoma Statutes;*

3. *The Oklahoma Development Finance Authority, as provided for in Section 5062.6 of Title 74 of the Oklahoma Statutes;*

4. *The Oklahoma Center for the Advancement of Science and Technology, as provided for in Section 5060.7 of Title 74 of the Oklahoma Statutes;*

5. *The Oklahoma Savings and Loan Board, as provided for under subsection A of Section 381.74 of Title 18 of the Oklahoma Statutes;*

6. *The Oklahoma Health Research Committee for purposes of conferring on matters pertaining to research and development of products, if public disclosure of the matter discussed would interfere with the development of patents, copyrights, products, or services;*

7. *A review committee, as provided for in Section 855 of Title 62 of the Oklahoma Statutes;*

8. *The Child Death Review Board for purposes of receiving and conferring on matters pertaining to materials declared confidential by law; and*

9. *All nonprofit foundations, boards, bureaus, commissions, agencies, trusteeships, authorities, councils, committees, public trusts, task forces or study groups supported in whole or part by public funds or entrusted with the expenditure of public funds for purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business; and*

10. *The Oklahoma Indigent Defense System Board for purposes of discussing negotiating strategies in connection with making possible counteroffers to offers to contract to provide legal representation to indigent criminal defendants and indigent juveniles in cases for which the System must provide representation pursuant to the provisions of the Indigent Defense System Act, Section 1355, et seq. of Title 22 of the Oklahoma Statutes.*

D. *An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session.*

E. *No public body may go into an executive session unless the following procedures are strictly complied with:*

1. *The proposed executive session is noted on the agenda as provided in Section 311 of this title;*

2. *The executive session is authorized by a majority vote of a quorum of the members present and the vote is a recorded vote; and*

3. *Except for matters considered in executive sessions of the State Banking Board and the Oklahoma Savings and Loan Board, and which are required by state or federal law to be*

confidential, any vote or action on any item of business considered in an executive session shall be taken in public meeting with the vote of each member publicly cast and recorded.

F. A willful violation of the provisions of this section shall:

1. Subject each member of the public body to criminal sanctions as provided in Section 314 of this title; and

2. Cause the minutes and all other records of the executive session, including tape recordings, to be immediately made public.

§307.1. Teleconferences

A. No public body shall hold meetings by teleconference except:

1. Oklahoma Futures;

2. The Oklahoma State Regents for Higher Education;

3. The Oklahoma Board of Medical Licensure and Supervision;

4. The State Board of Osteopathic Examiners;

5. The Board of Dentistry;

6. The Variance and Appeals Boards created in Sections 1021.1, 1697 and 1850.16 of Title 59 of the Oklahoma Statutes;

7. A public trust whose beneficiary is a municipality; however, no more than twenty percent (20%) of a quorum of the trustees may participate by teleconference and during any such meetings all votes shall be roll call votes; and

8. The Native American Cultural and Educational Authority.

9. The Corporation Commission; and

10. The State Board of Vocational and Technical Education.

B. No public body authorized to hold meetings by teleconference shall conduct an executive session by teleconference.

§308. Meeting between Governor and majority of members of public body

Any meeting between the governor and a majority of members of any public body shall be open to the public and subject to all other provisions of this act.

§309. Legislature

The Legislature shall conduct open meetings in accordance with rules to be adopted by each house thereof.

§310. Legislative committee members attending executive sessions

Any member of the Legislature appointed as a member of a committee of either house of the Legislature or joint committee thereof shall be permitted to attend any executive session authorized by the Oklahoma Open Meeting Act of any state agency, board or commission whenever the jurisdiction of such committee includes the actions of the public body involved.

§311. Public bodies -- Notice

A. Notwithstanding any other provisions of law, all regularly scheduled, continued or reconvened, special or emergency meetings of public bodies shall be preceded by public notice as follows:

1. All public bodies shall give notice in writing by December 15 of each calendar year of the schedule showing the date, time and place of the regularly scheduled meetings of such public bodies for the following calendar year.

2. All state public bodies, including, but not limited to, public trusts and other bodies with the state as beneficiary, shall give such notice to the Secretary of State.

3. All county public bodies, including, but not limited to, public trusts and any other bodies with the county as beneficiary, shall give such notice to the county clerk of the county wherein they are principally located.

4. All municipal public bodies, including, but not limited to, public trusts and any other bodies with the municipality as beneficiary, shall give such notice to the municipal clerk of the municipality wherein they are principally located.

5. All multicounty, regional, areawide or district public bodies, including, but not limited to, district boards of education, shall give such notice to the county clerk of the county wherein they are principally located, or if no office exists, to the county clerk of the county or counties served by such public body.

6. All governing boards of state institutions of higher education, and committees and subcommittees thereof, shall give such notice to the Secretary of State. All other public bodies covered by the provisions of this act which exist under the auspices of a state institution of higher education, but a majority of whose members are not members of the institution's governing board, shall give such notice to the county clerk of the county wherein the institution is principally located.

7. The Secretary of State and each county clerk or municipal clerk shall keep a record of all notices received in a register open to the public for inspection during regular office hours, and, in addition, shall make known upon any request of any person the contents of said register.

8. If any change is to be made of the date, time or place of regularly scheduled meetings of public bodies, then notice in writing shall be given to the Secretary of State or county clerk or municipal clerk, as required herein, not less than ten (10) days prior to the implementation of any such change.

9. In addition to the advance public notice in writing required to be filed for regularly scheduled meetings, all public bodies shall, at least twenty-four (24) hours prior to such meetings, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting, such twenty-four (24) hours prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma; provided, however, the posting of an agenda shall not preclude a public body from considering at its regularly scheduled meeting any new business. Such public notice shall be posted in prominent public view at the principal office of the public body or at the location of said meeting if no office exists. "New business," as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

10. In the event any meeting is to be continued or reconvened, public notice of such action, including date, time and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.

11. Special meetings of public bodies shall not be held without public notice being given at least forty-eight (48) hours prior to said meetings. Such public notice of date, time and place shall be given in writing, in person or by telephonic means to the Secretary of State or to the county clerk or to the municipal clerk by public bodies in the manner set forth in paragraphs 2, 3, 4, 5 and 6 of this section. The public body also shall cause written notice of the date, time and place of the meeting to be mailed or delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for notice of meetings of the public body with the clerk or secretary of the public body or with some other person designated by the public body. Such written notice shall be mailed or delivered at least forty-eight (48) hours prior

to the special meeting. The public body may charge a fee of up to Eighteen Dollars (\$18.00) per year to persons or entities filing a written request for notice of meetings, and may require such persons or entities to renew the request for notice annually. In addition, all public bodies shall, at least twenty-four (24) hours prior to such special meetings, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting. Only matters appearing on the posted agenda may be considered at said special meeting. Such public notice shall be posted in prominent public view at the principal office of the public body or at the location of said meeting if no office exists. Twenty-four (24) hours prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma.

12. In the event of an emergency, an emergency meeting of a public body may be held without the public notice heretofore required. Should an emergency meeting of a public body be necessary, the person calling such a meeting shall give as much advance public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means.

B. 1. All agendas required pursuant to the provisions of this section shall identify all items of business to be transacted by a public body at a meeting, including, but not limited to, any proposed executive session for the purpose of engaging in deliberations or rendering a final or intermediate decision in an individual proceeding prescribed by the Administrative Procedures Act.

2. If a public body proposes to conduct an executive session, the agenda shall:
a. contain sufficient information for the public to ascertain that an executive session will be proposed;
b. identify the items of business and purposes of the executive session; and
c. state specifically the provision of Section 307 of this title authorizing the executive session.

§312. Minutes of meetings - Recording of Proceedings

A. The proceedings of a public body shall be kept by a person so designated by such public body in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the public body, and all actions taken by such public body. The minutes of each meeting shall be open to public inspection and shall reflect the manner and time of notice required by this act.

B. In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.

C. Any person attending a public meeting may record the proceedings of said meeting by videotape, audiotape or by any other method; providing, however, such recording shall not interfere with the conduct of the meeting.

§313. Actions taken in willful violation of act

Any action taken in willful violation of this act shall be invalid.

§314. Violations - Misdemeanor - Penalty

Any person or persons willfully violating any of the provisions of this act shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not exceeding Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for a period not exceeding one (1) year or by both such fine and imprisonment.

CHAPTER II: POLICIES AND PROCEDURES

SECTION 1: ADMINISTRATION

Sec. 1-1. Creation of Board of Regents

The Board of Regents of Oscar Rose Junior College was created pursuant to House Bill 1049, Section 16, passed by the Oklahoma Legislature in 1973, which authorized and directed the Oklahoma State Regents for Higher Education to change the status of Oscar Rose Junior College and other "community junior colleges" from that of "community junior colleges" to that of "state junior colleges" and members of The Oklahoma State System of Higher Education. Oscar Rose Junior College became a "state junior college" December 13, 1973, when the members of its new Board of Regents took the oath of office. This section of law may also be found in Oklahoma Statutes, Supp. 1973, Title 70, §4423.

Sec. 1-2. Role of Board of Regents

(a) **Authority.** The Board of Regents of Rose State College is the governing board of the College and, as such, has full authority over all aspects of the College and final responsibility for its proper operation, subject only to higher authority.

(b) **General purposes.** The objectives, purposes, nature, range and pace of efforts of the College are the concern of the Board of Regents as a policy-making body, and general policies may be developed from time to time as need for direction may occur. These take the form of broad general policies for the direction of the administration of the College. These policies may be initiated by members of the Board or by the Board working with the chief administrative officer, the President. Such policies so established constitute guidelines for the President, in formulating administrative organization, policies and procedures for their implementation.

(c) **Administration.** The Board of Regents, while maintaining the general overview and control, entrusts the conduct of administration to the President of the College and administrative personnel subordinate to the President.

(d) **Long-range planning.** The Board plays an important role in relating the needs of the College to the public and in being helpful in obtaining needed capital and operating funds. The Regents are interested in developing long-range planning in cooperation with the College administrative staff. The responsibility of the Regents is an important responsibility which is exercised with much thought and judgment.

(e) **Support.** When ignorance or ill will threatens the institution or any part of it, the governing board is available for support. In grave crises, it will be expected to serve as a champion. Although the action to be taken by it will usually be on behalf of the President, the faculty, or the student body, the Board realizes that the protection it offers to an individual or group is, in fact, a fundamental defense of the vested interest of society in the educational institution.

Sec. 1-3. Powers and duties of Board of Regents

The Board of Regents of Rose State College has the powers and duties prescribed by the following:

- (1) **Senate Bill 493.** Senate Bill 493 of 1968 (O.S. 1971, §4410 to 4414), relating to area technical schools and to Tulsa Junior College.

(2) **House Joint Resolution No. 1034.** House Joint Resolution No. 1034 (O.S. 1971, §4415 to 4416) authorizing community junior colleges which have become area school districts to issue bonds and to cause taxes to be levied to retire the bonds, and validating the organization of certain area school districts, and bonds and taxes levied.

(3) **House Bill 1049.** House Bill 1049, section 16, passed 1973 (O.S. Supp. 1973, §4423), which authorized Rose State College and other "community junior colleges" to be changed into "state junior colleges."

(4) **Other provisions of state law.** Other provisions of state law applicable to Rose State College, including Title 70, O.S. 1991, §4405.

Sec. 1-4. Professional and technical personnel

The Board of Regents, from time to time as need arises, by appointment or contract, secures the services of professional and technical personnel such as attorneys, architects, engineers, etc., to assist it in the exercise of its powers and duties. A Treasurer will be elected by the Board of Trustees who shall have responsibility for funds deposited into special cash funds separately maintained and designated as the "Technical Area Education Fund." Such professional and technical personnel also work closely with the administrative staff of the College when appropriate.

Sec. 1-5. Officers of Board of Regents and Board of Trustees

(a) **Elections.** The Board shall annually elect from among its members a Chairman, Vice Chairman, Secretary, and Treasurer. Terms of office shall expire on the thirtieth day of June of each year.

(b) **Duties.** Duties of the Officers shall be as follows:

(1) The **Chairman** shall preside at all official meetings, call special meetings, and sign all documents relating to official actions of the Board.

(2) The **Vice Chairman** shall perform the duties of the Chairman in his/her absence.

(3) The **Secretary** shall keep the minutes of each Board meeting, or cause them to be kept, and, when they are approved, shall ensure appropriate record keeping.

(4) The **Treasurer** shall serve as clerk-not encumbrance clerk or minute clerk-and perform other duties as appropriate.

Sec. 1-6. Board meetings

(a) **Regular meetings.** Regular meetings of the Board shall normally be held on the third Thursday of each month in the Board's Conference Room in the Administration Building, 6420 S.E. 15th Street, Midwest City, Oklahoma, unless changed by the Board as necessary. (09/15)

(b) **Special meetings.** Special Meetings of the Board may be called by the Chairman as the business of the Board may require.

(c) **Agenda.** An agenda should be prepared in advance and should serve as a guide in the Board's transaction of business.

(d) **Delegations.** Request for delegations to be heard by the Board must be submitted to the Office of the President in writing ten (10) days preceding the Board Meeting.

(e) **Open meetings and exceptions.** Board meetings will be open -- exceptions:

(1) **Meetings.** *All meetings of the governing bodies of all municipalities located within the State of Oklahoma, boards of county commissioners of the counties in the State of Oklahoma, boards of public and higher education in the State of Oklahoma and all other*

boards, bureaus, commissions, agencies, trusteeships or authorities in the State of Oklahoma supported in whole or in part by public funds or entrusted with the expending of public funds, or administering public properties, must be public meetings, and in all such meetings the vote of each member must be publicly cast and recorded. [O.S. 25, Section 301.]

(2) **Executive sessions.** *Executive sessions will be permitted for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any public officer or employee or for the purpose of discussing negotiations concerning employees and representatives of employee groups, or for the purpose of discussing the purchase or appraisal of real property; provided, however, that any vote or action thereon must be taken in public meeting with the vote of each member publicly cast and recorded. In addition, confidential communication with the College attorney may be held in executive session for the purpose of discussing a pending investigation, claim, or action when disclosure of the matter discussed would seriously impair the ability of the Board to process the claim or to conduct the pending investigation, litigation, or proceeding in the public interest, or as otherwise provided by law. [O.S. 25, Section 301.]*

(3) **Invalid action.** *Any action taken in violation of the provisions in (1) and (2) of this subsection shall be invalid. [O.S. 25, Section 301.]*

(4) **Legislature attendance.** *Any member of the Legislature appointed as a member of a committee of either branch of the Legislature or joint committee thereof or a committee of the State Legislative Council shall be permitted to attend any executive session of any state agency, board or commission authorized by this act whenever the jurisdiction of such committee includes the actions of the public involved. [O.S. 25, Section 301.]*

(f) **Rules of procedure.** The rules of procedure for meetings of the Board shall be "Robert's Rules of Parliamentary Procedure."

(g) **Quorum.** Four members of the Board shall constitute a quorum.

(h) **Order of business.** In official meetings, the Board shall conduct its business pursuant to the Open Meeting Act 25 O.S. §301 et. seq.

(i) **Keeping the minutes.**

(1) **Voting.** Each member's vote must be identified by position number and name in all matters requiring individual vote.

(2) **Minutes.** The minutes of each Board meeting, when officially adopted, shall constitute the legal proceedings of each Board meeting. They shall be signed by the Chairman and Secretary.

(3) **Official minutes.** A copy of the official minutes shall be placed in the office of the President of the College, the Executive Officer of the Board, as a public record, open to the inspection of any interested citizen.

Sec. 1-7. Board committees

(a) **Special committees.** Special committees of the Board may be created for specific tasks, and are appointed by the board chairman as necessary during the school year. After the committee has made a satisfactory report to the Board, it shall be discharged, unless continued for additional purposes. Committees can be terminated by a vote of the majority of the Board of Regents.

(b) **Committee actions.** No action, decision, or formulation of policy by a committee is legally binding or official until it is authorized by the Board in official meeting.

(c) **Operational committees.** The board chairman will appoint board members to operational committees at the beginning of each school year. The duty of each operational committee is to recommend action(s) on matters to the entire Board. Committees have no inherent voting authority, and are intended to provide oversight on matters within the committee purview, and then recommend action(s) of the entire Board. Because committees provide recommendations for action(s) to the Board, they are comprised of only two individual Regents, with the Chairman serving as ex officio. In the State of Oklahoma, a Board of Regents meeting must be publicly communicated with a filing with the Secretary of State if more than three Regents are present. Consequently, meetings of a committee should be attended only by those serving on the committee, and the Chairman, for a total of three.

Typical committee duties would include:

- (1) Recommend action(s) on matters where the Board's strategic direction is sought;
- (2) Providing governance oversight on topics particular to a committee's purpose;
- (3) Receive reports on policy-related issues affecting College departments, divisions, and units;
- (4) Receive informational reports and items related to a committee's purpose;
- (5) Typical committee duties would not include:
 - (A) Day-to-day operational issues;
 - (B) Implementation details related to Board-approved policy.
- (6) The operational committees for the Rose State College Board of Regents are:
 - (A) **Legislative.** Charged with supporting the College's efforts with the Oklahoma Legislature. This committee is also periodically briefed on legislative initiatives during Sessions of the Oklahoma Legislature.
 - (B) **Finance and Audit.** Charged with providing oversight for the College's audit procedures and other financial matters as necessary. This committee is briefed regarding the outcomes of audits, budgets, bond issues, and upcoming financial transactions that may be conducted during College operations.
 - (C) **Academic Affairs.** Charged with providing oversight for the College's curriculum and academic programs. This committee is provided briefings, as needed, on academic topics with such briefings are typically an annual process tied to the curriculum development cycle. The chair of this committee also serves on the College's Excellence in Teaching Awards Selection Committee.
 - (D) **Campus Master Plan.** Charged with providing oversight for the College's capital plans for the development of the campus. This committee is periodically briefed about the direction being undertaken by the College' administration related to campus buildings and infrastructure.
 - (E) **Military Affairs.** Charged with providing oversight for the College's efforts in relationships with the military community and military relationships. This committee is periodically briefed about initiatives of the College related to military matters.
 - (F) **President Evaluation/Contract.** Charged with reviewing the strategic goals and highlights of the previous year with the President. The President will brief this committee on his/her future vision for the College. This committee meets around December of each year in order to evaluate the reappointment of the President and recommend board action in January. The President's contract can be recommended for amendment at this time or during the year at the Board's discretion.

The board chairman may appoint additional committees as necessary during the school year.

Sec. 1-8. Board policies, rules, and regulations

As Board policies, rules, and regulations are adopted, they shall be written, grouped into categories, and published periodically.

Sec. 1-9. Code of ethics

The following code of ethics shall govern the Board of Regents:

(1) **Members.** As a member of the Board of Regents representing all the citizens of Oklahoma concerned with Rose State College, I recognize:

(A) **Educational development.** That my fellow citizens have entrusted me with the educational development of the men and women attending this College.

(B) **Concern.** That the public expects my first and greatest concern to be in the best interest of each and every student without distinction as to who they are or what their background may be.

(C) **Welfare.** That the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools and colleges to fit the needs of every learner.

(D) **Initiative.** That my fellow board members and I must take the initiative in helping all the people of this community and this state to have all the facts all the time about Rose State College, to the end that they will readily provide the finest possible college programs, school staff, and school facilities.

(E) **Operation of Board.** That legally the authority of the Board is derived from the state, which ultimately controls the organization and operation of the College and which determines the degree of discretionary power left with the Board for the exercise of local autonomy.

(F) **Personal obligation.** That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have moral and civic obligation to the nation which can remain strong and free only so long as public schools and colleges in the United States of America are kept free and strong.

(2) **Regents' endeavors.** In view of the foregoing consideration, it shall be my constant endeavor:

(A) **Effective service.** To devote time, thought, and study to the duties and responsibilities of a regent so that I may render effective and creditable service.

(B) **Cooperation.** To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue.

(C) **Voting.** To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board.

(D) **Legal authority.** To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the College staff, the citizenry, and all media of communication on the basis of this fact.

(E) **Total interest of the College.** To resist every temptation and outside pressure to use my position as a Board member to benefit either myself or any other individual or agency apart from the total interest of the area which the College serves.

(F) **Educational programs.** To recognize that it is as important for the Board to understand and evaluate the educational programs of the College as it is to plan for the business of College operation.

(G) **College policies.** To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the College is to be administered, but that the administration of the educational program and the conduct of routine College business shall be left to the President of the College and his/her professional and nonprofessional staff.

(H) **Cooperation.** To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the area and state with respect to establishing policy on current College operation and proposed future developments.

(I) **Effective service.** Finally, to strive step by step toward ideal conditions for most effective service of the Board of Regents to my community and state, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

Sec. 1-10. "Ten Commandments" for Regents

Through long experience, members of governing bodies of educational institutions have learned that there are certain practices which are generally not good. The Board of Regents and the Regents individually normally observe the following:

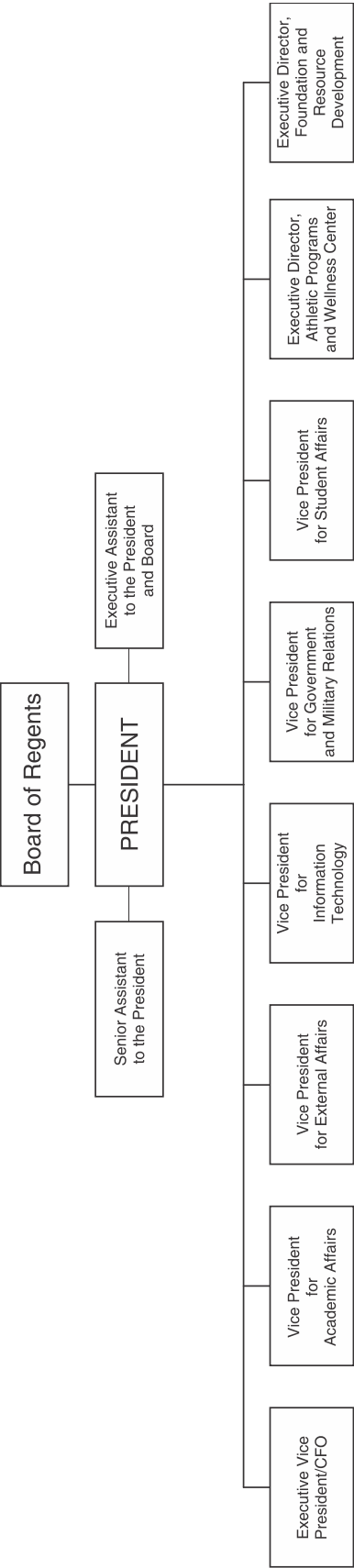
- (1) **Board meetings.** Don't conduct board meetings without the College President.
- (2) **Administrative responsibility.** Don't have more than one administrative person, the President, directly responsible to the Board.
- (3) **Faculty.** Don't solicit or encourage faculty complaints.
- (4) **Advocacy.** Don't become an advocate for someone seeking a job at the College.
- (5) **Personal investigations.** Don't conduct personal investigations into charges of unfairness in some student's failure.
- (6) **Regent's role.** Don't act like a Regent except when meeting as a Board or as a committee of the Board.
- (7) **Board authorization.** Don't speak for the Board except when authorized to do so by the Board.
- (8) **Questions.** Refer questions pertaining to administration to the President of the College.
- (9) **Standing committees.** Don't form numerous standing committees of the Board.
- (10) **Written policies.** Insist upon written policies.

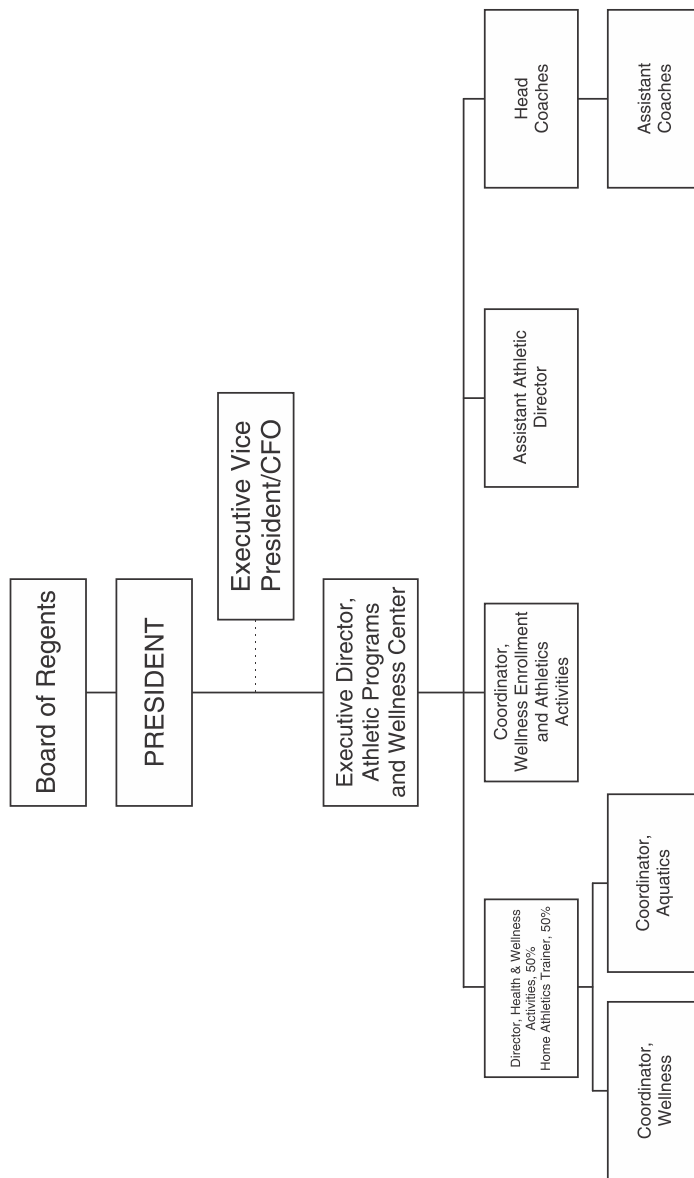
Secs. 1-11 to 1-19. (Reserved for future use)

ROSE STATE COLLEGE

ADMINISTRATION - PRESIDENT'S OFFICE

ORGANIZATIONAL FLOW CHART

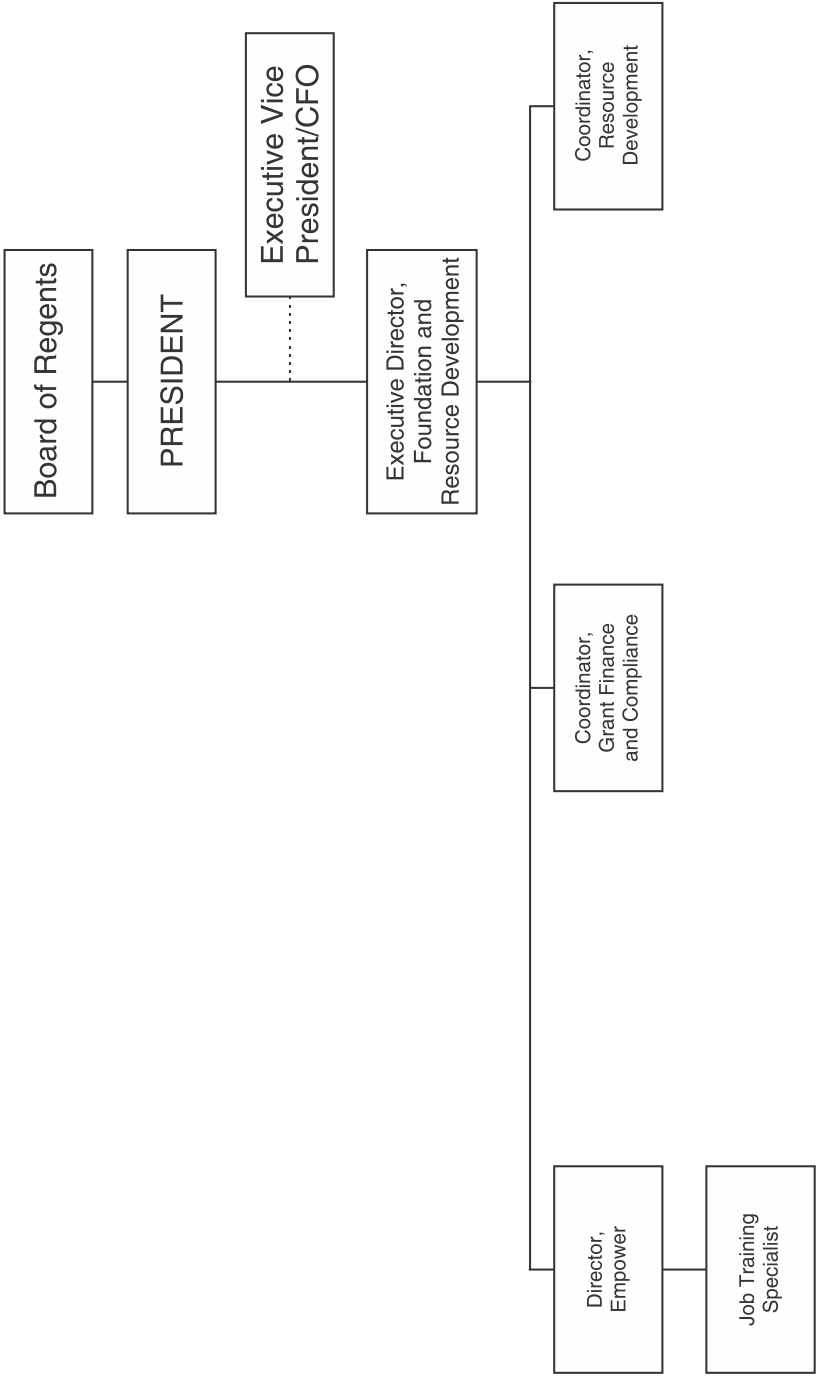




ROSE
STATE
COLLEGE

FOUNDATION & RESOURCE DEVELOPMENT

ORGANIZATIONAL
FLOW CHART



OFFICE OF THE PRESIDENT
ADMINISTRATIVE DEPARTMENTS

Sec. 1-20. President

Sec. 1-21. President's Staff

See Organizational Chart.

Sec. 1-22. Administrative Council *(Rev. 07/15)*

(a) **Membership.**

President
Executive Vice President/CFO
President's Staff
Administrative Staff

(b) **Functions.**

- (1) **Recommendations.** To make recommendations to the President.
- (2) **Advisory.** To serve in an advisory capacity to the President concerning appropriate operations of the College.
- (3) **Review.** To accept and review recommendations from institutional committees.
- (4) **Information.** To assist in keeping all levels of administration informed of significant actions and progress of the College.

(c) **Meetings.** The Council normally meets monthly. *(Rev. 07/15)*

Sec. 1-23. Faculty Senate

(a) **Membership.** Membership of the Faculty Senate shall be fifteen faculty members elected by the Faculty Association, according to Constitution, Appendix 1.

(b) **Functions.**

- (1) **Advisory.** To act in an advisory capacity to the President, discussing matters that appear to need attention through means other than administrative channels.
- (2) **Review.** To review, consider, and recommend to the President such general policies as may be brought to it by the faculty.
- (3) **Discussion.** To discuss, with the President, administrative decisions and policy changes that pertain to the faculty or to academic affairs, and to present these interpretations to the faculty.
- (4) **Submit questions.** To submit only those questions which are from identified faculty members, who will remain anonymous when questions are presented to the Senate.

(c) **Terms of office.**

- (1) **One three-year term.**
- (2) **Succession.** No member may directly succeed himself/herself, and terms will expire on alternate years to maintain membership continuity.
- (3) **Reassignment of time.** During the Faculty Senate President's term of office, a three credit-hour equated reassignment of time will be allowed for each of the Fall and Spring semesters.

(d) **Meetings.** The Senate meets monthly during the fall and spring semesters.

Sec. 1-24. College Salary Committee

(a) **Purpose.** The College Salary Committee is designed to examine and establish priorities for College salaries and benefits. Recommendations for use of College funds available for salaries and benefits will include examination of comparable regional and state salary averages, cost of living indexes, and questionnaire surveys. Final recommendations will be made to the President by the full Committee; however, salary and benefit considerations pertinent to the different classifications of personnel should be handled by the Subcommittees and coordinated by the full Committee.

(b) **Membership.** College Salary Committee membership shall be for three years; all nonadvisory members of the College Salary Committee shall not hold consecutive terms. If a member is unable to complete his or her term, a replacement will be appointed or elected (as specified in 1 through 4 below) to complete the unexpired term. If the unexpired term is eighteen months or less, the succession rule shall not apply.

(1) **Faculty.** Six faculty representatives--one representative from each division, chosen by division faculty, and one representative from Faculty Senate.

(2) **Administrative/Professional.** Five administrative, professional and/or managerial staff, one each from: Academic Affairs, Administrative Services, Student Affairs, Information Technology, and External Affairs; four selected by members of the Professional/ Administrative Staff Association and one selected by the President;

(3) **Classified.** Four classified staff, with no more than one from any administrative area; three to be selected by the Classified Staff Association and one to be selected by the President;

(4) **Advisory.** Executive Vice President/CFO, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Government and Military Relations, Vice President for Information Technology, Vice President for External Affairs, Benefits Specialist, and one representative from Human Resources/AAO. (Other advisory members may be added as determined by the President.)

(c) **Subcommittees.** Core membership follows:

(1) **Faculty.** Five College Salary Committee faculty representatives; Vice President for Academic Affairs, advisory;

(2) **Professional/Administrative Staff.** Four College Salary Committee professional/ administrative staff representatives; Vice President/President-Elect of the Professional/Administrative Staff Association; Vice President for Student Affairs, advisory;

(3) **Classified Staff.** Four College Salary Committee classified staff representatives; Vice President of the Classified Staff Association; Executive Vice President/CFO, advisory.

(4) **Chair and Co-chair.** The Director of Payroll and Benefits will serve as a chairperson of the Salary Committee. Additionally, each year, a co-chair would be elected to rotate between administrative/professional, classified, and faculty membership. The Chairperson may, if the subcommittee desires, invite other College personnel to serve on that subcommittee.

Sec. 1-25 through 1-28. (Reserved for future use)

Sec. 1-29. Institutional Effectiveness and Planning Council

- (a) **Policy Statement and membership.** The Institutional Effectiveness and Planning Council is responsible for the development, revision, and monitoring of the Strategic Plan and the institutional improvement process. Committee members are appointed by the President.
- (b) **Committees.** The Institutional Effectiveness and Planning Council uses data and advice developed by two committees that specifically serve the Council. These committees are the Environmental Scanning Committee and Student Recruitment and Retention Committee whose members are appointed by the President.

Sec. 1-30. Excellence in Teaching Awards Selection Committee

- (a) **Purpose.** The purpose of the Excellence in Teaching Awards is to recognize and reward faculty members who have performed meritorious teaching service at Rose State College. Criteria for this award will be demonstrated by professional competence, classroom teaching skills, and demonstrated commitment to students. Each full-time faculty Award recipient will receive \$1,000 and a plaque; and each adjunct faculty will receive \$500 and a plaque.

(b) **Membership.**

Student representatives. (1) President of Phi Theta Kappa, (2) President of Student Senate.

Faculty and Alternate. Five full-time Faculty members and an Alternate elected through the Faculty Senate.

- a. Selected from those faculty who have received the award within the previous five years.
- b. No more than one representative per division.
- c. If a division has no faculty eligible to serve on the committee (no winners in the last five years), the associate dean from the division shall be appointed.

Rose State College Regent. Chairman of the Regents' Academic Affairs Committee.

At-large member. One at-large member appointed by the Vice President for Academic Affairs.

Vice President for Academic Affairs. Ex officio member.

- (c) **Term of office.** The members will serve one-year terms.
- (d) **Eligibility.** The award(s) will be available for Rose State College faculty who qualify for faculty association membership and who have been employed in that capacity for at least two years. Adjunct faculty shall have a minimum of not less than four semesters teaching experience at the College and have been employed as an adjunct within the current Rose State College fiscal year. Both faculty association qualified recipients and adjunct faculty recipients will be ineligible to repeat for five years. *(Rev. 07/17)*
- (e) **Nominations.** Nominations are to be made by currently enrolled students. Nomination forms will be available to currently enrolled students during the months of November (fall nominations) and the last part of February through the first part of March (spring nominations) at any information desk on campus. Students eligible to nominate a professor must have previous or current knowledge of the nominee's teaching expertise through a class or lab environment.

Nominations will be submitted on a Nomination Form. The form will be submitted to the Academic Affairs Office, Fine Arts Building, Room 100. The nomination deadline is the first Wednesday of March at 5:00 p.m.

(f) **Notification.** Nominees will be notified of their nomination by letter from the Office of Academic Affairs the first Friday following the nomination deadline. Faculty will be requested to return support material by the end of the fourth week of March to Academic Affairs if they wish to be considered as a nominee. The material will include the following items: the student nomination, one set of student evaluation forms from one class, the candidate's one-page philosophy of teaching and other documentation providing additional evidence of Excellence in Teaching at Rose State College, with no more than two letters of recommendation.

If any student member of the Committee nominates or any faculty member of the Committee is nominated, he/she will be replaced on the Committee by an individual of the same level. The selection will be made by the remaining members of the Committee.

(g) **Recommendations.** The Selection Committee will forward three recommendations of full-time faculty members and two adjunct faculty members to the College President. The President will make the final decision on the recommendations. The recognitions will be made at the yearly College Commencement Exercises.

ATHLETICS

Sec. 1-31. Athletics Director

Sec. 1-32. Athletics Director and Athletics Staff See Organizational Chart.

Sec. 1-33. Intercollegiate athletics

(a) **Governance.** Intercollegiate athletic competition is governed by the National Junior College Athletics Association and the Oklahoma Two-Year College Athletic Conference eligibility rules.

(b) **Varsity sports.** Currently, Rose State College has varsity sports in men's baseball, women's softball, men's and women's soccer, and swimming.

FOUNDATION AND RESOURCE DEVELOPMENT STAFF AND COMMITTEES

Sec. 1-34. Executive Director, Foundation and Resource Development

Sec. 1-35. Executive Director, Foundation and Resource Development Staff See Organizational Chart. *(Rev. 07/15)*

Sec. 1-36. Office of Foundation and Resource Development

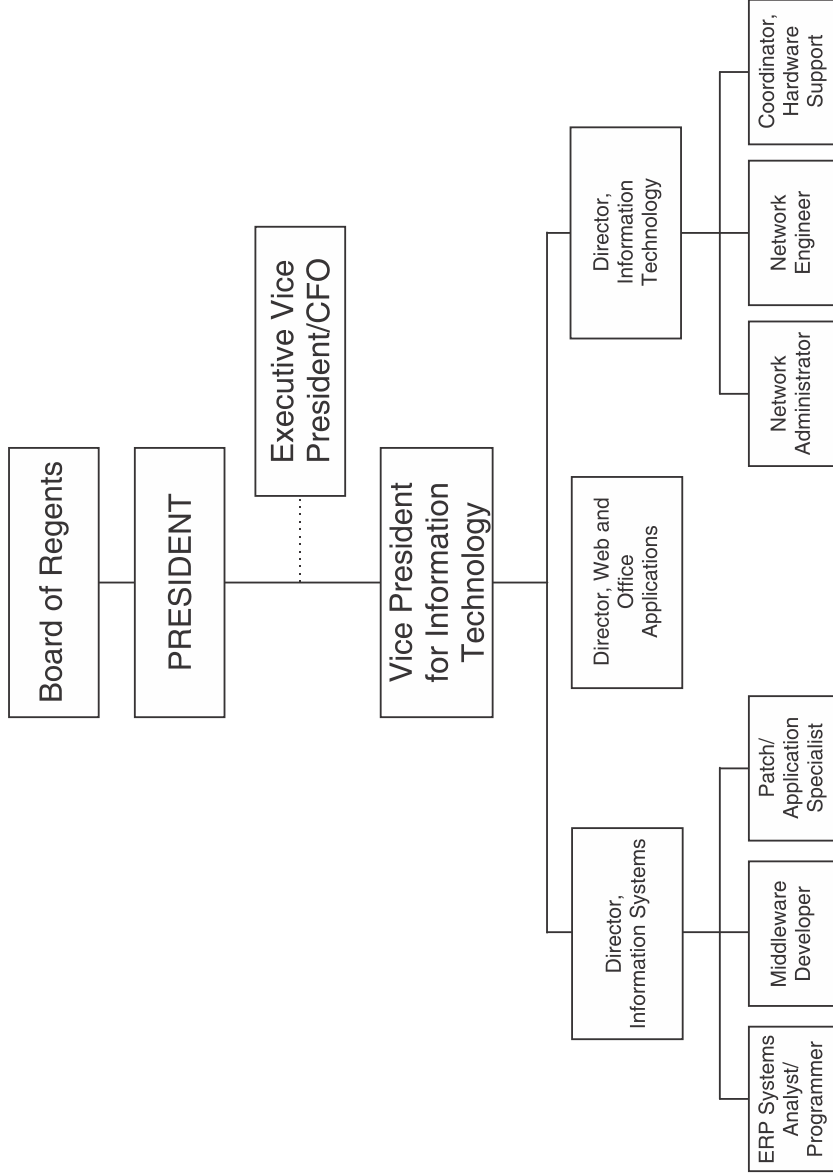
The Office of Foundation and Resource Development is responsible for reaching out to the various constituencies of Rose State College: alumni, friends, students, Foundation Trustees, and donors. This outreach is accomplished through three departments: Rose State College Foundation, Grants and Contracts, and EmPower.

(a) **Rose State College Foundation.** The Foundation exists primarily to provide scholarships for all who qualify and to fund educational enhancements that improve the community's quality of life. The Rose State College Foundation is successful in fulfilling its purpose when gifts are given to meet these needs. To facilitate gift giving, the Foundation Board of Trustees utilizes an

office at Rose State College through an Exchange of Services Agreement. A College staff member is assigned to perform the work of the Foundation, as directed by the Foundation Board of Trustees and the College President.

(b) **Grants and Contracts.** The primary goal of the Office of Grants and Contracts is to facilitate the acquisition of external funding for College programs and activities. The staff provides expertise for the development of proposals for projects that serve the mission of the College and support its Strategic Goals. All proposals to external agencies must be approved by the College President prior to submission. The Office of Grants and Contracts maintains a separate Policies and Procedures Manual. The Manual documents the College's grants' processes. The Manual is maintained in the Office of Grants and Contracts. For a copy or to review the Manual, contact the Executive Director, Foundation and Resource Development. *(Rev. 05/16)*

(c) **EmPower.** EmPower is designed to assist individuals facing economic challenges in acquiring educational attainment that will assist them in obtaining self-sufficiency. EmPower collaborates with employers, businesses, and community resources in order to provide relevant support, training, and employment opportunities, with a goal of meeting the local employment needs. *(Rev. 07/18)*



INFORMATION TECHNOLOGY STAFF AND COMMITTEES

Sec. 1-41. Vice President for Information Technology

Sec. 1-42. Vice President for Information Technology Staff

See Organizational Chart.

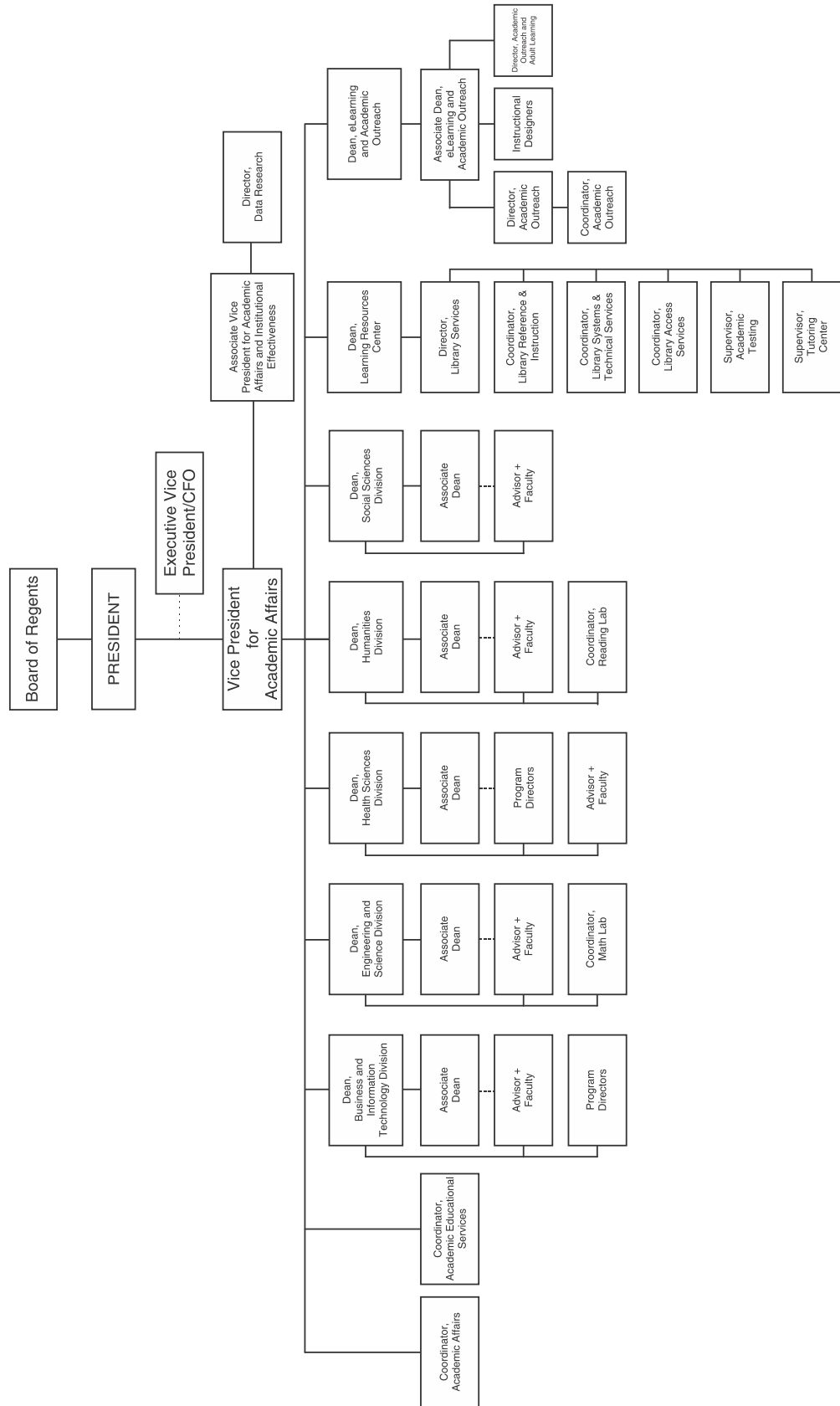
Sec. 1-43. Technology Steering Committee

- (a) Voting members are as follows:
 - (1) **Chairperson. Vice President for Information Technology**
 - (2) **Vice President for Academic Affairs**
 - (3) **Executive Vice President/CFO**
 - (4) **Vice President for Student Affairs**
 - (5) **Vice President for External Affairs**
 - (6) **Vice President for Government and Military Relations**

Sec. 1-44. Technology Advisory Committee

- (a) Voting members are as follows:
 - (1) **Chairperson.** Vice President for Information Technology.
 - (2) **Administrative Services.** Two members appointed by the Executive Vice President/CFO.
 - (3) **Classified Staff Member.** One member appointed by the Classified Staff Association.
 - (4) **Information Technology.** One member appointed by the Vice President for Information Technology.
 - (5) **Dean.** One Division Dean appointed by the Vice President for Academic Affairs.
 - (6) **Dean, Learning Resources Center.** Permanent member.
 - (7) **Faculty.** One faculty member from each division appointed by the academic division dean.
 - (8) **Learning Resources Center.** One member appointed by the Dean, Learning Resources Center.
 - (9) **President's area.** One member appointed by the President.
 - (10) **Student.** One student appointed by the Student Senate.
 - (11) **Student Affairs.** Two members appointed by the Vice President for Student Affairs.
 - (12) **Director, Distance Learning.** Permanent member.
 - (13) **External Affairs.** Two members appointed by the Vice President for External Affairs representing Continuing Education and Marketing.
- (b) **Term of office.** The term of office is two years.
- (c) **Meetings.** Meets monthly, with proposals to be considered due two working days prior to the meeting.
- (d) **Functions.**
 - (1) **Review services.** To review all proposals for the development or acquisition of new computer-based services.
 - (2) **Review proposals.** To review all proposals for the revision of current computer-based services.

- (3) **Recommend implementation.** To recommend to the Steering Committee proposals that are consistent with the objectives and priorities of the College;
- (4) **Define priorities.** To define the relative priorities of the proposals recommended for implementation.
- (5) **Monitor progress.** To monitor the progress toward the proposals recommended for implementation.
- (6) **Evaluate.** To evaluate the results of the implementation efforts.



ACADEMIC AFFAIRS STAFF AND COMMITTEES

Sec. 1-45. Vice President for Academic Affairs

Sec. 1-46. Vice President for Academic Affairs Staff

See Organizational Chart.

Sec. 1-47. Academic Affairs Committee

(a) **Meetings.** Meets monthly

(b) **Membership**

Vice President for Academic Affairs, Chairperson

Associate Vice President for Academic Affairs and Institutional Effectiveness

Director, Community Learning Center

Dean, Learning Resources Center

Executive Vice President/CFO

Faculty Assessment Coordinator

Division Deans

Registrar/Associate Vice President of Enrollment Management

Two students appointed by Student Senate

Six faculty representatives (Selected by Faculty Senate for two-year terms, not to be immediately succeeding. One faculty representative is selected from each division and one representative at large.)

(c) **Functions**

(1) **Recommendations.** To make policy recommendations to the President concerning academic affairs which the committee feels will improve coordination of operations and instruction.

(2) **Discussion.** To discuss problems and procedures which relate to the academic area of the College.

(3) **Coordination.** To improve coordination of functions which will result in better instruction.

(4) **Resolution.** To resolve areas of misunderstanding and work toward an orderly and harmonious working relationship through the academic area.

(5) **College credit.** To discuss and recommend policies concerning College credit, and to recognize knowledge gained through nontraditional modes, transfer of credits, etc.

(6) **Subcommittees.** To organize subcommittees as needed to study and present recommendations concerning academic affairs. Two standing committees follow:

(A) **Faculty Evaluation Committee.** This Committee is designed to review the procedures for evaluation of faculty, including student evaluation, peer evaluation, self-evaluation, and administrator's evaluation and to make recommendations for changes in the evaluation process and evaluation instruments. This committee will make recommendations to the Academic Affairs Committee. Membership follows:

(i) Two faculty members who are also members of the Academic Affairs Committee (The faculty member, serving second year, serves as chairperson and the other faculty member, serving first year, serves as chairperson-elect)

- (ii) One faculty member of each division selected for two-year terms by Faculty Senate
 - (iii) One representative from Student Affairs
 - (iv) Associate Vice President for Academic Affairs
 - (v) One professional/administrative representative selected by the Professional/ Administrative Staff Association.
 - (vi) One representative from student body
 - (vii) Vice President for Academic Affairs (ex officio)
 - (viii) Division Dean, rotating every two years
- (B) **Honors Committee.** This Committee is designed to oversee, evaluate, and make recommendations concerning the Honors Program. Recommendations will be made to Academic Affairs Committee. Membership follows:
- (i) One faculty member from each Division Curriculum Committee
 - (ii) One Division Dean
 - (iii) One other administrator from Academic Affairs Committee
 - (iv) Ex Officio members: Associate Vice President for Academic Affairs
 - (v) One student representative
- (C) **Online Practices Committee.** This committee, a subcommittee of the Academic Affairs Committee, is charged with recommending and developing processes to assure the quality of the online and hybrid courses offered at Rose State College in order to achieve the best possible student learning outcomes. Recommendations will help the College meet the needs of the accreditation review board, as well as adapt to changes in national educational policies. (Note: The Online Practices Committee focuses on the planning, preparation, and technical support for online courses, rather than faculty performance.) Membership follows:
- (i) Ten faculty members (two from each division)
 - (ii) Coordinator, Instructional Design
 - (iii) Director, Instructional Technology

Sec. 1-48. Curriculum Committees

(a) College Curriculum Committee.

(1) Membership.

- (A) **Chairperson.** Vice President for Academic Affairs
- (B) **Students.** Two students selected annually by the Student Senate
- (C) **Deans.** Five Division Deans or their representatives
- (D) **Division Curriculum Committee representatives.** Five Division Curriculum Committee Chairpersons or their representatives
- (E) **Resource members** (non-voting):
 - (i) Dean, Learning Resources Center
 - (ii) Five Division Curriculum Committee Chairpersons-Elect or their representatives
 - (iii) Executive Vice President/CFO
 - (iv) Registrar/Associate Vice President of Enrollment Management

(2) Functions.

- (A) **Curriculum changes.** To review and make recommendations concerning curriculum changes recommended by the divisional committees.

- (B) **Problems.** To resolve interdivisional curriculum problems.
- (C) **Articulation.** To analyze and make recommendations concerning curriculum matters relating to state college, university, and high school articulation.
- (D) **Curriculum additions.** To suggest curriculum additions or considerations and refer them to the appropriate divisions.
- (E) **Special projects.** To review and recommend concerning proposals for special instructional projects.
- (F) **Innovation.** To review and recommend concerning instructional innovations and variations from the regular program.
- (G) **Recommendations.** To make recommendations to the Vice President for Academic Affairs concerning all of the preceding.
- (3) **Term of office.** Faculty and student representatives will serve two-year terms, not to be immediately succeeding.
- (4) **Meetings.** Meets monthly.
- (b) **Division Curriculum Committee.**
 - (1) **Membership.** Membership will be no fewer than five faculty members of each division, selected by the faculty of that division and representative of the major disciplines within that division, but may be larger when number and variety of disciplines necessitate. Health Sciences Program Director may serve on this committee.
 - (2) **Term of office.** Members will serve one-year terms (except Chairperson-Elect).
 - (3) **Officers.** The Committee will select a Chairperson and a Chairperson-Elect from its members; these persons will also serve as the faculty representatives to the College Curriculum Committee for a two-year term.
 - (4) **Meetings.** The Committee will meet monthly and at least two weeks before the College Curriculum Committee.
 - (5) **Functions.** The functions of the committees are as follows:
 - (A) **Review.** To periodically review all courses and programs within the Division.
 - (B) **New courses/programs.** To consider possibilities and recommendations for new courses and programs for all disciplines within the Division.
 - (C) **Course syllabi.** To assume responsibility for coordinating the updating of course syllabi.
 - (D) **Coordinate textbook selection.** To coordinate textbook selection. Textbook Recommendation forms are available in the offices of Academic Affairs, Division Deans, and the Mail Room.
 - (E) **Submission of recommendations.** To submit recommendations of the committee to the Division Dean, who will submit those he/she approves to the College Curriculum Committee one week before its monthly meeting. Course Action and Program forms are available in the offices of the Vice President for Academic Affairs, Division Deans, "Forms Handbook," and the Mail Room.
 - (F) **Present proposals.** To select other members of the committee or the Division to accompany the Chairperson of the Committee to the College Curriculum Committee to present proposals when deemed appropriate.
 - (G) **Report.** To report proceedings of the Division Curriculum Committee and, in conjunction with the Division Dean, the College Curriculum Committee to Division Faculty.

Sec. 1-49. Advisory Committees

(a) **Functions.**

(1) **Advise and counsel.** An advisory committee is organized to advise and counsel the College administration and to provide closer cooperation and better understanding of the College program in the community represented by its members.

(2) **General.** The general function of a committee is to act in an advisory capacity for development and/or operation of a particular program. Specifically, the committee may perform any of the following functions:

(A) **Development.** Present recommendations involving the development of a new program.

(B) **Liaison.** Provide liaison with the community; assist with promotional activities of the program within the professional community.

(C) **Space and equipment.** Make recommendations concerning space layout and equipment purchases.

(D) **Review standards.** Regularly review and make recommendations about program standards, goals, and objectives.

(E) **Resource.** Help obtain information and serve as a resource person for instructional staff.

(F) **Recruitment.** Assist in the recruitment of students.

(G) **Create opportunity.** Help arrange clinical or field experience opportunities for students.

(H) **Employment assistance.** Aid program graduates in finding employment.

(I) **Evaluation.** Assist in the regular evaluation of the program relating to manpower needs.

(J) **Program content.** Consider and recommend activities to maximize the applicability of the program content to the world of work.

(K) **Finances.** Identify external sources of financial support for the program.

(L) **Continuing education.** Help the program provide continuing education and in-service education opportunities for the community.

(M) **Site visits.** Cooperate with accreditation/evaluation site visit teams.

(b) **Member selection.**

(1) **Qualifications.** While of the program, there are several characteristics common to all of them:

(A) **Interest.** Interest in the educational goal and objectives of the program.

(B) **Experience.** Competency and experience in the career area as a producer or consumer. qualifications of advisory committee members will vary somewhat depending on the nature

(C) **Time.** Adequate time available to spend on the advisory committee.

(2) **Organization.** While the size of the committees may vary in a few instances, most will contain five to seven external members. The College will be represented on each committee by program directors and/or faculty. The Associate Vice President for Academic Affairs will serve as an ex-officio member. Minutes will be taken for each meeting. A complete record of these minutes will be kept on file in the Office of the Associate Vice President for Academic Affairs and Institutional Effectiveness. When

appropriate, representatives of other organizations and agencies such as the State Regents for Higher Education will be invited to meetings.

(3) **Comprehensiveness.** Effectiveness of advisory committees depends in part on the extent to which the membership is representative of the community to be served. Where applicable, an effort is made to include advisory committee members representative of diverse groups.

(4) **Official Appointment.** Annual recommendations for appointment will be forwarded during the fall semester. Recommendations for appointment to the committee will be forwarded by program faculty, members of the committee, or any other resource person. External accreditation guidelines may apply for some programs. Recommendations are forwarded to the appropriate Division Dean, who will forward them to the Office of Academic Affairs for review and recommendation. Final approval and appointment will come from the President of the College, who will send each committee member an official letter of appointment. The Advisory Committee Recommendation form is available in the office of Academic Affairs, the Mail Room, and the Rose State College forms handbook online.

(c) **Term of appointment.** Advisory committee members are appointed annually at the beginning of the fall semester for one-year terms. Members may be reappointed as necessary to ensure continuity of activity.

(d) **Meetings.** Each program advisory committee will meet at least once each academic year. Meetings will be held on campus unless previous permission is granted by the Division Dean or other appropriate administrator. Recommended agenda topics include, among others:

- (1) Review and approve minutes from previous meetings(s).
- (2) Review statistics regarding productivity of the current program (majors, graduates, and course enrollment data).
- (3) Review the Program's Expected Outcomes. Revise and approve, as needed.
- (4) Review the content of current degree plan(s). Revise and approve, as needed.
- (5) Identify areas where change may necessitate program modifications in the future.
- (6) Identify sources of potential majors.
- (7) Identify sources of enrollment for interns and employment for graduates.

Sec. 1-50. Sabbatical Leave Committee

(a) **Statement of Purpose of Sabbatical Leave.** A policy of sabbatical leave should be foremost in an institutional program of faculty, administrative, and professional staff development. Such policies give opportunities for renewed and expanded intellectual achievement through continued studies, writing, research, suitable work experiences, and travel. They allow the faculty and staff to remain current and knowledgeable in their academic and technical disciplines and strengthen their contribution to the academic environment. Increased faculty and staff competencies allow the College to fulfill its institutional goals.

(b) **Faculty eligibility.** After six years of continuous service, a tenured full-time (teaching/equated 15 hours per semester), regular faculty member may receive, upon recommendation of the President and approval of the Rose State College Board of Regents, sabbatical leave to enhance her/his professional qualifications and teaching effectiveness. Three faculty members per year may be granted such leave for further study, travel, or other activity which would benefit the individual and the College. A faculty member who requests sabbatical leave for the purpose of further graduate study should already have demonstrated personal

initiative by completing no less than eighteen graduate hours toward her/his degree objective before applying for the sabbatical leave. Faculty may apply for leave of one academic year at one-half pay or for a leave of one-half year at full pay, provided they give a written agreement to return to the service of the College for a period three times as long as the duration of leave granted unless released by mutual agreement. Applications must be submitted to the appropriate Division Dean during the period from September 15 to the last working day in October. The Division Dean will in turn forward the proposal(s) to the Sabbatical Leave Committee chairperson within one week for evaluation by the Committee and recommendation to the Vice President for Academic Affairs. The Vice President will in turn make recommendations to the President for submission to the February Board of Regents' meeting.

(c) **Administrative/Professional/Managerial eligibility.** After six years of continuous service, a full-time administrative, managerial, or professional staff member also may receive, upon recommendation of the President and approval of the Rose State College Board of Regents, sabbatical leave to enhance her/his professional qualifications. One administrator or professional per year may be granted such leave for further study, travel, or other activity which would benefit the individual and the College. An administrator/professional/managerial staff member who requests sabbatical leave for the purpose of further graduate study should already have demonstrated personal initiative by completing no less than eighteen graduate hours toward her/his degree objective before applying for the sabbatical leave. Administrators and/or professionals may apply for a leave of one academic year at one-half pay or for a leave of one-half academic year at full pay, provided they give a written agreement to return to the service of the College for a period three times as long as the duration of leave granted unless released by mutual agreement.

(d) **Selection procedure.** The Vice President for Academic Affairs will call a meeting of the Sabbatical Leave Committee between September 15 and October 1 to elect a committee chairperson. Applications must be submitted during the period from September 15 to the last working day in October to the appropriate administrative officer. The appropriate administrative officer will in turn forward the proposal(s) to the Sabbatical Leave Committee Chairperson within one week for evaluation by the Committee and recommendation to the Vice President for Academic Affairs. The Vice President will in turn make recommendations to the President for submission to the February Board of Regents' meeting.

(e) **Committee membership.**

(1) **Faculty.** Five faculty members, one from each division chosen by the division faculty before May 1 in the appropriate (every other) year

(2) **Dean.** One Division Dean appointed by the Vice President for Academic Affairs

(3) **Professional/administrative.** One (1) professional and one (1) administrative staff member elected by the Professional/Administrative Staff Association.

(f) **Term of office.**

(1) Committee members will serve two-year terms.

(2) The Chairperson shall be a committee member serving in her/his second year.

(g) **Committee activities and responsibilities.**

(1) **Evaluation of applications.** As they evaluate the applications, the committee shall consider the following criteria for sabbatical selection but will not limit the criteria to the list nor consider the order of listing as a priority:

(A) **Value.** Value of sabbatical project to the College.

(B) **Degree.** Completion of advanced degree.

- (C) **Resident requirement.** Completion of resident requirement for an advanced degree (full-time as defined by the graduate college).
- (D) **Research and publication.**
- (E) **Curriculum and materials development.**
- (F) **Travel.** Planned and approved travel and/or work experience related to the subject field.
- (G) **Knowledge.** Renewal of knowledge in the subject field.
- (2) **Comparable proposals.** If sabbatical proposals of comparable merit are received, the person applying for her/his first sabbatical leave will be given preference over the applications of persons who have previously received sabbatical leave.
- (3) **Oral presentation.** In addition to the written form, an oral presentation may be required by the committee or requested by any applicant in order to further clarify the application.
- (4) **Ranking.** After the committee ranks the applications, the committee chairperson will then forward the information to the Vice President for Academic Affairs no later than December 15.
- (5) **Budget restrictions.** In the event budget restrictions necessitate partial implementation, opportunity for consideration will be given to faculty and professional/administrative staff on an alternating basis.
- (h) **Related topics.**
 - (1) **Status of employment.** When an employee is on sabbatical leave, she/he shall retain her/his full time status for the purpose of salary and fringe benefit adjustments for the next year.
 - (2) **Benefits.** All benefits provided to a College employee shall be continued while any College employee is on sabbatical leave.
 - (3) **Reporting.** Upon completion of sabbatical leave, all persons shall file within sixty days a written report of accomplishment to the appropriate administrative officer. An official transcript will serve in lieu of a written report for full-time graduate study sabbatical leave.
 - (4) **Implementation.** Implementation of this policy is dependent upon the current budget and staffing situation and subject to the recommendation of the College President and final approval by the Board of Regents. The establishment of this policy does not obligate the College to provide sabbatical leave nor confer any rights to sabbatical leave to any College employee.
 - (5) **Breach of agreement.** In the event of breach of the conditions of the agreement by the employee regarding the granting of sabbatical leave, the College may take such action as is deemed appropriate.
- (i) **Application forms.** Application for sabbatical leave forms are available in the offices of the President, Vice Presidents, and Division Deans.

Sec. 1-51. Academic Grade Appeals Committee

- (a) **Functions of the Committee.** The Academic Grade Appeals Committee provides an opportunity for students to challenge a final grade if a solution cannot be reached through proper academic channels. Examples of such appeals may include students' requests to meet with the Committee for a review of a professor's grading policies, communicative abilities, and attendance

reporting procedures. The Committee will not address requests to change an assigned grade, including a “W,” to a Drop nor will the Committee review appeals regarding the faculty/administrative assignment of an Administrative Withdrawal. Also, the Committee will not accept or address appeals requesting an Incomplete for a course. Appeals for final grade review must be made within 90 working days after the grade in question appears on the permanent record, or a special extension of time must be granted by the Vice President for Academic Affairs. Information concerning procedures to be followed is available from the Associate Vice President for Academic Affairs (FA 100).

(b) **Membership.**

- (1) **Chairperson.** Associate Vice President for Academic Affairs.
- (2) **Registrar/Associate Vice President of Enrollment Management.**
- (3) **Dean.** One Division Dean, selected by the Vice President for Academic Affairs to serve one year.
- (4) **Faculty.** Two faculty members selected by the Faculty Senate to serve one year.
- (5) **Student.** One student selected by the Student Senate to serve one year.

(c) **Meeting Schedule.**

- (1) **Fall and Spring Semesters.** Normally on Thursday afternoon during the fourth week of the sixteen-week session. Normally on Thursday afternoon during the twelfth week of the session.
- (2) **Summer Semester.** Normally no meetings. Should a meeting be required, a meeting will be scheduled during the fourth week of the 8-week summer session.

Sec. 1-52. Learning Resources Committee

(a) **Membership.**

- (1) **Chairperson.** Dean, Learning Resources.
- (2) **Faculty.** One representative from each of the five divisions, chosen by division faculty.
- (3) **Student Affairs.** One Representative from the Counseling Staff.
- (4) **Students.** Two students selected by the Student Senate.
- (5) **Administrator.** Administrator elected by the Administrative Council.
- (6) **Professional/Administrative.** One professional/administrative staff member elected by the Professional/Administrative Staff Association.
- (7) **Head Librarian**

(b) **Functions.**

- (1) **Recommend.** To discuss and recommend to the Vice President for Academic Affairs ways of making the Learning Resources Program more effective.
- (2) **Consider.** To consider requests for new instructional services and material and make recommendations to the Vice President for Academic Affairs.
- (3) **Evaluate.** To evaluate the effectiveness of instructional services and material of the Learning Resources Center.
- (4) **Innovation.** To encourage and give guidance to staff members who wish to try innovative approaches to instruction or who wish to do some institutional research.
- (5) **Liaison.** To serve as liaison among the Learning Resources staff, faculty, and students in developing better library service and faculty/student cooperation with the Library program.

(c) **Term of office.** Members will serve two-year terms.

- (d) **Meetings.** Meetings are generally held at 2:00 p.m. the first Wednesday in the months of September, October, November, February, March, and April.

Sec. 1-53. Academic Assessment Committee

The Academic Assessment Committee, with assistance from the Academic Affairs Office, plans, organizes, and reports the assessment of student academic achievement, including entry-level assessment and placement, assessment of general education outcomes, and exit or program outcome measurement. In addition, the committee will be responsible for annual assessment reports to the Oklahoma State Regents for Higher Education, and responses to other external agencies such as North Central Association as required.

(1) **Voting members are as follows:**

- (A) **Chairperson.** Appointed from faculty or associate dean representatives.
- (B) **Associate Vice President for Academic Affairs and Institutional Effectiveness.**
- (C) **Associate Deans.** One from each division.
- (D) **Faculty Members.** One from each academic division.
- (E) **Executive Vice President/CFO.**
- (F) **Director, Instructional Support and Online Learning.**
- (G) **Developmental Math Representative.**
- (H) **Developmental English/Reading Representative.**
- (I) **Professor, Education Programs.**

(2) **Ex officio members are as follows:**

- (A) **Vice President for Academic Affairs.**
- (B) **Vice President for Student Affairs.**

Sec. 1-54. Professional Development Committee

(a) **Membership.**

- (1) **Chairperson.** Vice President for Academic Affairs
- (2) **Faculty.** Members of the Faculty Development Committee selected by the Faculty Senate.
- (3) **Professional/Administrative.** Two representatives elected by the Professional/Administrative Staff Association.
- (4) **Classified.** Two classified staff representatives elected by the Classified Staff Association.
- (5) **Ex officio.** Senior Director of Human Resources/Affirmative Action Officer and Executive Director, Foundation and Resource Development.

(b) **Term of office.** The members will serve two-year terms.

(c) **Meetings.** The Committee meets quarterly.

(d) **Functions.**

- (1) **Review suggestions.** Gather, present, and review professional development suggestions from faculty and staff members.
- (2) **Planning.** Assist in planning and conducting programs.
- (3) **Evaluation.** Assist in evaluating programs.
- (4) **Information for campus.** Provide information concerning development activities to faculty and staff.
- (5) **Information for committee.** Provide information concerning materials, off-campus conferences, seminars, etc., to other members of the committee.

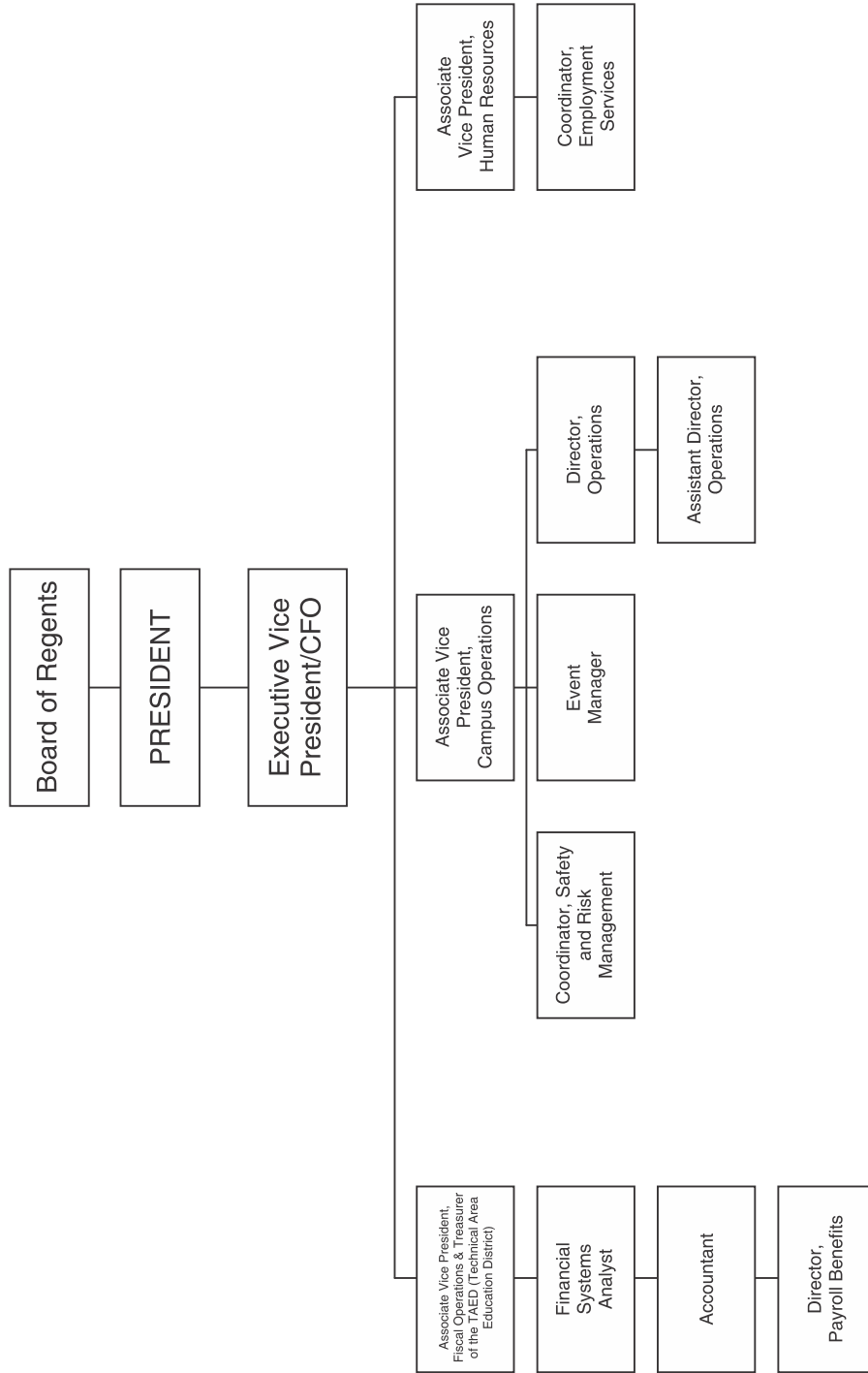
(6) **Committee member.** Recommend one Committee member each year to attend regional or national faculty and staff development meeting.

(7) **Professional development activities and project recommendations.** Make recommendations to the Executive Council concerning professional development activities and projects.

Sec. 1-55 through 1-58. (Reserved for future use)

ROSE STATE COLLEGE | ADMINISTRATIVE SERVICES

ORGANIZATIONAL FLOW CHART



ADMINISTRATIVE SERVICES STAFF AND COMMITTEES

Sec. 1-59. Executive Vice President/CFO

Sec. 1-60. Executive Vice President/CFO Staff

See Organizational Chart. (Rev. 07/17)

Sec. 1-61. Advisory Committee for Campus Operations and Capital Improvements

(a) **Problems.** The committee will function as an advisory committee to address issues and develop priorities regarding campus facilities and capital improvements.

(b) **Chairperson.** The chairperson of the committee will be the Senior Director, Operations. The Director, Special Services and Student Outreach, will be the chairperson of the standing subcommittee for program accessibility.

(c) **Membership.**

(1) **Student Affairs.** One representative from Student Affairs selected annually by the Vice President for Student Affairs.

(2) **Academic Affairs.** One representative from Academic Affairs selected annually by the Vice President for Academic Affairs.

(3) **Director of Operations.**

(4) **Coordinator, Wellness Program.**

(5) **Coordinator, Safety, Security and Risk Management.**

(6) **Director, Residence Life.**

(7) **Director, Student Engagement.**

(8) **Faculty.** Faculty Representative selected annually from Faculty Senate.

(9) **Classified Staff Association Representative.** Selected annually by the Classified Staff Association.

(10) **Professional/Administrative Staff Association Representative.** Selected annually by the Professional/Administrative Staff Association.

(11) **President's Staff.** (Includes all Vice Presidents and Executive Directors.)

(12) **Student.** One student selected annually by the Student Senate.

(13) **Advisory.** One advisory member from the Department of Rehabilitation Services.

(14) **Senior Director, Human Resources AAO**

(d) **Meetings.** The committee will meet once in each of the fall and spring semesters and may be called to meet as needed.

(e) **Committee goals.**

(1) **Facilities.** To review requests for facility modifications/renovations and to prioritize such requests based on campus need and budgetary constraints. To ensure that new construction and renovations of facilities meet the requirements of the disabled on campus.

(2) **Programs.** To maintain accessibility of programs.

(3) **Federal Regulations.** To maintain an operational understanding of the legal aspects of Federal Regulations affecting students, employees, and the public, including those with disabilities.

(4) **State and other regulations.** To maintain an operational understanding of the Oklahoma Hazard Communication Standard as well as safety requirements of other government regulatory agencies.

- (5) **Recommendations.** To recommend and prioritize campus facility modifications and renovations based on campus need and budgetary constraints, as well as developing procedures for implementing new requirements affecting safety and security for students, employees, and the public, including those with disabilities.
- (6) **State and federal funds.** To request from the Grants and Contracts Office current information pertaining to state and federal funds available for use in meeting established needs of the disabled and meeting safety requirements of the campus.
- (7) **ADA guidelines and regulations.** To recommend procedures and guidelines for implementation of the Americans with Disabilities Act. The President's Staff will serve as an Executive Committee to consider requests for accommodations that require expenditure of substantial amounts of funds, renovation of facilities, and/or purchase of special equipment and make recommendations to the College President. The President's Staff will also serve as the ADA Grievance Committee to consider grievances from students, employees, and members of the community requested through the ADA Coordinator for accommodations that were denied. The ADA Grievance Committee will make recommendations to the President of the College, whose decision will be final. The committee will also be responsible for the development, implementation, and annual review of the College's ADA Transition Plan.
- (8) **Exposure control plan.** To annually review and recommend appropriate changes in the College's Exposure Control Plan for Bloodborne Pathogens. (*Rev. 05/16*)

Sec. 1-62. No smoking and other tobacco use policy

Rose State College is a tobacco-free campus. See Sec. 4-100.

Sec. 1-63. Advisory Committee on Safety and Security

- (a) **Functions of the Advisory Committee on Safety and Security.** The Advisory Committee on Safety and Security provides guidance on issues that impact the safety and security of students, faculty and staff at the College. The committee, comprised of RSC faculty, staff and students, as well as local law enforcement and emergency management professionals:
 - (1) Promotes the ongoing assessment of the quality of personal safety policies, practices, procedures and programs through the use of surveys, examination of critical incidents and crime statistics provided by the RSC Security staff;
 - (2) Reviews and recommends improvements in safety education programs to ensure appropriate focus on personal safety issues;
 - (3) Reviews and recommends improvements to campus preventative and operational policies on a variety of safety and security related topics;
 - (4) Reviews the annual security report required by the Clery Act prior submission to the Executive Vice President/CFO;
 - (5) Provides guidance and evaluation of the RSC Emergency Response Plan, policies and procedures, along with recommendations for improvements to the ERP.
- (b) **Membership** (*Rev. 07/18*)
 - (1) Chairperson: Coordinator, Safety, Security and Risk Management
 - (2) Vice President of External Affairs
 - (3) President, Faculty Senate
 - (4) President, Student Senate
 - (5) MWC Police Department Representative

- (6) MWC Fire Department Representative
- (7) Campus Security Services Representative
- (8) Rose State College Information Technology Department
- (c) **Meeting Frequency.** The Advisory Committee on Safety and Security shall meet on a quarterly basis in the months of January, April, July, and October. The Advisory Committee will also convene on an as needed basis to address time sensitive safety and security issues.

Sec. 1-64. Advisory Committee on Dining and Food Service

- (a) **Functions of the Advisory Committee on Dining and Food Service.** The Advisory Committee on Dining and Food Services purpose is to serve in an advisory capacity to the Executive Vice President/CFO. The committee assists in reviewing, approving and conducting surveys and providing recommendations for improvements to dining services and/or modifications to dining related policies, procedures and programs. Comprised of individuals with a vested interest in the operation of the College's Dining Program, the Committee will:
 - (1) Review issues related to the operation of the RSC Dining Program, including contract operations, facilities, complaints and recommendations;
 - (2) Provide recommendations on modifications to, or implementation of new, policies, procedures and programs directed at the efficient management of the RSC Dining Program;
 - (3) Analyze current contract dining operation statistics and report to identify areas of improvements that promote a healthy and satisfying customer dining experience;
 - (4) Provide recommendations on marketing/promotional methods and activities that stimulate the use of the College's dining facilities.
- (b) **Membership**
 - (1) Chairperson, Senior Director, Operations
 - (2) Director, Operations
 - (3) Vice President for External Affairs
 - (4) Vice President for Student Affairs
 - (5) Director, Residence Life
 - (6) President, Faculty Senate
 - (7) President, Student Senate
 - (8) Senior Director, Student Life
 - (9) Director, Student Engagement

Sec. 1-65. Energy Management Committee

- (a) **Sustainability Vision.** As an educational institution and a community leader, Rose State College embraces and fosters sustainability to ensure environmental stewardship is encompassed in its policies, actions, and activities. As a result, the College will:
 - 1. Nurture environmental stewardship and literacy across the curriculum.
 - 2. Commit to the design and construction of campus facilities using green building materials and methods.
 - 3. Expect all members of the college community (administration, faculty, staff, and students) to consider environmental stewardship in day-to-day decisions.

4. Engage the community in open dialogue about sustainability, sharing insights and models of responsible practice.
5. Encourage the use of vendors that demonstrate their commitment to sustainability.
6. Measure and assess our performance as responsible stewards.
7. Develop administrative and training procedures in conformity with this policy.

(b) Purpose of Committee. The Committee shall:

1. Provide an advisory service to the President and Executive Council on any matters or conditions pertaining to sustainability, environmental issues, and related activities.
2. Develop campus strategic plan recommendations that implement and promote the sustainability vision.
3. Recommend programs and practices that integrate sustainability into all aspects of the institution.
4. Promote and educate sustainability to the communities served by the College.
5. Monitor and track campus energy usage, recycling efforts and waste reduction.
6. Serve as a focal point for campus sustainability.

(c) Meetings. The Energy Management Committee, chaired by the Coordinator, Safety, Security and Risk Management, shall meet on a periodic basis.

(d) Members. Members of the Sustainability Committee will be assigned by the President and may include:

- Dean of Engineering and Science
- Director, Operations
- Director of Information Technology
- Marketing Director
- Environmental Coordinator
- Senior Director, Campus Operations
- Professor, Environmental Sciences
- Member of the Faculty Senate
- Member of the Student Senate

HUMAN RESOURCES/AFFIRMATIVE ACTION OFFICE STAFF AND COMMITTEES

Sec. 1-66. Senior Director, Human Resources/Affirmative Action Officer

Sec. 1-67. Senior Director, Human Resources/Affirmative Action Officer Staff
See Organizational Chart. (Rev. 07/15)

Sec. 1-68. Committees

(a) Institutional Affirmative Action Compliance Committee. See personnel chapter for committee membership and description.

(b) Sexual Harassment Grievance Committee. See personnel chapter for committee membership and description.

Sec. 1-69. Compliance with the Americans with Disabilities Act

(a) Policy statement. The policy of Rose State College ("RSC") is to comply with the requirements of the American with Disabilities Act of 1990, Public Law 101-336, as amended by

the ADA Amendments Act of 2008 (ADAAA), Public Law 110-325. The College will continue its practice of nondiscrimination against the disabled in employment and in their access to the facilities, programs, and services of the College. Furthermore, the College will provide reasonable accommodation to persons with disability in order for students to have access to educational programs and services, for employees to perform the essential functions of their jobs, and for the general public to have access to on-campus public events and services available to the public.

(a) STATEMENT OF ROSE STATE COLLEGE'S OBLIGATION

Rose State College is obligated under Title II and Section 504 to provide appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability. Rose State College complies with Section 504 of the Rehabilitation Amendment Act and the Americans with Disabilities Act. Students with disabilities are provided with a physically accessible campus and special services designed to meet their needs. Special parking is provided for people with disabilities; and there are ramps, elevators, and covered walkways to the classroom buildings. Adaptive Technology is available for student use on campus by contacting Student Access Services.

(b) STUDENT ACCOMMODATIONS

Students with disabilities requiring accommodations to access programs of instruction and/or services will make the initial request and provide official documentation for accommodations to the Coordinator of Student Access Services, located in the Learning Resources Center (LRC), room 106. The telephone number is 405-733-7407. The Coordinator of Student Access Services will review the documentation, engage in an interactive process with the student, coordinate with faculty, staff, or administrators to consider the request and provide the appropriate accommodations.

While early requests are recommended, at no point throughout the semester is a request for accommodations from a student denied consideration; however, accommodations will not be retroactive. Therefore, early implementation of the process is definitely in the student's best interest. The student desiring academic adjustments and/or auxiliary aids will be advised to request their specific accommodations two-to-four weeks before the beginning of each semester in order to assure that timely communication is given to faculty and staff.

Students are provided with the contact information to make an appointment with the Coordinator of Student Access Services. This information is provided in the Student Access Services brochure (available in all initial contact offices including all academic advisement offices), the RSC Catalog, the Student Handbook, the RSC schedule book and online at www.rose.edu. This information is also included in each class syllabus with a uniform statement with contact information.

1. PROCESS TO RECEIVE ACCOMMODATIONS

a. Initial Appointment

- i. Student secures documentation from a diagnosing professional. This may be a copy of the psycho-educational evaluation from high school (may be with an IEP); or it may be a note from a medical doctor or therapist concerning the diagnosis of the disability.

Note about documentation: When a student makes an inquiry about the procedure of securing accommodations at Rose State College, the student is instructed to "Secure documentation from your diagnosing

professional.” Rose State College does not provide evaluations of students’ disabilities. It is the student’s general responsibility to ensure the documentation submitted by the appropriate professional is sufficiently detailed to allow the Student Access Services Coordinator to correlate the diagnosed disability with the accommodations being requested as part of the interactive process. After reviewing the student’s documentation submitted, if there is question as to the legitimacy of the information provided, the College may request its own evaluation. If the College exercises this right under these circumstances, attainment of the required information will be at College’s expense.

For more information please reference the OCR Bulletin, Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities, September 2011. It may be found online:

<http://www2.ed.gov/about/offices/list/ocr/transition.html> .

ii. Documentation should include:

- Diagnosis of condition (including relevant assessment/evaluation results/data);
- Information about duration, severity, and/or prognosis;
- A sentence or two concerning the manner in which the disability will impact performance in the classroom or related to completing coursework.

iii. Student submits documentation to the Coordinator of Student Access Services. Documentation may be faxed to: 405-733-7549; or emailed to jgriffith@rose.edu; or mailed to Coordinator of Disability Services, Rose State College, 6420 SE 15th Street, Midwest City, OK 73110.

iv. Student completes the Request for Accommodations form online and submits via e-mail to jgriffith@rose.edu, or via fax to: 405-733-7549 (attn.: Janet Griffith).

v. Student makes an appointment with the Coordinator of Student Access Services by calling (405) 733-7373. The Coordinator of Student Access Services’ office is currently located in the Child Development Lab Center, room 109 (building #16 in online campus map). The medical documentation and Request for Accommodations should be submitted prior to making this appointment. Student may bring the Request for Accommodation to the appointment in person if preferred.

vi. Student attends appointment. Student should expect the initial appointment to last about an hour.

b. Interactive Process

During the initial appointment, student discusses his/her educational plans and the functional limitations caused by his/her disability with the Coordinator of Student Access Services. This will include a discussion that appropriate accommodations are those which create equal access for students with disabilities.

Accommodations are determined on a case-by-case basis through an interactive process between the student and the Coordinator of Student Access Services. Consideration is also given to the feasibility and the effect on the academic program in providing a student with a disability access to its educational program prior to consideration of cost.

If a requested accommodation does not seem appropriate based on the above areas, the Coordinator of Student Access Services may identify possible appropriate alternatives to the student. Rose State College will not modify essential course and program requirements. If there are further questions about the appropriateness of an accommodation or adjustment, the Coordinator will schedule a follow up appointment with the student to allow the Coordinator to consult with faculty, program directors, and/or dean to clarify the essential elements. The Coordinator, along with consulted parties, will work to collaboratively identify appropriate accommodations for the student.

Coordinator will meet with the student for the follow up appointment to discuss the accommodations determined by the Coordinator and consulted parties. If agreeable, the Coordinator will provide the student with the required accommodation forms. If not agreeable, the Coordinator will provide the Student with the College's grievance procedure to allow the student to appeal the Coordinator's decision.

Student and Coordinator will repeat all or part of the above process, as necessary, for subsequent semesters. Accommodation forms are only applicable for a single semester.

c. Notification to Faculty of Accommodations Granted

The student then has the responsibility of communicating with faculty and any other relevant staff the provisions of the academic adjustments and/or auxiliary aids approved within the accommodations. Students may choose how approved accommodations are communicated to faculty. Currently two methods are utilized:

- i. Students on campus usually come to the Student Access Services Office each semester to pick up their accommodation forms. For students on campus, the completed forms that include the approved accommodations is given to the student to present to their professors. Any student may request that accommodation forms be emailed to professors. However, even in the email, the coordinator states that the student will email the professor to see if they need to discuss any logistics of implementing the accommodations.
- ii. Online students usually email their request for accommodations each semester. For online students the completed forms are emailed to the professor with a "cc" copy also to the student.

d. Subsequent Semesters

Students on campus usually come to the Student Access Services Office each semester to pick up their accommodation forms. Online students usually email their request for accommodations each semester. For students on campus, the completed forms that include the approved accommodations is given to the student to present to their professors. For online students the completed forms are emailed to the professor with a “cc” copy also to the student. Any student may request that accommodation forms be emailed to professors. However, even in the email, the coordinator states that the student will email the professor to see if they need to discuss any logistics of implementing the accommodations.

The methodology utilized by Rose State College to let students give the accommodation form to each professor has traditionally been a common practice within higher education. This method empowers each student to communicate with each professor concerning the accommodations that have been listed on the accommodation form completed by the Coordinator of Student Access Services. Students are told to use the transmittal of the accommodation form to the professor as a tool to create dialogue with that professor to discuss any details. These accommodations are a product of the student and coordinator working together to identify and implement the appropriate accommodations for each individual student. Accommodations for a student may vary depending on the specific courses enrolled in each semester. For example, a calculator may be approved for a Math course; however, would be inappropriate for most English courses. The accommodations reflect the content and needs of each specific course in relationship to the functional limitations caused by the individual’s disability. The completed and signed accommodation forms are given to the student. The student is instructed to give the accommodation form to each professor before or after the next class and arrange a meeting with the professor to discuss the specifics of the implementation of the accommodations listed. This step has been viewed as a vital step in assisting the student to learn to be his/her own advocate in the transition from common education to higher education; and, also, to help create discussion between the student and each professor. The student is told the form instructs the professor on how to contact the Coordinator of Student Access Services if the professor has any questions. Students are also told to let the coordinator know if there are any questions or concerns they may have as the semester progresses.

Students are informed at this time that each semester they will request accommodation forms for that specific semester’s enrollment. If the student is on campus, they may come to Student Access Services for the completion of these forms. If the student is enrolled in online courses, then the student may email or call the Student Access Services Office to discuss accommodations and request that forms be emailed to the professors. If emailed, the email sent to the professor is copied to the student and it is stated to both the professor and the student that the student will contact the professor to coordinate any necessary details, such as when the test will be in the testing center, when the professor expects the student to complete the exam, etc. As stated previously, any student may request that accommodation forms be emailed to their professors by emailing the Coordinator of Student Access Services.

2. DENIAL OF REQUESTS FOR ACCOMMODATIONS

Accommodations may be denied for two reasons. First, the accommodation may be denied because it is not seen as appropriate based on documentation and/or the interview with the student concerning functional limitations created by the disability. For example, a student may request untimed tests; however, the documentation and the interview establish that no functional limitation of the disability has suggested that it might be accommodated by giving the student additional time. The second reason to deny an accommodation would be if it is considered not appropriate due to altering a fundamental component of the course and/or program. At that point accommodations will be placed on hold until the subject can be discussed with the faculty, department head, and/or the dean or associate dean to determine the appropriateness and whether the requested accommodation interferes with an essential component of the course.

If a student's requested accommodation is denied, the student will be provided a written detailed explanation of the process the College used to make the decision.

This written notification will include the information needed for the student to appeal the decision using the Rose State College grievance process. Information about this process will be provided to students upon request. *(Rev. 07/17)*

(d) **Employees' accommodations.** Employees with disabilities requiring accommodations in order to perform the essential functions of their jobs may make the initial request to their immediate supervisor, who will then either 1) confer with the Senior Director, Human Resources/Affirmative Action Officer or 2) refer the employee to the Senior Director, Human Resources/Affirmative Action Officer. However, employees may also make the initial request to the Senior Director, Human Resources/Affirmative Action Officer.

(1) **Disability verification.** The College may require a physician's statement or a statement from appropriate professionals to verify the disabilities for which the accommodation is requested. Employees may appeal the denial of a request for accommodation by following the grievance procedure as described in the personnel chapter.

(2) **Reporting of accommodations.** College staff should report all accommodations provided to employees to the Senior Director, Human Resources/Affirmative Action Officer who is the ADA Coordinator.

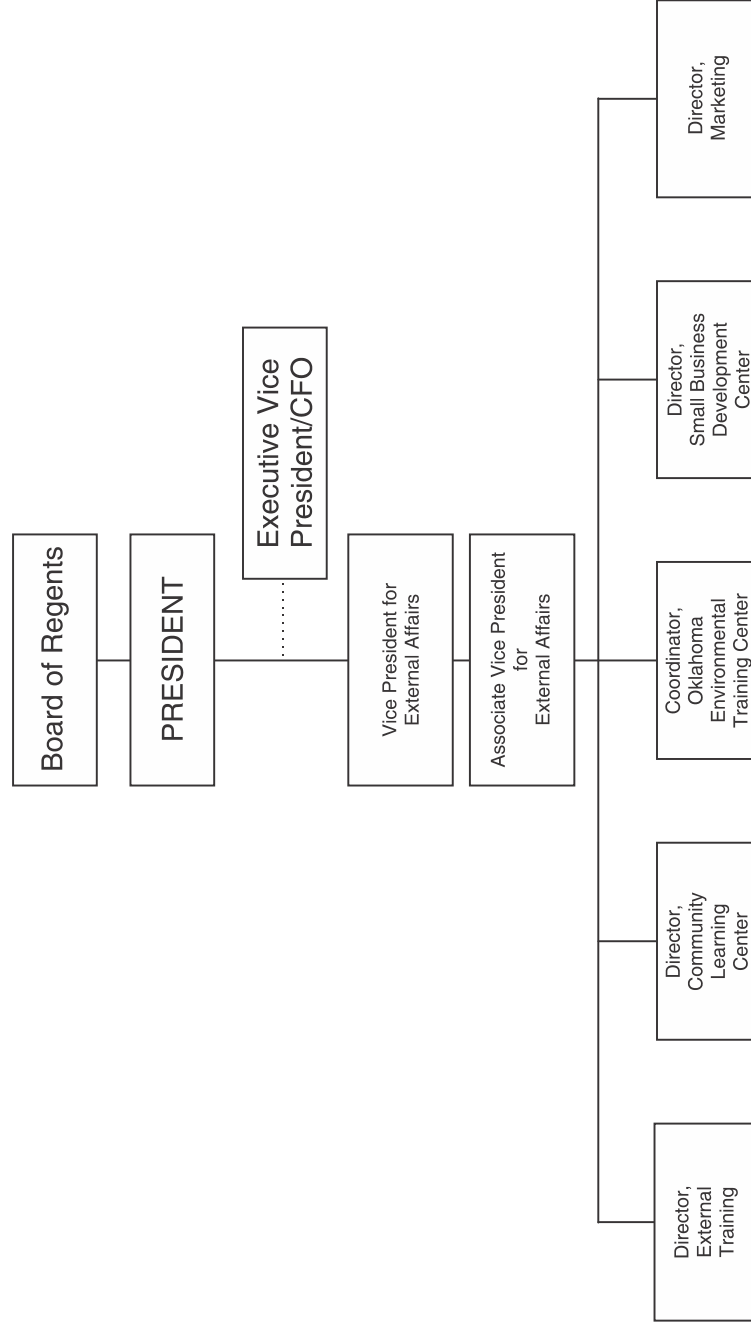
(e) **General public access.** Members of the general public requesting accommodation in order to have access to on-campus events and services should make the request for accommodation to the appropriate College official responsible for the event or service. Requests should be made as far in advance of the event as possible. If the responsible person for the event is not known, the individual may contact Campus Security at 733-7313 or 627-5649.

(1) **Denial of accommodation and appeal.** Members of the general public may appeal the denial of a request for accommodation by contacting the College's designated ADA Coordinator who will submit the appeal through the appropriate College channels. The Senior Director, Human Resources/Affirmative Action Officer is the designated ADA Coordinator and may be contacted by telephone at 733-7979 or in Room 104 of the Administration Building.

(2) **Reporting of accommodations.** College staff should report all accommodations provided to the general public to the ADA Coordinator.

ROSE STATE COLLEGE | EXTERNAL AFFAIRS

ORGANIZATIONAL FLOW CHART



EXTERNAL AFFAIRS STAFF AND COMMITTEES

Sec. 1-70. Vice President for External Affairs

Sec. 1-71. Vice President for External Affairs Staff

See Organizational Chart.

Sec. 1-72. Office of External Affairs

The External Affairs department is responsible for providing overall direction for communications and branding, along with support services to all campus divisions.

Services provided include: design and publication; press release and press relations; media buying, both traditional and digital; photography video; social media; web site design and content; market research.

The External Affairs team serves as liaison between Rose State College and its external stakeholders fostering a streamlined approach to information sharing.

The Office of External Affairs maintains the College's Brand Standard Guidelines at the pleasure and direction of the President. The manual documents the College's recommended use of the college logos, trademarks, imagery and processes.

Sec. 1-73. Contact with Reporters

On occasion, reporters for print, broadcast, and emerging or social media contact College staff members directly instead of working through the College's External Affairs Office. There is no objection to this procedure. However, any staff member who is contacted and either gives a statement to the press or arranges for a subsequent interview is requested to inform the Vice President of External Affairs. This is an informational procedure only, and the cooperation of the staff is requested.

Sec. 1-74. Use of College Logo

The use of the Rose State College Logo assures a coordinated and consistent representation of signature and symbol in communications that represent the College.

The use of the Logo and the necessary materials for its use will be prepared and maintained in the External Affairs and office and will be available for anyone who needs to use the College Logo in an institutional capacity. Official electronic files of the College Logo in various formats may be obtained from w:\web development\logo.

Sec. 1-75. Rose State College Social Media Policy

Rose State College welcomes interaction from faculty, staff and students with the official RSC social media platforms, such as Facebook, Twitter, Instagram, LinkedIn, Snapchat, etc.

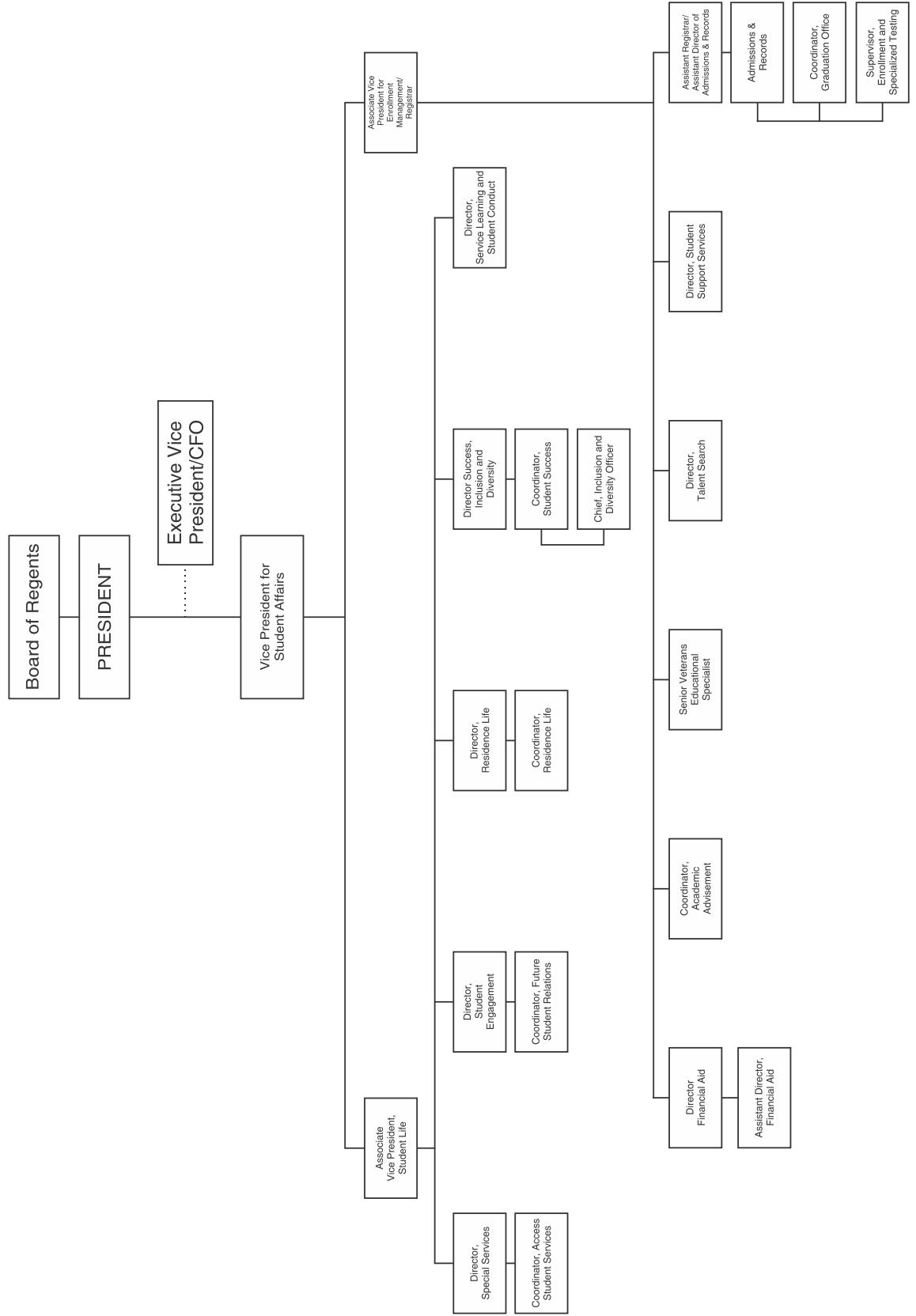
Social media is an excellent platform in which to engage with students, the academic community, and the general public. Rose State College reminds its faculty and staff that these sites are not private and, as with any Internet site, their security cannot be guaranteed.

Information posted on these sites is not always secure and private, even when utilizing proper security settings. Faculty and Staff should take this into consideration, and use discretion when deciding whether to post personal information about themselves or others (faculty, staff, or students) on these sites. As a reminder, faculty/staff are expected to represent the college in a professional manner when utilizing college social media.

Any content or comments deemed to be unlawful, spam, and/or threatening against Rose State College students, faculty, staff, guests, or others or to the college's network or computing systems will be removed and reported to the site on which the content or comments appeared. Content and comments intended to promote commercial products or services are not permitted on Rose State College branded social media, and will be removed.

The office of External Affairs maintains all official Rose State College social media pages (any platform branded as Rose State College). New additional social media pages not already in existence for individual programs, departments, groups, or any other organization related to Rose State College that intends to represent the college in any capacity, may be created and managed by those departments with the permission of the office of External Affairs.

Any questions/inquiries related to the social media policy, or the marketing of Rose State College via social media platforms, can be sent to marketing@rose.edu.



STUDENT AFFAIRS STAFF AND COMMITTEES

Sec. 1-76. Vice President for Student Affairs

Sec. 1-77. Vice President for Student Affairs Staff

See Organizational Chart.

Sec. 1-78. Student Conduct Committee

(a) Membership.

- (1) **Faculty.** Three faculty members elected by the Faculty Senate.
- (2) **Student.** Three students appointed by the Student Senate.
- (3) **Administrator.** One administrator appointed by the President.
- (4) **Alternates.** Each of the above will also select an alternate representative from the respective areas.

(b) Functions.

- (1) **Consider violations.** To consider the cases of students involved in violations of College regulations.
- (2) **Consider appeals.** To consider appeals by students regarding disciplinary decisions made by the Vice President for Student Affairs or the Vice President for Academic Affairs.

(c) Terms. All terms are for one year.

Sec. 1-79. Admissions Committee

(a) Functions.

- (1) **Petitions for admission.** Students who have been placed on Academic Suspension from other colleges or universities may petition for admittance to Rose State College. The student should initially consult with the College Registrar or designate to determine eligibility for admission on a probationary basis. If admission is granted, the student will be informed of the conditions of admission. If a student is not granted admission, s/he may be referred to the Admissions Committee.
- (2) **Petitions for readmittance.** If the 16-week suspension period has passed, the student who has been suspended from Rose State College for a first time may petition for readmittance.
- (3) **Multiple Appeals.** Students who have been suspended from Rose State College more than once may not appeal the suspension.
- (4) **Procedures.** Information concerning the procedures to be followed may be obtained from the Registrar/Associate Vice President of Enrollment Management in the Office of Admissions and Records.

(b) Membership.

- (1) **Chairperson.** Registrar/Associate Vice President of Enrollment Management
- (2) **Director, Financial Aid.**
- (3) **Senior Director, Student Life.**
- (4) **Student Affairs and Representative.** One individual designated by the Vice President for Student Affairs.
- (5) **Faculty.** One Faculty selected by Faculty Senate to serve one year.
- (6) **Student.** One Student selected by the Student Senate to serve one year.

(c) Meeting Schedule.

- (1) **Fall and Spring Semesters.** Normally on the Friday afternoon two weeks before the sixteen-week and eight-week sessions and additional meetings prior to the beginning of semesters as needed.
- (2) **Summer Semester.** Normally on the Friday afternoon two weeks before the eight-week session and additional meetings prior to the beginning of the semester as needed.
- (d) **Recommendation of the Committee.** Following the student's meeting with the Admissions Committee, a recommendation will be forwarded to the Vice President for Student Affairs, who will then notify the Registrar/Associate Vice President of Enrollment Management of the decision.

Secs. 1-80 to 1-87. (Reserved for future use)

GOVERNMENT AND MILITARY RELATIONS STAFF AND COMMITTEES

Sec. 1-88. Vice President for Government and Military Relations

Sec. 1-89. Vice President for Government and Military Relations Staff

SECTION 2

ACADEMIC AFFAIRS

Note: For the Academic Affairs Department, see Chapter II, Sections 1-45 et seq. of this Manual.

Sec. 2-1. Purposes and functions of the College

- (a) **Individuals.** Rose State College is dedicated to providing higher education services to assist each individual with developing his/her educational potential through a comprehensive lower-division program designed to identify and meet needs at all economic and social levels.
- (b) **Access.** As an institution committed to social justice, the College maintains an open-door policy, provides access to higher education for all eligible students, and treats all students fairly and equally with no discrimination on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, or status as a veteran.
- (c) **Community.** As an organization concerned with the well-being of the total community, the College offers those educational and community service programs best calculated to improve society's intellectual, aesthetic, physical, economic, political, and moral environment.
- (d) **History.** As an institution dedicated to preserving history, the College affirms its responsibility for teaching those ideas of the past which give meaning to the present and upon which the stability of the future is based.
- (e) **Reason.** As an institution founded on reason, the College seeks to set a high example for other organizations in the society, formulating goals and settling differences through democratic and peaceful processes.
- (f) **State system.** As a member of The Oklahoma State System of Higher Education, the College embraces the goals of leadership, excellence, and efficiency, as well as endorsing the concept of cooperation with other state system institutions for the economic development of our state.
- (g) **Schedule.** As a public agency created to serve the needs of individuals and society alike, the College provides highly flexible and extensive scheduling throughout the year in order that the resources of the institution might be utilized to their fullest potential.
- (h) **Urban institution.** As an urban institution, the College strives to impart an appreciation for the city's contributions to civilization and to stimulate a sense of responsibility for quality urban life.
- (i) **Training.** As a training institution preparing students for employment, the College affirms the dignity of labor in all manpower fields.
- (j) **Life-long learning.** As an educational agency existing to prepare individuals to live in an uncertain future, the College encourages students to recognize that learning, both formal and informal, is a life-long process.
- (k) **Mission Statement.** As a public and open admissions institution that grants associate degrees, Rose State College provides higher education programs and services intended to foster lifelong learning for a diverse community. Specific functions and priorities, including those assigned to the two-year college by the Oklahoma State Regents for Higher Education and those developed by the College in response to its community, are identified below: (*Rev. 05/16*)

- (1) **Lower division.** To offer comprehensive lower-division programs of higher education by providing
 - (A) **General education.** General education to enable students to become informed individuals and citizens;
 - (B) **Transfer programs.** Associate of Arts and Associate of Science transfer programs which include a wide range of liberal arts, sciences, and pre-professional subjects, thus enabling students to transfer to four-year colleges and universities;
 - (C) **Career/technical programs.** Career and technical programs to enable students to seek employment or promotion in the various job fields, with completion of such programs culminating in the awarding of the Associate in Applied Science degree or an appropriate certificate of accomplishment.
- (2) **Student success.** To enhance student success by providing
 - (A) **Guidance.** Diversified and effective educational testing, academic placement, and guidance services;
 - (B) **Developmental education.** Courses and services in developmental education for individuals working to improve their skills in order to facilitate collegiate course work.
 - (C) **Assistance.** Fair and equitable assistance to eligible students who apply for financial aid from state, federal, and private funds;
 - (D) **Placement services.** Employment placement services to current and graduated students. *(Rev. 05/16)*
- (3) **Statewide service.** To provide statewide higher education services through effective use of telecommunications or specially scheduled workshops and conferences in subject or program areas where it can competently and effectively serve.
- (4) **Special populations.** To serve special populations such as U.S. Air Force and U.S. Naval personnel at Tinker Air Force Base with on-base or on-campus courses and programs tailored for unique schedules and needs when possible.
- (5) **Diverse cultures.** To foster appreciation and understanding of the diverse cultures represented in the student body and community.
- (6) **Student services.** To provide a balanced program of student activities and services for the promotion of social interaction, citizenship, and personal development.
- (7) **Community services.** To provide community services through continuing education and other activities, including cultural enrichment, career development, and leisure time pursuits, to meet the needs of individuals, groups, and agencies.
- (8) **Economic development.** To provide community economic development activities, including participation with other state system institutions, and to meet the needs of geographic service areas.
- (9) **Research.** To conduct institutional research that can contribute to the institution's efficiency and effectiveness and the evaluation of student success.
- (10) **Technology.** To provide, as funds allow, advanced technological resources that will promote academic excellence.

Secs. 2-2 to 2-5. (Reserved for future use.)

Sec. 2-6. Curriculum development

(a) **Programs and courses.** Faculty-driven curriculum design and development is approved through institution-approved curriculum processes to the College Curriculum Committee under the leadership of the Vice President for Academic Affairs. Descriptions of courses to appear in the *Rose State College Catalog* must be approved by the Curriculum Committee.

(b) **Divisional programs.** Divisional faculty and staff, under the leadership of the Division Dean, is responsible for considering the total academic program within the division and recommending through the Division Curriculum Committee to the College Curriculum Committee those additions, revisions, omissions, or regroupings of offerings which they believe are necessary to meet the needs of the students.

(c) **Essential elements.** Interest of each professor, the total work of the College, and knowledge of the programs in other fields are essential elements in a realistic program of curriculum development. It is expected that professors will invite and welcome visitation of other professors to their classes.

(d) **Procedures in curriculum development.** The approval of new courses or any curricula requires the following steps:

(1) **Division recommendation.** Recommendation by the Division Curriculum Committee to the College Curriculum Committee.

(2) **College Curriculum Committee.** Recommendation by the College Curriculum Committee to the Vice President for Academic Affairs.

(3) **Vice President for Academic Affairs.** Recommendation by the Vice President for Academic Affairs to the President.

(4) **President.** Recommendation by the President to the Rose State College Board of Regents.

(5) **Approval by the Rose State College Board of Regents.**

(6) **Approval by the Oklahoma State Regents for Higher Education, as indicated by OSRHE Academic Policy.**

(e) **Considerations.** Items of consideration in each step of curriculum development:

(1) **Necessary information.** Recommendations from division of instruction for new courses or curricula should include the following information:

(A) **Division**

(B) **Course title**

(C) **Course number**

(D) **Course length**

(E) **Prerequisite(s)**

(F) **Individual(s) preparing syllabus**

(G) **Class hours (per semester)**

(H) **Credit hours**

(I) **Class hours (per week):**

(i) lecture

(ii) lab

(iii) other (specify activity)

(iv) Course description (for *Rose State College Catalog*)

(v) Division course syllabus

(2) **Basis for approval of courses or curricula by Curriculum Committee:**

- (A) **Educational value.**
 - (i) Courses should contribute to one or more of the objectives of the program objectives of the College as set forth in this Manual.
 - (ii) Courses should be of value to students as a part of
 - (I) General education.
 - (II) A technical curriculum in a field which offers a real possibility of employment for the graduate.
 - (III) Transfer curriculum.
 - (IV) A worthy specialized interest.
 - (iii) Courses should be taught in a manner appropriate to college students. Required high school make-up courses and developmental courses should also be taught in a manner appropriate to college students.
 - (iv) The proposal to the Curriculum Committee should indicate clearly the educational purposes, the general content, and the unit value of the courses and necessary prerequisite courses.
- (B) **Total program.** Relation to the total program of the College.
 - (i) The importance of the proposed course in relation to the other curricular actions or additions.
 - (ii) The likelihood of adequate student demands.
 - (iii) The degree of overlapping with existing courses.
 - (iv) The degree of competition with other classes.
- (3) **Basis for approval of courses or curricula by College Administration:**
 - (A) **Philosophy.** Courses in accord with the mission, vision, and core values of the College.
 - (B) **Enrollment.** Evidence of sufficient enrollment to warrant offering this course or curriculum.
 - (C) **Funding.** Availability of sufficient funds to finance proposed course or curriculum.

Note: For the Curriculum Committee, see Section 1-51 of this Manual.

Sec. 2-7. Academic programs and courses in the *College Catalog*

The academic programs and courses of instruction of the College appear in the *College Catalog*.

Sec. 2-8. Course numbering

The course numbers consist of four digits. The first digit indicates the level of the course: (0)—sub-freshman; (1)—freshman; (2)—sophomore. The last digit indicates the number of semester credit hours of the course. The middle two digits identify the course within the department or subdivision.

Sec. 2-9. Credit for courses

There are approximately 16 weeks in each regular semester at Rose State College. The semester hour is the unit of credit given at the College and is defined generally as the amount of credit given for sixteen lecture hours. A class meeting of 1¼ clock hours that is held twice a week for 16 weeks carries three semester credit hours. Certain courses which require laboratory work or skill practice may meet for more hours per week than the number of hours they confer.

Sec. 2-10. Course syllabi

- (a) **Definition.** The “course syllabus” is a document that describes the baseline content of courses taught at Rose State College. It should include each of the components identified below. It should not be confused with a “class syllabus” which contains the class outline and requirements all faculty should provide students at the beginning of a term.
- (b) **Purpose.** Course syllabi are primarily intended to provide a guide to faculty as to the learning outcomes that are expected in a particular course. Additionally, they serve as a source of information that students and other institutions can utilize to evaluate the content of RSC courses for validation purposes. Their intent is to establish the minimum expected learning outcomes in the associated course, and a general guide to course expectations. Their intent is NOT to dictate instructional strategies, methodologies, or course structure, as these should be left up to each instructor.
- (c) **Components.** The components of a course syllabus will include:
 - (1) **Cover Page.** The cover page identifies, at a minimum, the course information. This includes the course number, name, description, textbook requirements and information, authors of syllabus, and date of development.
 - (2) **Rationale.** This describes the reason the course exists, why it is important, and why students may be required to take the course.
 - (3) **Expected Learning Outcomes.** These are the broad measurable outcomes that detail the primary learning goals for a course. These should not be detailed in nature, but should describe the long-term learning outcomes for the course. Usually, 5 – 7 of these are adequate for most courses, while in some subject domains, they may be the primary focus of the syllabus and may necessitate several more.
 - (4) **Methods of Instruction.** This section describes the methodologies and suggested learning strategies that may be utilized to transfer knowledge to the learner and help them assimilate the information identified in the learning objectives and expected outcomes. These should NOT be overly restrictive.
 - (5) **Course Assessment.** This will detail the suggested learning assessment measures that may exist in the course. Again, it should NOT be overly prescriptive, but should provide a list of alternative assessment methods. If a particular assessment is to be required, it should be detailed in this section. This section may include a rubric to be used in assigning course grades.
 - (6) **Learning Objectives.** The learning objectives identify the specific knowledge, skills, and/or abilities that students are expected to learn as they work towards the expected outcomes. These will utilize measurable adjectives that range from lower-level learning objectives, to higher level. These are usually grouped into “units” with related objectives. These objectives may be very detailed in some subject domains (ex. Mathematics), while in others, less so (ex. History). Measuring the attainment of these objectives is the purpose of the course assessment tools. Each learning objectives should contribute to the attainment of one, or more, related expected learning outcome.
- (d) **Expectations.** All course syllabi should be developed with/by faculty as assigned by the division dean and/or associate dean. Each course syllabus should be approved by the division curriculum committee prior to being reviewed by the College Curriculum

Committee. Any subsequent changes in course content should be reflected in a syllabus revision, and approved of by the division and College Curriculum Committees. It is the responsibility of each division to ensure that a current, accurate, and well developed syllabus is available (electronically, or in print) for all courses listed in the College Catalog that are assigned to their division. Any faculty assigned to teach a course who wishes to deviate from the syllabus components, as identified above, must submit a request and receive approval from the division dean and/or associate dean detailing the deviation and rationale for such. (Rev. 05/16)

Secs. 2-11 to 2-16. (Reserved for future use.)

Sec. 2-17. Program Review Policy

(a) Purpose of policy. Program review is the method by which the State Regents evaluate proposed and existing programs. State Regents recognize the primary role of institutional faculty, administrators, and governing boards in initiating and recommending needed changes in functions and educational programs. Rose State College's program review policy will meet all of the requirements of the State Regents (Section 3.7 Academic Program Review) AND provide an effective in-house review. The primary purposes of the program review, as established by the State Regents, are:

- (1) **Quality.** To maintain and enhance the quality of instruction, research, and public service conducted at state colleges and universities.
- (2) **Response.** To respond to existing and emerging social, cultural, scientific, technological, and economic needs (including addressing the needs of business/industry).
- (3) **Variety.** To provide to citizens a variety of high-quality opportunities for intellectual growth.
- (4) **Accessibility.** To make programs commonly accessible to academically qualified citizens of the state.
- (5) **Resources.** To utilize the state and the institution's resources effectively and efficiently.

(b) Program Review Criteria. The criteria identified in OSRHE policy, 3.7.5 are designed to facilitate the analytical evaluation of the present goals and objectives, activities, outcomes, strengths and identify areas of improvement of the program. Informed decisions related to program initiation, expansion, contraction, consolidation, and termination, as well as reallocation of resources are among those that may result from the program review process.

- (1) **Centrality of the program to the Institution's mission.** An assessment and written analysis will be made as to the centrality of the program to the Institution's mission and in context of the Academic Plan. The mission defines the reason for the existence and the philosophy of the institution with respect to education and learning.
- (2) **Vitality of the program.** Vitality of the program refers to the activities and arrangements for ensuring its continuing effectiveness and efficiency. To maintain its vitality and relevance, a program must plan for continuous evaluation as defined in OSRHE Policy 3.7 of its goals, clientele served, educational experiences offered, educational methods employed, including the effective use of technology and the use of its resources. The vitality of a program can best be observed by examining the past and present initiatives to ensure the vitality of the faculty, students, and programs.

(3) **Program Objectives and Goals.** Objectives should be written so that the need they address is clear; program outcomes can be assessed; and program clientele are specified.

(4) **Quality indicators.** Quality indicators, as indicated in State Regent policy 3.7.5.2, are measured by faculty quality, ability of students, achievements of graduates of the program, curriculum, library, access to information technology resources including efficiencies and improved learner outcomes through appropriate use of this technology and appropriate use of instructional technology to achieve educational objectives, special services provided to students and/or community and other critical services. Specific documentation of student achievement must be provided including outcomes assessment data consistent with the State Regents' *Assessment Policy* as indicated in State Regent Policy 3.7.5.2 and according to the Higher Learning Commission Criteria and Components.

- The program's goals for student learning outcomes are clearly stated for each educational program and make effective assessment possible
- The program values and supports effective teaching
- The program creates effective learning environments
- The program's learning resources support student learning and effective teaching
- The institution's curricular evaluation involves alumni, employers, and other external constituents who understand the relationship among the course of study, the currency of the curriculum, and the utility of the knowledge and skills gained
- The institution learns from the constituencies it serves and analyzes its capacity to serve their needs and expectations

(5) **Minimum Productivity Indicators.** Five year average Productivity Indicators are established in State Regent Policy 3.7.5.3. Programs not meeting these standards may be identified for early review as low producing programs. OSRHE will notify the institution not meeting either one of the two standards listed and other quantifiable measures.

(6) **Other Quantitative Measures.** Other quantitative measures established in the OSRHE policy 3.7.5.4 include the number and size of classes taught, credit hours generated, instructional costs, general education credit hours generated, faculty members including full-time equivalent, employment information, if available, and student success data.

(7) **Duplication and Demand.** Demand of the program, reflecting the desire of people for what the program has to offer and the needs of individuals and society to be served by the program. It is a high priority of the State Regents to eliminate unnecessary program duplication. However, not all duplication is undesired or unnecessary. Normally basic liberal arts and sciences disciplines would not be considered unnecessarily duplicative. Unnecessary duplication is more prevalent in programs which need special manpower needs. An assessment of the demand for a program includes aspirations and expectations of students, faculty, administration and the various constituencies served by the program. Consistent with the *Academic Program Approval Policy* and the historical place of the program in the College's mission, criteria used to evaluate the degree to which similar programs are unnecessarily duplicative include demand from students based on profiles of applicants, enrollment, completion data, and occupational data; demand for students produced by the program based on employer demands, demands for skills of graduates, and job placement data; indirect demands in the form of faculty and student contributions to the cultural life and well-being of the community; and, the meeting the demand through alternative forms of delivery.

(8) **Effective use of program resources.** Effective use of program resources, including financial support, facilities and equipment, library collections, support services, appropriate use of technology in the instructional design and delivery processes; and, the human resources of faculty and staff. The efficiency of resources may be measured by cost per student credit hour, faculty/student ratio, and other appropriate measures. The effective use of resources should be a major concern in evaluating programs. The resources allocated to the program should reflect the program's priority consistent with the institution's mission statement and academic plan.

(c) **Low Productivity Review Process.** Upon receiving notification from the State Regents of program low productivity, the College must review the designated program within one year of the State Regents' notification. Programs not meeting the minimum productivity requirements, as established by the OSRHE policy 3.7.5.3, will be subject either to State Regents' staff audit, or external review, OSRHE policy 3.7.5.3.b. Programs justified through either process will be placed back into the five-year review cycle. Exceptions to the external review process may include new programs, liberal arts and sciences programs, off-line programs, restructured programs, special purpose programs, or no cost/justifiable cost programs as listed in State Regent policy 3.7.5.b.3.

(d) **Program Review Procedures.** The review procedure outlined by the State Regents policy 3.7.7 requires a program review every five years of all programs except not included in the separate technical program review process or those reviewed and accredited by an approved external agency. Rose State College will do the self-study review as an ongoing project, averaging twenty percent of the programs per year. The programs to be reviewed are determined from the Oklahoma State Regents for Higher Education master list upon agreement with College officials on an annual basis. Priority should be given to any program scheduled for an accreditation review and to programs which appear to be marginal and in need of attention. A list of the programs to be reviewed in a fiscal year shall be submitted to the Vice President for Academic Affairs by May 1 of the preceding fiscal year; the reviews will be completed by March 1 of the review year. Each program review report will include the following:

(1) **Introduction** The general process of the review including participants in the review process, the use of consultants, relation to an accreditation visit, and/or prior recommendations from a previous visit.

(2) **Executive Summary.** The program's contribution to the strategic goals and mission of the College, strengths and areas for improvement of the program, key findings with regard to the Program Review Principles and Program Review Criteria, and its role in institutional effectiveness is also discussed.

(3) **Analysis and Assessment.** A complete review and analysis based on the Program Review Criteria identified in Section B, 1-8, will be made to include recommendations.

(4) **Program Review Recommendations.** Recommendations should be presented and clearly linked and supported by the information and analysis that were articulated in the previous section and should contain a realistic strategy for implementation of any changes.

(5) **Program objectives.** Learning-centered goals for student completers are described in this section of the Review.

(6) **Plan of study.** In this section the number of credit hours required in General Education, Program Requirements and Support and Related Requirements is documented.

(7) **Program effectiveness.** The program's relation to institutional effectiveness is provided in this section using a listing of headcount enrollment and degrees conferred over a five-year period. (OSRHE Policy 3.7.5.1a, 3.7.5.1.b)

(8) **Program strengths.** In this section an explanation of the effectiveness of the program is submitted. Faculty credentials, student achievement, and program completers, as stated in

identified program outcomes, are all presented to document the effective use of program resources.

(8) **Program concerns (and possible solutions).** An explanation of observed concerns is developed in this section to relate needed changes for future program development.

Sec. 2-18. (Reserved for future use.)

Sec. 2-19. Faculty

Position descriptions are available in offices of Academic Affairs, Division Deans, and Human Resources/AAO.

Sec. 2-20. Academic freedom and responsibilities

The ultimate school authority rests with the Board of Regents, and it should be the responsibility of the Faculty Senate to investigate, in a timely and competent manner, all questions relative to academic freedom and responsibilities of the professor and to recommend appropriate action to the Administration. The following guidelines are appropriate to this statement:

(1) **Academic atmosphere.** Society, to remain free, requires citizens not only well schooled in traditional knowledge, but more fundamentally, citizens capable of critical evaluation of both new and old ideas. An institution of higher education can freely participate in the process of sifting and weighing traditional approaches and creating and evaluating new ones. Through the community and its college, society should provide an academic atmosphere in which questioning is encouraged, where alternatives can be explored, where one may follow where inquiry leads. It is, therefore, imperative that the professor enjoy full freedom in the civil discussion of his/her subject and related matters both in and beyond the classroom, the ultimate purposes of such freedom being the pursuit of truth.

(2) **Civil liberties.** As a citizen, the professor is entitled to publicly speak or write on issues which are of a public interest and to be active in any political party which does not violate state statutes. In addition, the professor is entitled to all other personal and civil liberties. The exercise of all of these privileges should in no way prejudice his/her position as a member of the instructional staff.

(3) **Expression.** As a professor, his/her right to express himself/herself in matters of College policy shall not be denied or abridged, nor should such expression jeopardize his/her academic position.

(4) **Freedom from censorship.** When the teacher speaks or writes as a citizen, he/she should be entirely free from institutional censorship or discipline, but his/her special position in the community obliges him/her to remember that the public may judge his/her profession and his/her institution by the validity of his/her opinions and the manner in which he/she expresses them. When he/she speaks or writes as a citizen, he/she should indicate that he/she is not an institutional spokesman.

Sec. 2-21. Controversial issues and materials

(a) **Impartial viewpoint.** Controversial problems and issues shall be studied from an impartial view, and the responsibility of professors under this policy is as follows:

(1) **Unprejudiced.** To make certain that controversial issues are presented and discussed in an impartial and unprejudiced manner;

(2) **Personal privilege.** To refrain from using personal privilege and prestige as a professor to promote or emphasize a partisan point of view;

- (3) **Democratic tradition.** To emphasize in their teaching the American heritage of democratic tradition and ideals as stated in the basic American documents, so that students are encouraged to develop a real love for our country.
- (b) **Difference of opinion.** An issue or a material is deemed controversial when a marked difference of opinion exists among a substantial number of citizens regarding such issue or material.

Secs. 2-22 and 2-23. (Reserved for future use)

Sec. 2-24. Purposes of Board of Regents

The members of the Board of Regents of Rose State College believe that it is in the best interest of all to have clear understandings regarding the achievement of tenure and the terms under which faculty are secure. With these purposes in mind, this policy statement was devised; it includes tenure and faculty rights, responsibilities, instructional assignments, probationary status, granting of tenure, tenure in administrative assignments, periodic review of tenure status, and appeals procedure.

Sec. 2-25. Tenure and faculty rights

- (a) **Budget and tenure.** Because of the budget-balancing amendment of the Oklahoma Constitution, the Board of Regents cannot obligate funds in excess of the unencumbered balance of surplus cash on hand. Consequently, the Board may not obligate itself by binding contracts beyond a current fiscal year for salaries or compensation in any amount to its employees. The Board of Regents does, however, recognize tenure and the intent to reappoint tenured personnel to the faculty within existing positions that are continued the next year when compatible with the annual budget for that year.
- (b) **Interpretation of tenure.** For the purposes of this statement, tenure may be interpreted as an assurance to the faculty member that he/she may expect to continue his/her position unless adequate cause for dismissal or return to academic probation is demonstrated in a fair hearing, following established procedures of due process, which are discussed in the Faculty Appeals section of this statement.
- (c) **Value of tenure.** In order to appreciate the value of tenure, one should understand the reasons for its inclusion in the institution's policies. Tenure assures the professor that his/her professional endeavors will not be hindered by outside pressures; and it assures students and the public, who rely upon the professor's professional integrity, that the professor's statements are influenced only by his/her best professional judgment. Academic tenure, by creating a faculty with strong personal commitment to the institution, contributes to institutional stability, to joint responsibility for professional and institutional standards, and to effective institutional governance. It is also important to note that tenure is a position that is acquired by a long-term exhibit of professional competence toward one's discipline, toward one's colleagues, and toward one's institution. At Rose State College, where there is no degree ranking, tenure status implies an element of seniority within a division, as well as recognition by the administration and other tenured colleagues of ability and achievement in a particular discipline.
- (d) **Promotion and tenure.** Promotion for faculty members is synonymous with tenure, there being no designation of rank other than that of professor.

Sec. 2-26. Faculty responsibilities

(a) **Contract.** The normal faculty contract is for nine months and is a minimum of 165 days to include 80 days of instruction in each of the fall and spring semesters and five professional development days: e.g., three days of professional development in August and two in January.

(b) **Major responsibilities.**

(1) **Professional relationships.** The professor is expected to be courteous, fair, and impartial when dealing with students. Open communication and a cooperative attitude are expected in work relationships with colleagues, staff, and administration. The sharing of ideas, techniques, and materials as well as supporting colleagues is expected of all professors.

(2) **Effective instruction.** The professor is to organize course materials, presentations, assignments, and grading methods around the course objectives in the division course syllabus for both online and on-ground classes. All syllabi, course information, and documents are to be maintained and distributed by the professor. Class materials and presentations are to reflect current information and be organized in a logical manner. The professor is to actively engage the students in learning through the use of a variety of teaching techniques, and encourage student participation, analysis, and critical thinking.

(3) **Record maintenance.** Professors are to keep attendance records necessary for advisement and counseling purposes and report absenteeism according to approved procedures.

In response to federal regulations for documenting online student attendance, faculty are required to design their online courses to include an academic activity on a weekly basis in order to know if a student is present in an online class. Examples of academic activities include, but are not limited to, contributing to a class discussion, completing a quiz or examination, completing an assignment, initiating contact with a faculty member to ask a course-related question, or participating in class activities or other attendance requirements as established by the instructor. The examples noted in this policy do not constitute an exhaustive list. The intent of this policy is to ensure student engagement in class activity to accurately record an AW or F grade.

In addition, professors are to submit accurate grade reports, maintained in the Learning Management System, in each course taught for students enrolled. It is expected that records will be current throughout the semester and submitted prior to the established deadline in accordance with the current College policy.

(4) **Advisement.** The professor should be prepared to provide academic advisement for students informally or as assigned by the division dean. These advisement activities are most frequently done outside of class time. Therefore, the professor will maintain required office hours that are convenient for his/her students. The required number of hours are to be posted on the professor's office door and with the Division office by the second week of school.

(5) **Professional development.** The professor also has the responsibility of improving competence and instructional techniques through continued professional development, such as those included below:

- (A) professional organization membership/participation; continuing education credits; advanced degree coursework; journals read; participation in workshops, meetings, seminars, and institutes;
 - (B) research; publishing; development of new courses/program; new instructional techniques; development of materials of value to the students, colleagues, etc.
- (6) **College service.** The faculty member is expected to work with colleagues and administrators in improving the total environment of the College through committee assignments, club sponsorship, and community service projects. Examples of these types of activities include the following:
- (A) participation in special committees, consultation with College administrators, presentations at College-sponsored activities;
 - (B) community presentations using job related expertise; support of student activities, clubs, and projects; recruitment activities.
- (7) **Community service.** Professors are expected to assist the College in service to the local community through participation in service projects; presentations; and noncredit, continuing education instruction. Examples of these types of activities include: membership and positions in civic organizations, consulting in civic activities, coordinating special projects, testing, activities which improve school-community relations, and volunteer activities. (*Rev. 05/16*)

Sec. 2-27. Assignments

- (a) **Full-time instructional service hours.** Full-time faculty have a minimum twenty-seven and one-half hour per week assignment on campus. The minimum assignment includes teaching an equated 15 credit hours of instruction and fifteen clock hours that include office hours and other College-related duties. Teaching and laboratory hours above the minimum equated 15 credit hours of instruction are to be compensated on an overload basis. The allowance or reassignment of the teaching load will be in credit-hour increments based on appropriate documentation of the time to be expended for the tasks.
- (1) **Equated hours.** Lecture and recitation will be equated on a 1:1 ratio; laboratory on a 1.70:1 ratio. Clinical instruction varies as determined by the appropriate Program Director, Dean of the division, and Academic Vice President. Equated teaching load may include allowance for assignments such as laboratory duties, on-line or nontraditional course development, athletic coaching, drama production directing, college-assigned projects, or certain academic program coordination.
 - (2) **Service hours.** Service hours (27.5 clock hours) are generally defined as assigned duties performed directly on campus, or duties explicitly assigned off campus by the division Dean (i.e. recruitment, student field trips, state course equivalency, etc.). Service hours include all instructional student contact hours (face-to-face class time, labs, clinicals); office tutoring and extra-scholastic contact with students (non-classroom student clubs, office instructional duties, student productions, athletic events, and other student events on-campus); and other College-related duties. Service hours should generally be distributed over the four-day week, Monday through Thursday. However, the Dean of a division may require alternate service-hour distribution schedules (including Fridays, evening assignments, weekend assignments) to best meet the minimum assignment and/or provide convenient hours for the students. The weekly allocation of posted student-related

office hours and other College-related weekly hours shall be subject to Dean discretion and be consistently applied across the division unit. Assigned overload classes do not increase total weekly service hour requirements. Online and hybrid course assignments will reduce total weekly service hours by ten (10) minutes per credit hour of instruction (thirty (30) minutes per three (3) credit hour class).

(b) **Teaching responsibilities (split assignments)**

(1) **Deans.** Deans of the divisions teach an equated three-hour assignment during the academic year and/or summer term.

(2) **Associate Deans.** Associate Deans of the divisions teach 15 equated hours during the academic year and/or summer term.

(3) **Program Director.** The Program Director will carry an equated instructional load of 50 percent [seven and one-half equated hours in academic format and four equated hours in summer term if on a twelve-month basis] or as assigned by the Dean of the division.

(4) **Professional with teaching responsibility.** A professional staff member with teaching responsibility will teach as assigned by the appropriate administrator in coordination with the appropriate academic Division Dean. For credit instruction, the maximum assignment is normally limited to the equivalent of two courses, approximately six credit hours, during any sixteen-week period. Exceptions must be requested in writing by the Division Dean and approved in writing by their Vice President.

(c) **Dean's authority.** The Dean has authority to assign teaching responsibilities to best meet the needs of students (day/night/weekend/etc.) with the available personnel.

(d) **Adjunct assignments.** The College may contract individuals on an adjunct professional basis to provide instructional services and/or perform extraordinary assignments. Employment offers are made on a course-by-course basis and may be rescinded if sufficient enrollment is not obtained or it is found to be in the best interest of the College.

(1) **Credit:** For credit instruction, the maximum assignment is normally limited to the equivalent of four courses, approximately twelve credit hours, during any sixteen-week period. Exceptions must be requested in writing by the Division Dean and approved in writing by the Vice President for Academic Affairs.

(2) Therefore, adjunct faculty should have not more than 24 credit hours assigned during a calendar year (fall, summer and spring semesters combined).

(3) **Extraordinary assignments:** Sec. 2-28(a)(1) will serve as the guideline for providing examples of extraordinary assignments, addressing credit-hour increment allowances, and calculation of equated hours. (*Rev. 05/16*)

Sec. 2-28. Overload policy

(a) **Faculty overload basis.** Faculty will be paid on an overload basis per semester once they exceed their normal assignment and/or if they substitute for a faculty member as defined in the "Policies and Procedures Manual." Overload will not be paid until the full-time obligation has been fulfilled. Total assignment in one academic semester should not exceed 21 equated credit hours. Overload pay may be granted for assignments over and beyond the normal teaching load that are not specifically instructional in nature. These equated loads must be approved by the President. Athletic coaching, drama production directing, college-assigned projects, and certain academic program coordination are examples of extraordinary assignments that may merit overload payment.

(b) **Administrative, managerial, and professional personnel overload basis.** Administrative, managerial, and professional personnel will be paid on an overload basis when teaching a class in excess of their full-time assignment if it is outside their regularly assigned hours, which are normally 8 a.m. to 5 p.m., Monday through Friday, or as approved by the appropriate administrator.

(c) **Classified staff overload basis.** Classified staff will be paid on an overload basis when teaching a class in excess of their full-time assignment if it is outside their regularly assigned hours, which are normally 8 a.m. to 5 p.m., Monday through Friday.

To qualify for teaching, classified employees accepting a teaching offer will provide a letter to the hiring division stating their desire to teach a particular subject at their option on their own free time. Such assignments are not considered overtime for nonexempt employees.

Sec. 2-29. Overload, adjunct professor, summer, and substitution pay/deductions

Determination of necessity for overload teaching is discussed under **Sec. 2-28. Assignments.**

Rates of pay/deductions are as follows:

(1) **Overload pay.** Overload pay rate is determined on an equated-credit-hour basis each fiscal year for the fall and spring semesters and becomes effective with the fall semester.

(2) **Adjunct professor pay.** Adjunct professor pay rate for fall, spring, and summer semesters is determined on an equated-credit-hour basis each fiscal year and becomes effective with the fall semester.

(3) **Regular faculty summer and interim term pay.** Regular faculty summer pay and any interim session pay rate is determined on an equated-credit hour basis each fiscal year. Regular summer responsibilities include required office hour schedules with one office hour per week for each equated credit hour of theory instruction. Laboratory components of lecture/lab/combination courses do not have an office hour requirement.

(4) **Substitute pay/deduction.**

(A) **Fall and spring semesters:**

(i) For short-term (less than three clock hours) bereavement/medical emergency, illness, personal, and professional leaves, regular faculty members are routinely expected to substitute (with Division Dean's approval) for each other without deductions from the overload compensation of the faculty assigned to the course and without the substitute faculty being compensated for the covered class(es).

(ii) For long-term absences (three or more clock hours), except for professional leave, deductions will be made from the assigned faculty pay for overload class(es) at the substitute rate which is determined on a clock-hour basis each fiscal year and becomes effective with the fall semester, and additions will be made to the faculty substituting at the same substitute rate. No deductions or additions will be made on overload compensation for professional leave whenever colleagues cover classes.

(iii) Prorated adjustments to pay will be made for faculty on leave who instruct portions of courses as overload assignments and for other special instructional assignments.

(iv) Required deductions for all adjunct faculty's absences will be made at the substitute rate. Also, adjunct faculty will receive additions at the substitute rate for covering classes as approved by the Division Dean.

(B) **Summer semester:** When regular faculty are absent from summer classes, deductions will be made at the rate which is determined on a clock-hour basis each fiscal year and becomes effective with the fall semester. Regular faculty who substitute for absent faculty (regular or adjunct) will be compensated for instruction at the summer rate which is determined on a clock-hour basis each fiscal year and becomes effective with the fall semester. Adjunct faculty who substitute for absent faculty (regular or adjunct) will be compensated at the adjunct rate which is determined on a clock-hour basis each fiscal year and becomes effective with the fall semester.

(5) **Approved changes.** Approved changes in the rate of overload, adjunct professor, summer, and substitution pay/deductions will be made effective with the fall semester of each fiscal year.

Sec. 2-30. Summer teaching assignment policy.

Maximum summer teaching assignments follow:

- (1) **Four credit hours.** Four credit hours for a four-week session.
- (2) **Nine credit hours.** Nine credit hours for an eight-week session.
- (3) **Twelve credit hours.** Twelve credit hours for any combination of sessions.

(Exceptions to the summer teaching assignment policy may be granted for special circumstances by the appropriate Academic Division Dean.)

Sec. 2-31. Faculty seniority and retrenchment

(a) **Seniority.** Seniority, acquired through fulfillment of professional obligations and approved leave, may be defined as the length of continuous satisfactory service by Rose State College full-time faculty.

(b) **Retrenchment.** In the event of retrenchment, academically qualified faculty with seniority should be given first consideration for retention and any open positions.

Sec. 2-32. Probationary status

(a) **Probationary period.** All new professors appointed to full-time regular positions are employed on a probationary basis for a minimum of five years, effective beginning June 30, 1977. During the probationary period, professors are carefully evaluated. The Rose State College Board of Regents charges the President, through appropriate administrative officials as outlined in the "Policies and Procedures Manual," with responsibility for supervision, evaluation, and recommendations. During the non-tenured faculty member's first year of employment, the non-tenured faculty member is ineligible for appeals processes as defined in Sec. 7-1(2)(a), p. IV-7-I. The probationary period is meant to be a period of development for professors. Methods and techniques appropriate to instruction will be encouraged and will be developed by the new professor during this period with the help of the immediate supervisor and tenured professors. Participation in the New Faculty Development Program is mandatory. Among the methods of aiding this development are campus professional development activities, professional meetings, course outlines and teaching guides, formal and informal conferences with tenured faculty, faculty mentors, third-year faculty evaluation by tenured faculty (Sec. 2-33), and

division meetings. During the probationary period, faculty are evaluated carefully, in part through a formal third-year evaluation, at which time concerns/shortcomings may be identified and assistance then provided to help improve the individual's performance. (Rev. 05/16)

(b) **Reappointments.** Probationary employment carries no obligation for continuance, and the decision for reappointment is made each fiscal year. Administrative officials must decide whether to recommend reappointment to the President. No recommendation for an individual means that no employment is offered to that person for the new academic year.

(c) **Consideration for tenure.** After completion of five years of satisfactory service, the full-time, regular professor is considered for tenure provided other requirements, such as degree qualifications, are met. The probationary period may be longer than five years, such as in the case of a professor with demonstrated instructional ability who applies for leave of absence to complete additional education needs or for sick leave or to accept an administrative position in this institution; the probationary time will resume as if uninterrupted upon reassignment in full-time instruction. If a professor teaches for only one semester during his/her year of tenure consideration, he/she will be evaluated for that year on the basis of the one semester.

(d) **Tenure and special assignments.** Tenure applies to full-time, regular position professors rather than those persons in special assignments. If a special-assignment employee becomes a regular instructional member, however, time spent in such assignments may, at the recommendation of the Division Dean and the Vice President for Academic Affairs and at the discretion of the President, be counted as probationary time.

(e) **Special circumstances.** If a tenured faculty member or a tenure track faculty member should leave the College and return or if any other special circumstance should develop concerning a faculty member's eligibility for tenure vote, the tenured faculty of the division will consider the circumstances. This committee will make recommendations to the Division Dean. These recommendations, along with those of the Division Dean, will be forwarded to the Vice President for Academic Affairs, then the President.

Sec. 2-33. Granting of Tenure and evaluating probationary faculty

(a) **Consideration for tenure.** All persons who have completed the probationary period are to be considered for tenure. This consideration is shared by tenured faculty members within the person's division, the Division Dean, or other administrative, managerial, or professional personnel, and the administration. In the event that the tenured faculty in a division number fewer than five, this number will be supplemented by the necessary number from the tenured faculty of the College. The Vice President for Academic Affairs will be responsible for having the tenured faculty of the division elect the additional members necessary.

(b) **August professional development (fall) meeting.** Each Division Dean will announce at the fall professional development a meeting of the tenured faculty of the division to be held before September 15 for the purposes of presenting the names of faculty members in that division who are eligible for third-year review and tenure consideration and of reviewing the tenure process.

(c) **January professional development (spring) meeting.** Each Division Dean will announce at the spring professional development the dates for the spring meetings pertaining to tenure.

Each faculty member being considered for tenure or for third-year review is responsible for checking his/her file for completeness and accuracy after the beginning of the spring semester but prior to the two weeks before to Spring Break. Tenured faculty will review the files for the tenure candidate(s) and third-year review candidates during the two weeks prior to Spring Break.

Tenure evaluation materials:

- (1) Student Evaluation of Professor and Instruction (plus computer summary).
- (2) Instructional Evaluation-Classroom Visit (composite).
- (3) Faculty Performance Appraisal.
- (4) Teaching Assignments.
- (5) Grade Analysis.
- (6) Faculty Data Sheet
- (7) Additional information. Any additional information that a person being considered wishes to submit. These materials will have been collected at the appropriate times during the probationary period. (Rev. 05/16)

(d) **Spring tenure-related meetings.**

- (1) **Reviewing files.** The two weeks prior to Spring Break will be set aside each year for tenured faculty of the division to review the materials of each person to be considered for tenure and for those having their third-year review.

***Tenure and Third-Year Review.** The materials will be available in the division office or in another room designated for this purpose by the Division Dean. The materials may not be removed from the designated location and must be considered confidential. Each tenured faculty member must have signed a check sheet, attached to each file, upon having completed his/her review of the material in order to be eligible to complete the evaluation form and/or vote.

The tenured faculty may make notes during this review so as to better complete the evaluation at a later date. They may also obtain a copy of the form (from the online *Forms Handbook*) on which to make notes.

- (2) **Reviewing policy and signing ballots.** During the week following Spring Break, a short meeting of the tenured faculty within the division will be called by the Division Dean for the purpose of reviewing the tenure voting process and electing a chairperson to serve during the tenure voting and evaluation process. Once a chairperson is elected by the tenured faculty, the Division Dean will leave the meeting, and the chairperson will review with the tenured faculty the evaluation form to be completed for third-year probationary faculty and for those who are to be considered for tenure. The chairperson will appoint an assistant, and they will proceed with the signing of the ballots. He/she will keep track of which tenured faculty members signed ballots as only those faculty will be allowed to cast votes at the tenure meeting.

Signing BALLOTS. A copy of the ballot should be obtained from the online *Forms Handbook* or from the Office of Academic Affairs. Voting is anonymous. Therefore, the names of all tenured faculty members in the division will be typed on the form, and one copy per faculty member times the number of faculty members being voted on for tenure will be produced. (Example: 20 tenured faculty members x 2 faculty members up for tenure will cause each faculty member to sign his/her name 40 times. At the voting meeting, only those tenured faculty members who previously signed ballots would be eligible to cast votes.)

- (3) **Voting and writing evaluations.** The Division Dean or elected chairperson will call two (2) two-hour meetings of the tenured faculty within the division during the second week following Spring Break for the purpose of voting for tenure recommendations and of filling out faculty evaluations for those faculty being considered for tenure and for those having their third-year review.

The evaluation forms are Scantron forms available in the Office of Academic Affairs. Number 2 pencils will be necessary to complete the numerical portion of the form.

The Division Dean will give the tenure ballots, which were signed for purposes of validation at the preceding meeting, to the elected faculty chairperson and leave the meeting. Within the first assigned two-hour period, any tenured faculty member who previously signed ballots and reviewed tenure files will complete an evaluation of all third-year probationary faculty and of those eligible for tenure. In addition, all tenured faculty will vote on each person eligible for tenure. Those faculty members attending the first meeting must complete all evaluations and voting at that meeting. At the end of this first meeting, the completed ballots, evaluations, and the remaining blank ballots will be secured in the division office.

Those tenured faculty unable to attend the first meeting should attend the second two-hour meeting in order to complete faculty evaluations for those faculty being considered for tenure and for those having their third-year review. In addition, these remaining tenured faculty will vote on each person eligible for tenure.

The ballots and evaluations will be completed in the room designated for meeting and will be collected by the elected chairperson or the assistant. Both ballots and evaluations must be completed and collected within two hours of the beginning of the meeting. All must be completed by the end of the second two-hour meeting.

(4) **Announcing tenure recommendations.** The Division Dean will call a final meeting of the tenured faculty of the division prior to the last day of the spring semester at which he/she will inform the tenured faculty of their majority vote and subsequent action by the College administration and the Board of Regents.

(e) **Disposition of the ballots and the evaluations.**

(1) The elected chairperson and his/her assistant will compile the comments made by the tenured faculty on the evaluation forms.

(2) The evaluations will then be taken to IT Services so that a composite tally of the evaluation numerical scores can be run. (A tally of the evaluations and a compilation of the written comments will be sent to the Division.)

(3) The ballots will be taken to the Division Dean by the elected chairperson. The Division Dean and the elected tenure chairperson count the ballots with the Vice President for Academic Affairs. (An abstaining vote is not counted.)

The Division Dean will forward the results of the vote in a memo, indicated by a majority for or against (a majority being 50% + 1 vote), together with the recommendation of the Dean to the Vice President for Academic Affairs no later than the end of the second week following Spring Break. The Vice President will then forward the results and his/her recommendation to the President. The final decision is made, with the President's recommendation, by the Board of Regents.

Tenure ballots will be destroyed four weeks after the faculty member under consideration has been notified of his/her tenure status.

(f) **Notification of Tenure and evaluation results**

(1) **Notification.** Official notification of tenure status is given to the faculty member by letter from the President no later than 10 days after the decision of the Board of Regents.

(2) **No tenure recommended.** In the event that a faculty member does not receive a recommendation for tenure, his/her services will be terminated at the end of the current

contract period. If tenure is not recommended or approved for a candidate, he/she will be notified through the proper administrative channels.

(3) **Results for faculty considered for tenure.** For the faculty member(s) considered for tenure, the evaluations and the ballots will be taken to the Vice President for Academic Affairs for tallying within two days of the tenure vote meeting. The Vice President for Academic Affairs will store the evaluations for one year, then destroy them by shredding.

The Vice President for Academic Affairs will retain the tenure ballots for one month after the faculty member's notification of granting or non-granting of tenure. In the event that an appeal occurs in connection with granting or non-granting of tenure, the tally may be viewed by the Hearing Committee.

The tally and a summary of comments from the evaluations will be given to the faculty member(s) considered for tenure at a meeting with the elected chairperson, which will occur as soon as possible after the tenured faculty of the division have been notified of the results of the tenure vote.

(4) **Results for faculty considered for review.** For the third-year probationary member(s), the tally from IT Services of the individual evaluation items and the evaluations themselves will be sealed and kept by the elected chairperson until his/her meeting with that faculty member, which will take place before the end of April. At this time the faculty member will receive his/her copy of the tally and a summary of evaluation comments, and the evaluations themselves will be destroyed. A copy of the composite tally and of the evaluation comments will be kept in the faculty member's personnel file in the Division Dean's office.

Sec. 2-34. Tenure in administrative assignments

(a) **Not applicable.** Tenure is not applicable to service in administrative assignments. The administrative officers of the College are appointed to serve in their assignments for an indefinite period but with annual renewal of employment terms on the part of the individual and the institution. Persons holding faculty tenure status who accept appointments to administrative positions, however, do not give up their tenure as faculty. Upon reassignment as faculty, tenure status continues.

(b) **Exception.** There is one exception to Sec. 2-35(a). Persons who have at least 60 percent instructional duties receive full credit on their probationary time for each year spent in such positions and are eligible for tenure.

Sec. 2-35. Periodic review of tenure status

(a) **Procedures.** For the purposes of assuring the public, the students, and the faculty of the institution's maintenance of the highest academic standards, procedures for periodic review and evaluation of officially tenured professional instructional staff have been established. The review, in the form of self-evaluation, student evaluation, administrator's evaluation, and conference with the faculty member, shall be conducted during the third and sixth years following the year during which tenure status is granted and every fifth year thereafter; however, all tenured faculty will be reviewed yearly for contributory services according to the personnel chapter (see Chapter IV, Personnel).

(b) **Return to probation.** If, at the conclusion of a periodic review of a tenured faculty member, it is determined that the faculty member's total evaluation reflects failure to comply with

stated responsibilities, return to probationary status for one year may be recommended. In this event, the President will notify the faculty member in personal conference of the recommended action. If the faculty member agrees to the recommendation, the action will constitute full return to probationary status without privileges or guarantee of processes accorded tenured faculty. If the faculty member desires to appeal, he/she will so indicate to the President during the conference. Procedures will be the same as those in the personnel chapter (see Chapter IV, Personnel).

(c) **During one-year probation.** During a one-year probationary period, the faculty member will meet with the Division Dean at least once each semester for counseling and continuing evaluation.

(d) **Recommendations after one-year probation.** If, at the conclusion of a one-year probationary period, the faculty member is determined to have complied with stated responsibilities, he/she will be returned to tenured status; if not, recommendations that his/her services be terminated will be made. The recommendation, in either event, will be forwarded by the Division Dean through the proper administrative channels to the President, who will notify the faculty member. If the faculty member desires to appeal, he/she should follow the procedures in the personnel chapter (see Chapter IV, Personnel).

Sec. 2-36. Textbook and other instructional materials recommendation and adoption

(a) **Selection responsibility.** Rose State College has the responsibility of selecting textbooks and other resources to learning which are the best basic tools that may be used in the quest of complete and efficient learning. The College recognizes that the selection of textbooks is the right and responsibility of the faculty. Professors, because of their specialized training and thorough familiarity with the literature in their own subject fields, are best qualified to recommend these materials. However, the responsibility for recommending textbooks is not one to be taken lightly; rather, it is a task that must be frequently performed and frequently reviewed.

(b) **Freedom of choice.** The policy of the College shall be to allow professors the freedom to recommend instructional materials, including textbooks.

(c) **Adjunct professors.** Adjunct professors assigned to regular course offerings will use one of the approved texts.

(d) **Procedures.** Procedures to be followed in selecting or changing textbooks:

	Full-time Professors			Adjunct Professors
FALL SEMESTER	1 Probationary (1 st – 4 th Year)	2 Tenure Consideration (5 th Year)	3 (3 rd , 6 th , and every 5 th Year after Tenure)	4
By September 15	Division Dean holds meeting and announces names	Division Dean holds meeting and announces names	Division Dean handles	Division Dean or Associate Dean handles
5 th or 6 th week of 8-wk (if only possibility) and/or 11 th to 14 th week of 16-wk	Student Evaluation – at least 2 – repeat 3 rd year – Self-Evaluation	Student Evaluation – at least 2 – Self-Evaluation	Student Evaluation – at least 2 – Self-Evaluation	Student Evaluation – 1 class – Self-Evaluation (repeat these each year)
Before 8 th week	Class Visit (1 st year and repeat in 3 rd year)	Class Visit		Class Visit (repeat 2 nd year)
SPRING SEMESTER	**Faculty reviews Student Evaluations—24 hr. return	**Faculty reviews Student Evaluations—24-hr. return	**Faculty reviews Student Evaluations—24-hr. return	**Faculty reviews Student Evaluations—24 hr. return
By February 15				DATA SHEET SUBMITTED ***
By March 15	Division Dean – Materials filed for later review by tenured faculty and for 3 rd year evaluation	Division Dean – Materials filed for later review by tenured faculty		
1 week preceding tenure	DATA SHEET SUBMITTED – ALL FULL-TIME PROFESSORS			
During first week in April	Division Dean – tenured faculty meeting to sign ballots, elect tenure chair, discuss questionnaires.	Division Dean (and elected chair) – tenured faculty meeting to complete questionnaires (3 rd year & tenure), vote (tenure).		
By end of 2 nd week in April	Division Dean reviews all available material, completes Part I of Administrator's Evaluation form, holds Reappointment Conference.			
1 st week after Conference	Professor memo and conference if disagreement on evaluation			
By 1 st of 3 rd week in April	Recommendation to Board for April meeting			
Next day		Notification of majority vote. Division Dean meets with tenured faculty to announce results.		
By end of 4 th week in April – may be combined with 2 nd week in April meeting	Division Dean and Professor – Evaluation Conference – Part II, Administrator's Evaluation			Division Dean or Associate Dean and Adjunct Professor Evaluation Conference
Within 10 days of Board meeting		Letter to faculty member from the President		
After Board meeting	Elected Chairperson – discusses questionnaires			
After the Board meeting setting salaries	Salary Conference			

**Computer Center returns Student Evaluations by January 15.

***Repeat 1st semester outline for any new hires.

- (1) **Guidelines.** Instructional faculty and staff members of Rose State College are to consider the least costly practices in assigning textbooks or other instructional materials for a course, without sacrificing educational content. Faculty are encouraged to use other good practices when financially feasible, being careful to require only those materials that will actually be extensively used during the course of the semester or term, and learning about and utilizing other emerging technology tools or resources in their courses
- (2) **Submission.** Recommendations for textbook selection and change will be submitted by the faculty member(s) to the Division Curriculum Committee for consideration and recommendation to the Division Dean. Upon approval by the Dean, the form shall be placed in the Division Textbook Directory. This Directory will be utilized to inform the bookstore as to what books shall be required/recommended in all courses. At the textbook adoption deadline, a copy of the Division Directory shall be forwarded to the Academic Affairs Office where the adopted textbooks shall be reviewed and approved. If a textbook selection is questioned, the concerned faculty, the Division Dean, and the Associate Vice President for Academic Affairs and Institutional Advancement shall confer concerning the textbook and/or request.
- (3) **Appropriateness.** Textbooks selected must be appropriate to the adopted and filed course syllabi.
- (4) **Length of use.** Once adopted, a textbook should be used for at least two years. Exception to the above may be made through an appeal to the Vice President for Academic Affairs.
- (5) **Reevaluation.** It is the responsibility of the Division Dean to request a faculty committee of one or more to reevaluate the continued use of adopted textbooks at least every four years.
- (6) **Request submission.** Textbooks and equipment requests should be submitted to the Vice President for Academic Affairs by April 15 for fall and summer semesters, by October 15 for the spring semester. The Academic Affairs Office will send the approved requests to the Bookstore Manager, with an approved copy returned to the Division Office.
- (7) **Identifying information.** Textbook orders must carry complete identifying information: author, title (as it appears on title page), edition (either by number or by year), publisher, and other courses in which the book is also required.
- (f) **Bookstore.** Rose State College and the on-campus College Bookstore, contractually operated by "Follett," are committed to providing comprehensive cost information for instructional materials required for any course. The College Bookstore shall provide students with the option of purchasing instructional materials that are unbundled when possible, disclose to faculty and students the retail costs of purchasing instructional materials, and publicly disclose how new textbook editions vary from previous editions. In addition, the College Bookstore will actively promote and publicize book buy-back programs.
- (g) **Prohibited and Permitted Practices.** No Rose State College faculty or staff member may receive any inducement for requiring specific textbooks or instructional materials for coursework or instruction. Faculty or staff members may receive:
 - (1) Sample copies and instructor copies of textbooks or instructional materials, as long as these are not sold by the faculty, staff member, or academic area;
 - (2) Royalties or other compensation from sales of textbooks or instructional materials that include the writing or work of the faculty or staff member;

- (3) Honoraria for academic peer review of textbooks and/or other instructional materials; and/or
- (4) Training in the use of instructional materials and technologies. (Rev. 05/16)

Sec. 2-37. Student travel

(a) **Student activities and events.** Students who travel to represent the College as active participants in an approved College sponsored event or activity are to travel as a group in College provided buses, vans, and/or other vehicles.

All exceptions must be requested in writing and approved by the appropriate vice president prior to the event, and Liability Release Forms are to be completed when trips are not to be made in a College vehicle. Forms are available in the Forms Handbook.

(b) **Field trips.** Field trips can be an important educational experience. These experiences should be carefully planned so that students will not have too much difficulty in making up work in classes missed. The following procedures are used in organizing field trips:

- (1) **Approval.** Approval from the Vice President for Academic Affairs must be obtained one week in advance of the trip if it is at a time other than regularly scheduled hours of the particular class or classes involved.
- (2) **Names.** Names of faculty and students participating in the field trip are to be submitted to the office of the Vice President for Academic Affairs one week in advance of the trip in order that a list for distribution to all professors may be prepared.
- (3) **College vehicle.** Arrangements to use a College vehicle must be made through the appropriate Division Dean with approval granted by the Executive Vice President for Administrative Services.
- (4) **Participant responsibility.** It is the responsibility of the faculty member planning a field trip to inform the participants that it is their responsibility to contact professors regarding make-up work necessitated by their absence, before leaving on the trip.
- (5) **Liability Release Forms.** See introduction to this section. (Rev. 05/16)

Sec. 2-38. Grading

(a) **Grading.** The matter of determining grades is left to each individual professor. Each professor is expected to employ his/her best judgment and the fairest technique known to him/her in assigning student grades. Final grades are reported for each student for every course undertaken according to the following grading system:

Grade.....	Interpretation.....	Grade-Point Value
A.....	Excellent	4 points
B.....	Good	3 points
C.....	Average.....	2 points
D.....	Poor.....	1 point
F	Failing.....	0 points
I	Incomplete	Not Computed
W	Withdrawn	Not Computed
S	Satisfactory	Not Computed
U.....	Unsatisfactory.....	Not Computed
AU.....	Audit	Not Computed
AW	Administrative Withdrawal	Not Computed
N.....	Grade Not Reported.....	Not Computed

- (i) Every professor and/or instructor shall administratively withdraw (AW) from any and all courses, any student who has not participated in the course by the end of the 100% drop period as published in the catalog or 1/8th of the course in other sessions. After the second week of the 16-week semester or 1/8th of the course, the AW may only be assigned by the Office of Academic Affairs to indicate that a student has been “involuntarily” withdrawn by the institution. Before an AW is assigned, staff in the Office of Academic Affairs will review the request for an AW with the student, faculty member and/or dean to verify the appropriateness of the action. It is the responsibility of the student to verify the impact of the AW on financial aid. The AW will be GPA neutral.
- (ii) “Participation” shall mean either:
 - a. Attendance in at least one of the course meetings, or
 - b. Any other meaningful student participation within the reasonable discretion of the adjunct or faculty member. Examples may include, but are not limited to: completing an assignment or class project, contacting the faculty member prior to the expiration of the AW period and sufficiently providing cause for the student’s absence, or the online academic activities described in Sec. 2-26(b)(3) herein.
- (b) **Program grade requirements.** The student must obtain at least a "C" grade in each course in the Program Requirements for the degree sought. For graduation with an associate degree, a student must have completed a minimum of at least 62 hours with a minimum retention grade point average, exclusive of physical activity coursework and zero-level courses.
- (c) **Grade requirements at another institution.** While a student may earn a cumulative average of 2.0 which includes one or more grades of "D," it is well to remember that grades below "C" may not be acceptable for degree requirements at another institution.
- (d) **Incomplete.** An incomplete grade may be used at the professor’s discretion to indicate that additional work is necessary to complete the requirements for a course. It is not a substitute for an “F,” and no student may be failing a course at the time an “I” grade is awarded. To receive an “I” grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The professor, in consultation with the student, will determine remaining course assignments and deadlines, but all incomplete grades must be removed within one regular semester (e.g., a spring semester or summer term Incomplete should be completed by the end of the fall semester. A fall semester Incomplete should be completed by the end of the spring semester); otherwise, it remains as Incomplete on the student’s permanent record. Requests for exceptions may be made to the Vice President for Academic Affairs.
- (e) **"W" grades.** An automatic grade of "W" is issued when a student initiates a withdrawal during the allowable withdrawal period. The withdrawal period for an automatic "W" will begin after the tenth day of classes in the regular session and the fifth day of classes in the summer term and will not exceed twelve weeks of a sixteen-week semester or, in general, will not exceed three-fourths of the duration of any term. For any drop or withdrawal accepted after this deadline, a "W" or "F" will be assigned depending upon the student's standing in the class. The last day a student will be allowed to withdraw from a class is the last day of class work before the final examination.
- (f) **S - U grades.** Professors are to assign "S" or "U" in and certain "Leisure and Recreational Activity" courses as designated in the *College Catalog*.
- (g) **Grades for “0” level courses.** Students with curricular deficiencies in English, mathematics, reading, and science who fail to demonstrate adequate curricular competence

through a minimum ACT subject score or institutional secondary assessment will be required to participate in developmental education designed to remedy the deficiency. Students must achieve a competency equivalent to a "C" or better to remove the deficiency.

(h) **Audit.** No audits will be approved prior to the first week of classes in any semester. Persons enrolled in courses for audit may not change their enrollment to credit after the change of schedule period. With appropriate approval of the professor, a student enrolled in courses for credit may change to audit status any time through the first half of a session (four weeks of an 8-week session, eight weeks of a 16-week session, etc.). Further information for auditing a course may be found in the current *College Catalog*.

(i) **Administrative withdrawal.** Administrative Withdrawal (AW) may be made by the faculty member for those who have never attended class by the last day of the first week of class. In addition, the AW may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance. Before this grade is assigned, staff in the Office of Academic Affairs will review the situation with the faculty member and others as necessary to verify the appropriateness of the action. The grade will be GPA neutral.

(j) **"N" grades.** "N" grade may be used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced with the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral. (Rev. 07/17)

(k) **Procedure for grade changes.** A "Change of Grade" form may be obtained by the professor from the Office of Admissions and Records. The form should be completed and signed by the professor and returned through the Division Dean to the Office of Admissions and Records.

(l) **Challenging a grade.** One of the functions of the Academic Grade Appeals Committee is to provide an opportunity for students to challenge a final grade, provided a solution cannot be reached through proper academic channels. Appeals for this purpose must be made within 90 days after the grade in question appears on the permanent record. Information concerning procedures to be followed is available from the Associate Vice President for Academic Affairs (FA 100) or division offices.

(m) **Grade points.** Grade points are computed by multiplying the number of points that a particular grade (A, B, C, etc.) carries by the number of credit hours in a course. The grade point average may be found by adding the grade points for all courses and dividing them by the total number of applicable credit hours attempted.

Sec. 2-39. Honor Rolls

(a) **Enrolled in 12 hours or more.** Honor rolls will contain the names of students who have completed 12 or more credit hours within one semester with a grade average of "B" (3.0) or better. The President's Honor Roll is for students with a grade point average of 4.0; the Vice President's Honor Roll is for students with a grade point average of 3.0-3.99 with no course grade below a "C" in college-level or remedial courses. Grades of "S" (Satisfactory) and "U" (Unsatisfactory) are neutral and are not figured in the student's semester grade point average, and only college credit courses generating "S" grades will be considered toward the number of enrolled hours required for honor roll consideration. A student must complete any course for which an "I" was awarded before he/she may be considered for the honor roll. Honor Roll information is placed on the student's official transcript.

(b) **Enrolled in 6 to 11 hours.** Honor rolls for part-time students, those who are at least half-time (6 hours or more), will be based on the same academic standards as the full-time honor rolls. A student must complete any course for which an "I" was awarded before he/she may be considered for the honor roll.

(c) **Enrolled in summer session.** Honor rolls for a summer session will contain the names of students who have completed six or more credit hours with a grade average of "B" (3.0) or better. The same academic standards required during the fall and spring semesters for President's Honor Roll (4.0 GPA) and Vice President's Honor Roll (3.0 - 3.99 GPA) will be required for summer semester honor rolls. In addition, a student must complete any course for which an "I" was awarded before he/she may be considered for the honor roll.

Sec. 2-40. Safe use of equipment

The cooperation of all employees is requested with respect to the following regulations:

(1) **Faculty responsibility.** It is the responsibility of faculty members to instruct students as to proper and safe use of all equipment.

(2) **Faculty presence.** Shop power machinery is to be used only when professors are present in the shop.

Sec. 2-41. Classroom security

(a) **Student disruptions or threats.** In the event that a student causes excessive disruption or threatens bodily harm in the classroom or elsewhere on campus, assistance may be requested by a professor or other employee to handle the situation. In an emergency, security guards and/or the appropriate administrator (Division Dean, Associate Dean, and/or Chief Conduct and Service Learning Officer) should be contacted. Incident Reports must be filed immediately, as indicated.

(b) **Disciplinary action.** Following handling of the immediate situation, the professor, or other employee, may request that the student be removed from a class or classes, be placed on disciplinary probation, or be suspended from the College. Such a request should be made to the appropriate administrator and will be considered by the Chief Conduct and Service Learning Officer, the Vice President for Academic Affairs, and the Vice President for Student Affairs, who will determine what disciplinary action is to be taken. If the student wishes to protest the decision, he/she may appeal to the Student Conduct Committee.

Sec. 2-42. Academic integrity. Rose State College expects students to understand and follow basic standards of academic integrity including, but not limited to, plagiarism, cheating on examinations of any kind (quizzes, tests, midterms, finals, etc.), presenting work completed for one course as original work for another, and other forms of dishonest performance on college assignments, as explained below.

Plagiarism means the use of the thoughts, ideas, words, phrases or research of another person or source as one's own without explicit and accurate credit to the original author. Cheating on examinations of any kind includes copying another student's answers; exchanging information; using notes, books or technology unless expressly permitted to do so by the instructor; or gaining access to examinations prior to the actual taking of such examinations. Other examples of academic dishonesty include, but are not limited to, copying or preparing another person's work; or buying prepared papers. Assisting anyone to engage in any of the violations described above qualifies as academic dishonesty.

(a) **Authority.** The professor shall have authority over the grades assigned to students.

(b) **Cheating or Plagiarism.** If it is established beyond reasonable doubt that cheating or plagiarism has occurred:

(1) **Disciplinary Action.** The professor may take appropriate disciplinary action, which may include the awarding of an “F” on the particular assignment or in the course.

(2) **Incident Report.** The professor may make a report of the incident and of action taken, if any, to his/her own division dean.

(3) **Appeal.** The student may appeal the grade to the Academic Grade Appeals Committee.

(4) **Conduct Review.** If the division dean feels that the academic consequences are insufficient in any particular case or if the student has a repeated pattern of academic dishonesty, then the division dean may forward the incident report to the Chief Conduct and Service Learning Officer to review the record. If the Chief Conduct and Service Learning Officer determines that the Student Code of Conduct has been violated in addition to the violations of academic dishonesty, then he/she shall determine appropriate additional penalties and the incident shall follow the procedures for Student Conduct contained herein as a matter of course.

Sec. 2-43. Prior Learning Credit (formerly Extracurricular Credit)

The policy allowing a student to be granted credit by examination recognizes that academic learning often occurs outside the formal college classroom setting.

Rose State College evaluates a student's previous learning experiences by awarding Prior Learning Credit (PLA) by institutionally prepared examinations, standardized national tests such as CLEP and the Advanced Placement Program of the College Entrance Examination Board (APP).

(1) **Eligibility.** Students eligible to receive PLA credit are those who have been enrolled at Rose State College.

(2) **Limitations.**

(A) **Validation.** PLA credit awarded to a student must be validated by successful completion of 12 or more semester hours at Rose State College before being placed on the student's official transcript.

(B) **Residency requirements.** The Oklahoma State Regents for Higher Education policy on degrees conferred specifies that PLA credit may be earned by advanced standing examinations and applied to a degree program subject only to meeting the residency requirements of the institution conferring the degree.

NOTE: Sixty-two hours are required for an associate degree. At Rose State College, a student must complete at least fifteen hours in residency for a degree unless an exception is granted by the Chief Academic Officer of the College.

(C) **Approve curriculum.** Rose State College may award PLA credit only in those academic disciplines and in courses in the approved curriculum of the College. Whenever possible, Rose State College course title and number will be assigned to the credit awarded. The neutral grade of satisfactory (S) will be utilized to designate PLA credit.

(D) **Majority of courses.** A student may be awarded PLA credit on the basis of an advanced standing examination for many of the courses in the Rose State College "Catalog" whether or not a comparable course has previously been taken in high school or in college for which college credit has not been granted. Some exceptions may be

necessary because of difficulty in structuring the time and place of the examination. The Division Dean will determine whether or not the test can be given. Credit for some courses may not apply toward a higher degree at another institution.

(E) **Prerequisite courses.** Credit will not be given for a prerequisite to a course for which credit has been granted.

(F) **Audits.** A student may be awarded credit in a course which he/she has previously audited by either repeating the course for credit or successfully completing it through advanced standing examination.

(G) **CLEP test.** Only the Subject Examination portion of the CLEP program tests will be accepted.

(3) **Other Criteria.**

(A) **Military training.** PLA credit awarded for military training schools shall not exceed the criteria and recommendations contained in publications of the American Council on Education especially designed for that purpose.

(B) **Other non-collegiate experience.** PLA credit awarded for business and industrial, labor union, governmental agencies and other non-collegiate learning experiences shall not exceed the criteria and recommendations contained in publications of the American Council on Education especially designed for that purpose.

(C) **Experiential learning.** Credit for experiential learning, including, but not limited to, military occupational specialties (MOS), may be granted only on a course-by-course basis in instances in which an approved academic unit within the institution determines, on the basis of appropriate validation (i.e., not based simply on the presentation of experience), that the credit is equivalent to a course offered by the institution.

(D) **International Baccalaureate program.** PLA credit may be awarded to a student who has taken "Higher Level" courses in the International Baccalaureate program and has scored at least a four (on a seven point scale) on the Higher Level course examination. Such credit shall be awarded on a course-by-course basis.

(4) **Transferability.** PLA credit, once recorded and validated, is transferable on the same basis as if the credit had been earned through regular study at this institution.

(5) **Charges.** Institutional charges for administration and recording of locally administered prior learning credit examinations shall be approved per semester-credit hour. Charges for administering and recording of nationally developed prior learning credit examinations shall be at the rate established by the national testing agency for the particular test in question. No other charges shall be made for the administering or recording of PLA credit.

(6) **Approvals and Procedures.** A student desiring to apply for prior learning credit examinations should report to the Office of Admissions and Records, where eligibility will be determined and detailed instructions given. Approval must be granted by the Division Dean. The Division Dean will make arrangements with a professor for administration of the examination. Some examinations will be given only on designated dates established by the appropriate division in which credit is sought. Any division may establish a waiting period of up to six months for a student to take another prior learning credit examination for a course for which he/she has failed a prior learning credit examination.

NOTE: The Rose State College PLA Credit Policy has been developed from criteria contained in the "Standards of Education Relating to Credit For Prior Learning Assessment" statement as adopted and revised by the Oklahoma State Regents for Higher Education on January 29, 2015. (Rev. 07/17)

Sec. 2-44. Courses for military service

- (a) **Credit for active duty.** Upon completion of basic training, the student may have met the general education requirements for physical education.
- (b) **Evaluation.** Official military transcripts such as CCAF (Air Force) and JST (Joint Services Transcript) will be used when the experience is associated or related to the degree program. *(Rev. 07/17)*
- (c) **Final decision for credit.** "A Guide to the Evaluation of Educational Experience in the Armed Services" is used to evaluate service schools, and recommendations are made by the Commission on Accreditation of Service Experience of the American Council on Education. However, Rose State College will make the final decision in granting such credit.

Sec. 2-45. United States Armed Forces Institute (DANTES) Courses

Reviews and decisions about the granting of academic credit for USAFI (DANTES) courses are the privileges of Rose State College. The Registrar/Associate Vice President of Enrollment Management maintains Catalogs stating courses, their descriptions, and the recommendations for credit made by the Commission on Accreditation of Service Experiences of the American Council on Education.

Secs. 2-46 through 2-49. (Reserved for future use)

Sec. 2-50. Learning Resources Center

- (a) **Introduction.** The Learning Resources Center (LRC) primarily exists to provide services that support academic instruction. When it doesn't interfere with the primary academic purpose, the Learning Resources Center provides services to College staff and community members. Services include providing library resources, tutoring, academic testing, faculty development, online learning platform support, electronics and telecommunications services, and academic outreach case management.
- (b) **Student ID Card.** Many of the services provided in the Learning Resources Center are based upon user enrollment status. It is essential that students have their Rose State College Student ID card, military ID, or driver's license with them at all times when requesting service to validate their identity.
- (c) **Supervision of Minors.** For safety reasons, children in the Learning Resources Center under the age of 16 must be supervised by an adult **at all times**. Staff members cannot assist with supervision of children during the performance of their duties.
- (d) **Confidentiality of Learning Resources Center records.**
 - (1) Records used by Learning Resources Center staff to verify, create, maintain, and provide College services are confidential.
 - (2) Except in accordance with proper judicial order, no person shall make known in any matter any information contained in such records except to the owner of the record. Nothing in this statement, however, shall prevent the use of such records by authorized personnel in performance with his or her routine duties.
 - (3) Requests from law enforcement agencies for information described in this section should be referred to the Office of the President of Rose State College. *(Rev. 05/16)*

Sec. 2-51. Library

(a) **Material Selection Policy.** The primary goal of the Library is to support, through its collection of materials and its services, the philosophy and functions of the institution set forth by the Board of Regents of Rose State College. In its selection of materials, the Library will uphold the principles of the American Library Association's Bill of Rights and the Freedom to Read Statement.

The ultimate responsibility for the selection of materials lies with the Library Director. The librarians are responsible for review and purchase of materials on an on-going basis.

(1) **Responsibility.** Materials will be chosen from a variety of selection tools. Requests and suggestions for consideration of materials from the faculty, staff, students, and community members are encouraged.

(2) **General Policy.** Both print and non-print Materials are selected primarily to support the curriculum of Rose State College; to support the informational, cultural, and recreational needs of the faculty, staff, and students; and to support the informational, cultural, and recreational needs of the community. Materials are selected for their quality, timeliness, and importance to the balance of the collection. The merit of a controversial item will be determined by consideration of the whole work, not of selected or random excerpts. Every attempt will be made to provide materials reflecting a variety of viewpoints.

(3) **Children's collection.** A collection of children's materials will be maintained to support the academic programs. A comprehensive collection of children's materials will not be maintained, since this service is adequately provided within the community. Children's materials will be selected by the same criteria as other LRC materials: quality and timeliness.

(4) **Periodicals.** Periodicals are purchased in print and/or online format to provide the most current information available in subject areas. The periodicals provide material not available elsewhere and supplement the book collection. Periodicals will be purchased for use as supplemental tools for the curriculum, as professional tools for book review and selection, and for general interest. Factors affecting the selection of periodicals will include relevance to the curriculum, quality, format, accessibility, and price.

(b) **Microforms.** Photocopy facilities are provided for microform materials.

(c) **Library Gift policy.** Gift materials will be accepted by the Library with the following stipulations:

(1) **Delivery.** Materials must be delivered to the Library Director.

(2) **Letters of acknowledgment.** Letters of acknowledgement will be written and maintained for those leaving contact information.

(3) **Assumption of responsibility.** The College will not appraise or assume any responsibility for determining the value of material donations.

(4) **Addition of materials.**

The College may or may not choose to add gift materials to the collection. Gifts will be added under the same collection policy as for purchased materials, based on such factors as curriculum-related, currency, lasting-value, authority, and objectivity.

(d) **Withdrawal of materials.** Material review is a continual process. Withdrawals will be made using these criteria: worn out or damaged through use; no longer timely; no longer accurate or relevant to the curriculum; duplicate copies no longer in demand; and changing focus of the collection.

(e) **Objections to materials.** In the event that a member of the student body, faculty, or staff objects to material in the Library, a form is available to request a staff review of material. The form, completed and signed, will be reviewed by the Library Director and the staff. All decisions of the Library Director or library staff are subject to appeal through normal administrative channels.

(f) **Recommendations for the purchase of materials.**

(1) **Procedures.** Materials may be recommended for purchase by following procedures outlined below:

(A) **Reviews.** Procure competent review or judgment of value by one of the following methods:

1. **Read review.** Read a review in a journal or one of the reviewing medias.

2. **Personal review.** Make a personal review of the items.

(B) **Anticipated use.** Consider the anticipated use of the item and whether or not the expenditure is justified.

(C) **Submission.** Submit each request through the appropriate Division Dean to the Library Director. Request forms may be obtained in the Learning Resources Center. Sufficient bibliographic information must be supplied when making the request for positive identification of the item being requested. Also, a citation for the source of the read review or a copy of the personal review of the item must be provided.

(D) **Multiple copies.** Duplicate copies of resources may be purchased to meet special circumstances.

(E) **Office or personal materials.** Materials intended solely for the office or private use should be purchased personally by the professor or staff member.

(2) **Purchase questions.** If the Library Director questions the purchase of a particular title, the person recommending it should be able to justify his/her request.

(g) **Borrower categories privileges.**

(1) **Faculty/Staff Borrower.** Faculty/Staff Rose State ID cards serve as the library card and must be presented at time of checkout. This does not include the personnel or agencies which perform contract work for the College. Personnel employed by contracting agencies may, however, qualify for borrower privileges under the courtesy card provision.

(A) **Circulation period.** Professors are encouraged to return materials as soon as possible to make them available to others. The normal circulation period is 21 days, but varies depending on material type. There is a one-semester maximum limit on faculty check-outs. At the end of each semester, all materials must be returned to the Library.

(B) **Retention of materials beyond a semester is discouraged.** Professors who need certain titles for permanent use are encouraged to purchase them through their academic division or for their personal libraries. When a student requests an item that is checked out to a professor, it is the duty of the professor to return that item to the Library within 21 days, unless there are extenuating circumstances.

- (C) **Non-circulating items.** Depending upon patron needs, faculty and staff may be able to check out periodicals and reference books for up to 3 days. Faculty and staff may inquire about specific items at the Reference Desk.
 - (D) **Termination of employment.** All Library materials checked out to a faculty or staff member must be returned to the Library upon termination of employment at Rose State College. Faculty and staff members are financially responsible for Library materials until they are checked back in.
 - (E) **Interlibrary loan.** Faculty and staff may request the Library to obtain books and periodicals through interlibrary loan.
 - (F) **Beginning of privileges.** Borrower privileges begin as soon as a professor or staff member has signed a letter accepting employment by the institution. A faculty/staff photo ID is required.
 - (G) **End of borrower privileges.** Borrower privileges end on the last day the professor or staff member is employed by the College; however, he/she may continue to borrow materials from the College Library if he/she qualifies as a courtesy borrower.
- (2) **Student Borrower.** The student's Rose State ID card is the library card and must be presented at the time of checkout. If a military ID or a driver's license is the only form of ID that a student has at the time, enrollment and status as an RSC student will be verified by LRC staff and a temporary library card issued.
- (A) **Circulation period.** Students may check out books for 21 days.
 - (B) **Book limit.** Up to 12 books may be on loan to a student at any one time.
 - (C) **Non-circulating items.** Reference books, audiovisual materials, and periodicals may not be checked out by students.
 - (D) **Reserve materials.** Reserve materials are the exception to the 21 day circulation period. All reserves circulate for 2 hours within the library and may be checked out to students only.
 - (E) **Interlibrary loan.** Students may request the Library to obtain books and periodicals through interlibrary loan.
 - (F) **Beginning of privileges.** Borrower privileges begin when a student enrolls and is issued a Rose State College Student ID card.
 - (G) **End of privileges.** Borrower privileges end on the last day of the last semester in which a student is enrolled or on the date a student withdraws from all courses at Rose State College.
- (3) **Courtesy Borrower.** Courtesy borrower cards may be issued, at the discretion of the Library administration, to individuals other than those mentioned above if: they are members of any branch of the United States Armed Forces on active duty and stationed at Tinker Air Force Base; or, they are adults, residing on a permanent basis in the area bounded by Eastern, N.E. 63rd, Harrah Road and S.E. 134th.
- (A) **Circulation period.** Courtesy borrowers may check out books for 21 days.
 - (B) **Book limit.** Up to 5 books may be on loan to a courtesy borrower at any one time.
 - (C) **Non-circulating items.** Reference books, audiovisual materials, and periodicals may not be checked out by courtesy borrowers.

- (D) **Reserve materials.** Reserve materials may not be checked out to courtesy borrowers.
- (E) **Beginning of privileges.** Borrower privileges begin when the courtesy borrower is issued a courtesy borrower card from the Library.
- (F) **End of privileges.** Borrower privileges end one year from the date of issuance.
- (h) **Proof of eligibility.** Proof of eligibility for borrower privileges in each of the preceding categories will be as follows:
 - (1) **Faculty/Staff Borrower.** Rose State College Faculty/Staff ID card
 - (2) **Student Borrower.** Rose State College Student ID card. In the event a student does not have a RSC Student ID, enrollment and status as an RSC student must be verified by LRC staff; a temporary library card will be issued.
 - (3) **Courtesy Borrower.**
 - (A) **Military.** Military ID Card
 - (B) **Non-Military.** Government-issued picture ID Card and proof of address.
- (i) **Reserve Materials**
 - (1) **Reserve material location and circulation.** Reserve materials are those items with a designated circulation period different from the normal 21 day period. Items are normally placed on reserve at the request of a professor who wishes to make the items more available to a particular group of students. The professor usually sets the length of the loan period and determines if a book should be limited to use only inside the Library. All reserve materials are shelved behind the circulation desk on shelves designated for such items. They are arranged by professors' names.
 - (2) **Placing material on reserve.** Material may be placed on reserve by instructional staff at any time. However, all reserve material will expire at the end of the academic year. Professors who wish their material to remain on reserve beyond that date must come to the Library, review the material they have on reserve, and request an extension. Expired reserve materials belonging to instructional personnel will be returned to the professors when the materials are removed from the reserve collection. Expired reserve materials belonging to the Library will be returned to their normal location within the Library.
 - (3) **Permanent reserve.** Library personnel may, at their discretion, assign certain high-risk items a permanent "Reserve" status. Such action is intended only to protect the material, not limit its use. In addition to showing their Student ID card, students must leave a current government-issued photo ID card at the Circulation Desk while using high-risk items such as textbooks.
- (j) **Overdue and Lost Materials**
 - (1) **Overdue notices.** Two overdue notices will be sent: the first on the 10th day past due; and the second, which is actually a bill, on the 30th day past due. When the second notice is mailed, borrowing privileges are automatically blocked.
 - (2) **Telephone notice.** Patrons with overdue materials may be contacted by phone if there is a large number of books involved or if there appears to be some misunderstanding about policy.
 - (3) **Responsibility for "holds" on records.** The borrower will be responsible for clearing "holds" which have been placed on his/her records. Holds will be cleared when all overdue books have been returned.

(4) **Return of overdue materials.** Overdue materials may be returned at any time and records cleared when the borrower pays his/her fines. However, materials kept out for more than one year that are damaged, already replaced, or obsolete may not be accepted. In these exceptional instances, the Library Director or the Librarian on duty may, at his/her discretion, charge the student or other patron the full value of the book plus a \$10.00 fee. If full value is charged, the student or other patron may keep the book.

(5) **Payment for lost material.** When a student or other patron pays for a lost book or one which has been kept out for more than one year, a “de-processing” fee of \$10.00 will be added to the cost of the book. If a lost book which has been paid for is found and returned, the Library will retain the de-processing fee even though the price of the book may be refunded. No fines, however, will be charged. (*Rev. 05/16*)

Sec. 2-52. Tutoring Center

(a) Rose State College provides free tutoring services to all Rose State College students and, on a limited basis, to area high-school students through the Tutoring Center. Tutoring is available for many of the required general education courses, which special emphasis given to English Composition, History, Political Science, Science, and Mathematics courses.

(b) The Tutoring Center offer online tutoring services through partnership with a 3rd-party provider as funding allows.

(c) Students must agree to the Tutoring Center policies before engaging in face-to-face tutoring activities. (*Rev. 05/16*)

Sec. 2-53. Academic Testing

(a) Academic Testing administers tests at the professor’s request for math and science courses, internet and hybrid classes, make-up tests for on-campus courses, advanced standing exams, and computer proficiency exams.

(b) Academic Testing proctors tests for classes originating from other institutions. Students must first make an appointment with Academic Testing and pay a proctoring fee at the Cashier’s Office before taking tests that originate from other institutions.

(c) Academic Testing **does not** give placement tests, GED, ACT, CLEP, or DSST tests.

(d) Student Information

(1) Before taking a test, students must present their Student ID Card, military ID or driver’s license to validate their identity and verify that they are enrolled in the class for which the test is being proctored.

(2) Exams may not be started within one hour of closing. All tests must be submitted 10 minutes before closing regardless of how much time the instructor has allotted for test completion.

(3) Children **may not** be left unattended in Academic Testing or elsewhere in the Learning Resources Center while their accompanying adult is testing.

(e) Faculty Information

(1) So that Academic Testing may provide conditions conducive for testing while maintaining test security, faculty members must:

(A) Deliver sufficient copies of tests to Academic Testing prior to the testing date with faculty name, course abbreviation and course number each test.

(B) Provide a list of students with student ID numbers of those authorized to take the test.

- (C) Provide a completed *Academic Testing Instruction Sheet* for each test. If a test is not accompanied by an instruction sheet, Academic Testing will try to contact the professor to obtain one. Tests will not be given without an instruction sheet.
- (2) Completed tests will not be returned through interoffice mail. Faculty members must either pick up tests personally or authorize someone to pick them up. Authorization must be in writing. Authorization forms are available in Academic Testing. (Rev. 05/16)

Sec. 2-54. eLearning and Academic Outreach

- (a) eLearning provides instructional design and academic technology support to faculty. This support includes consulting, training, and other assistance as needed. Academic Innovation, also, administrates and supports the online learning platform used in both online and on-campus classes.
- (b) Academic Outreach provides case management for concurrent and incarcerated students assisting them with advisement, enrollment, and technical support. In addition, the office acts as a liaison between the College, the student, and the student's home institution.
- (c) Career Services provides students with assistance on career development, arranges for employment and internship opportunities for students, and places work study students.

Sec. 2-55 through 2-57. (Reserved for future use)

Sec. 2-58. Student Publications (Rev. 05/16)

(1) **Student publications.** In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy, in accordance with the financial policies of the institution, for the student publication to maintain integrity of purpose as a vehicle for free inquiry and free expression in an academic community. Institutional authorities, in consultation with students and faculty, have a responsibility to provide a written clarification of the role of the student publication, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendos. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

(A) **Censorship.** The student press will be free of censorship and advance approval, and its editors and managers shall be free to develop their own editorial policies and news coverage, all within the framework of the mutual obligations and responsibilities set forth in the Guidelines for Student Publications.

(B) **Editors.** Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policies or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers will be the agency responsible for their removal.

(C) **Editorial opinions.** All publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or student body.

(2) **Guidelines for Student Publications**

(A) **Purposes of *15th Street News*:**

- (i) To publish news, information, entertainment, and editorial opinions for the benefit of the student body and College community.
- (ii) To provide mass communication training and experience for students and a laboratory for mass communication classes.
- (iii) To provide a forum for free expression, interchange of ideas, and exhibition of literary and artistic talents among students.
- (iv) To provide a forum for exchange of ideas among students, administrators, and individuals within the community.

A good newspaper reports, interprets, and comments upon those events and ideas which it deems significant or which are of interest to its readers. These purposes should be the basis for exercise of editorial judgment, news play, content selection, and editorial policy. Readers should receive a newspaper which provides accurate coverage of campus life and exhibits sound judgment and reasoning in columns and editorials. The *15th Street News* staff members have the obligation to criticize, to question, and to evaluate, and assume responsibility for the accuracy and completeness of all criticism. Constructive criticism, thoughtfully prepared and respectfully presented, is basic to college press freedom. The *15th Street News* staff realizes the exercise of that freedom entails a heavy burden of responsibility. This responsibility includes not only the right to print, but also the right not to print. The staff must be free to exercise its judgment, not only in what is said but also in what is left unsaid, making such judgments after careful consideration of the ramifications and consequences and in conformity with the purposes of *15th Street News*, as outlined above. The *15th Street News* staff members may make mistakes, but not without benefiting from them, not without full realization that they are responsible for them, and not without exercising every reasonable control against mistakes and attempting to make amends for them if they do occur.

(B) **Online Student Media and Use of Electronic Information Resources**

- (i) **Online Student Media.** Students may use Internet-based media, including, for example, Web sites, blogs, e-mail, listservs and online discussion groups, as they would any other communications media to reach an audience both inside and outside the college. All official, college-sponsored online student publications are entitled to the same protections and are subject to no greater limitations than other student media, as described in this policy.
- (ii) **Electronic Information Resources.** Student journalists may use online and other electronic information resources to gather news and information, to communicate with other students and individuals and to ask questions of and consult with sources. College officials will apply the same criteria used in determining the suitability of other educational and information resources to attempts to remove or restrict student media access to online and electronic material. Just as the purchase, availability and use of media materials in a classroom or library does not indicate endorsement of their

contents by college officials, neither does making electronic information available to students imply endorsement of that content. Although faculty advisers to student media are encouraged to help students develop the intellectual skills needed to evaluate and appropriately use available resources to meet their newsgathering purposes, advisers are not responsible for approving the online resources used or created by their students.

- (iii) **Acceptable Use Policies.** The Board recognizes that the technical and networking environment necessary for online communication may require that college officials define guidelines for student exploration and use of Internet-based and other electronic information resources. The purpose of such guidelines will be to provide for the orderly, efficient and fair operation of the college's resources. The guidelines may not be used to unreasonably restrict student use of or communication on online media. Such guidelines may address the following issues: file size limits, password management, system security, data downloading protocol, use of domain names, use of copyrighted software, access to computer facilities, computer hacking, computer etiquette and data privacy.

(C) Student Media Advisers

The student media adviser is not a censor. No person who advises student media will be fired, transferred or removed from their position by reason of his or her refusal to exercise editorial control over student media or to otherwise suppress the protected free expression of student journalists.

(D) Policies

- (i) To afford students a medium of free expression, in keeping with First Amendment rights, the College administration and faculty shall refrain from participation in the editorial policies and decisions of the *15th Street News* staff. News staff members will be responsible for content selection, design, and placement, in compliance with regulations of the Rose State College Board of Regents and all local, state, and federal laws. Submissions to the editor must adhere to guidelines in the "Info & policies" box in the *15th Street News*. Letters to the Editor must include a writer's full name, social security number or ID number, and telephone number and cannot exceed 500 words in length.
- (ii) Because publishing a newspaper is a highly technical process that must operate with precision within certain inflexible deadlines, it is necessary to concentrate executive authority in the hands of one individual: the Editor-in-Chief, or, in his/her absence, the Student Media Adviser.
- (iii) Circulation of a specific issue of the newspaper should be restricted by no one other than the Editor-in-Chief or the Student Media Adviser, unless so ordered by the College Counsel. It is the responsibility of the person ordering the restriction of the circulation to convene a Student Publications Board within 24 hours of the time newspaper distribution is prohibited. Four voting board members shall constitute a quorum. A board member unable to attend may designate a proxy in writing or, if that is not possible, by telephone calls to two board members specifying who shall have the proxy and on what questions that person may vote. The board chairperson

will assure that a public notice is posted as soon as possible for emergency meetings. These notices shall be posted outside the regular meeting room, in the Administration Building, and in the Student Center and should specify the time, date, place, and precise subject of the meeting. The chairperson or his/her specified representative will make every reasonable effort to notify all parties involved in the dispute of the meeting and the precise subject matter of arbitration to be considered. The person ordering the restriction of circulation shall have the burden of proof to establish that the objectionable material is not protected by the First Amendment to the United States Constitution; otherwise, circulation of the paper will resume. Paramount in the Editor's or Adviser's mind in making such a decision must be legal considerations and the canons of good journalism.

- (iv) To protect academic freedom, *15th Street News* will not quote or otherwise cite statements made in class, except with the written permission of the person(s) who made such statement(s).

(E) Student Publications Board

- (i) When the Editor-in-Chief and Coordinator of Student Publications cannot concur, the Student Publications Board will determine, in accordance with the First Amendment to the United States Constitution, the printability and circulation of materials with respect to avoidance of libel, that is, statements that unjustly expose one to public contempt, realizing that truth is not always a defense; avoidance of indecency or that which describes, in terms patently offensive as measured by contemporary community standards for the print medium, sexual or excretory activities and organs; undocumented allegations, or statements of fact, written or uttered, which have no basis on which they may be proved; attacks on personal integrity; harassment and innuendo or the techniques of persistently annoying one or leading readers to conclusions by veiled, equivocal, or ambiguous reflections on one's character or reputation, and/or threat of substantial disruption.
- (ii) The Student Publications Board will meet as needed to recommend policies and guidelines for the student newspaper to the appropriate administrator and will serve as arbiter in case of disputes, whether internal or external, concerning the student newspaper. This avenue of due process for students will be the final level of appeal within the College on such disputes.
- (iii) Student Publications Board meetings will be open to the public.
- (iv) Composition of the board: The Dean of Humanities will serve as the chairperson; one member approved by the Vice President for Academic Affairs, recommended by the Professional/Administrative Staff Association; two faculty representatives selected by the Faculty Senate (only one may have a journalism background); two student representatives selected by the Student Senate (only one may be a journalism student or affiliated with news staff); and one professional journalist from the community selected by the President. The Editor-in-Chief and Student Media Adviser will serve ex-officio without voting privileges.

- (v) All arbitration by the Student Publications Board will be concluded in as timely a fashion as possible to assure maximum freedom of expression, especially in those cases where time of expression is a critical factor.

Sec. 2-59. Copyright Policy

Rose State College intends to comply with the U.S. Copyright Law (Title 17, U. S. Code, Sect. 101, et. seq.). The policy set forth represents a sincere effort to observe the copyright law.

(a) **Authorization.** Employees of Rose State College are prohibited from copying copyrighted works unless the action is authorized by:

- (1) **Specific exemptions in the copyright.**
- (2) **The principle of *Fair Use*.** *Fair Use* guidelines are outlined in the *Campus Copyright Manual* available in the Library.
- (3) **Licenses or written permission.** Licenses or written permission from the copyright owner. Any other copying must be approved by the institution's Copyright Officer on a case-by-case basis.

(b) **Performance authorization.** Employees are also prohibited from "performing" copyrighted works unless the performance is authorized by:

- (1) **Title 17, U.S. Code, Sect. 110(1), (4) or (8).**
- (2) **Performance licenses.**
- (3) **Purchase order authorization.**
- (4) **Written permission from the copyright owner or the owner's agent.**

(c) **Copyright Officer.** The President shall appoint a Copyright Officer who shall:

- (1) **Implementation.** Implement this copyright policy.
- (2) **Campus Copyright Manual.** Prepare and distribute a *Campus Copyright Manual*.
- (3) **Training programs.** Conduct training programs to assure that employees are aware of the copyright law.
- (4) **Questions.** Answer questions about the copyright law.
- (5) **Records.** Maintain appropriate records or see that records are maintained of permissions, agreements, and licenses.
- (6) **Warning notices.** Direct that appropriate copyright warning notices are placed on or near copying equipment.
- (7) **Related duties.** Perform other related duties, as needed.

(d) **Liability for infringement.** Employees who willfully disregard the Institution's Copyright Policy, or the specific provisions of the *Campus Copyright Manual*, do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright infringements. (Rev. 05/16)

SECTION 3

ADMINISTRATIVE SERVICES

Note: For the Administrative Services Department, see Chapter II, Sections 1-59 et seq. of this Manual.

Sec. 3-1. Budget: source of funds

Funds to support the purchase of supplies, materials, equipment, and the other functions of the total Educational and General Budget are derived mainly from the following sources: State-Appropriated Income, Student Fees, Local Tax Levy Revenue, All Other Income, Gifts and Grants.

Sec. 3-2. Administrative Services' procedures regulations

The Office of Administrative Services follows the procedures specified in these documents: Handbook: Budgeting and Accounting, The Oklahoma State System of Higher Education, under the provisions of Article XIII-A of the Constitution of Oklahoma and Titles 61, 62 and 70 of the Oklahoma Statutes; and Procedures Manual: State of Oklahoma, Executive Department, Division of the Budget, in compliance with the provisions of Title 62 of the Oklahoma statutes. In addition, the Administrative Services staff refers to the guidelines in the "Rose State College Detail of Office Procedures," the "Rose State College Auxiliary Enterprises and Services Procedures Manual Guidelines," and the "Rose State College Travel Guidelines."

Sec. 3-3. Purchasing procedure

- (a) **Proper approval of purchase requests.** No College representative has the authority to make a commitment to purchase or pick up merchandise in the name of Rose State College without proper approval (this includes confirmation orders). "Proper approval" means a purchase order approved, issued, and numbered by Administrative Services (includes Purchasing Office).
- (b) **Requests for purchases.** Requests for purchase of supplies, materials, and equipment must be initiated on the electronic Paperless Purchasing System form. The form should be completely filled out and adequately describe the desired item.
- (c) **Submission of purchase requests.** All requests for purchase will be electronically submitted to the appropriate Budget Manager, Vice President, and the President (if required) for approval and then submitted to the Office (Purchasing Office). All requests will be reviewed in detail by the Purchasing Specialist and/or Accounting Representative/Buyer before the issuance of a purchase order. See also: "Rose State College Detail of Office Procedures" and "Rose State College Auxiliary Enterprises and Services Procedures Manual" Guidelines.
- (d) **Issuance of purchase orders.** The Office will issue purchase orders for items listed on properly approved requisitions. The amount of the purchase order will be charged to the appropriate budget. One copy of the purchase order will be sent to the vendor and to the RSC Receiving Office.
- (e) **Open purchase orders.** Open Purchase Orders may be authorized at the discretion of the Executive Vice President/CFO. Open purchase orders shall include the names of persons authorized to pick up materials, supplies, and equipment. Authorized persons must be employees of the College. **THE FOLLOWING PROCEDURES MUST BE FOLLOWED WHEN ITEMS ARE PICKED UP BY EMPLOYEES:**

- (1) **Invoices, etc.** An invoice, receipt, or similar document must be forwarded to the Office on the same day the item is picked up;
 - (2) **Signature on document.** The document must be signed by the person picking up the material and signed or received in the system by the Budget Manager; and,
 - (3) **Purchase order number.** The purchase order number must be on the document. Open purchase orders must also comply with paragraphs (a) through (c) above.
- (f) **Receiving Office.** All supplies, equipment, and material (except for Food Service and the Bookstore) shall be received and verified through the Receiving Office located in the Physical Plant Building. Physical Plant personnel will deliver the merchandise to the proper budget manager who will sign the delivery ticket. When merchandise is received at locations other than the Physical Plant Building, shipping tickets, invoices, and/or other related documents must be forwarded to the Office on the same day that the merchandise is received and notification must be sent to the Physical Plant. The Physical Plant will make the receiving entry into the PeopleSoft system.
- (g) **"Urgent" purchase requests.** Such purchase requests will be processed the same as regular requests for purchase except they will be given top priority. Paragraphs "f" and "u" should be followed for all urgent purchases.
- (h) **Returned materials.** Material to be returned to a vendor must be processed by the Maintenance Receiving Clerk. A memo explaining the reason for the return must accompany the material.
- (i) **Cancellations.** Any cancellation of an item or items from an outstanding purchase order must be approved by the Purchasing Specialist, Director of Finance, or the Executive Vice President/CFO. The amount of each cancellation will be added back to the responsible departmental budget.
- (j) **Increases.** Any increase in cost that is 20 percent or \$1,000 over the amount of the approved purchase order (excluding freight) must be approved by the Director of Finance or the Executive Vice President/CFO. The additional amount will be charged to the responsible department budget.
- (k) **Payment approval for goods and services received.** After receipt of merchandise ordered, the department head will compare the merchandise received to the packing slip and electronic on-line purchase order in the receiving screen. If the quantity and quality of equipment/supplies received are acceptable, the department head will approve the purchase for payment in the electronic on-line receiving screen. The Accounts Payable clerk will compare the vendor's invoice quantities and unit prices to the on-line purchase order and approved receiving report. During the reconciliation process, the Accounts Payable clerk will make the necessary adjustments and/or corrections on the invoice and initial it, attesting to the correct amount due to the vendor. After determining the amount due, the Accounts Payable clerk prepares an on-line vendor payment claim. The Director of Finance/Treasurer of the Technical District or the Executive Vice President/CFO reviews the hard copy of the vendor's claim for E&G and Technical District accounts in accordance with policies and procedures and approves payment of the claim by signature. For 750 Fund (Agency Special Accounts) claims, the Director of Finance or the Executive Vice President/CFO reviews the file listing or handwritten check to vendors, in accordance with policies and procedures, and approves payment by signature.
- (l) **Authorized purchases.** Rose State College is authorized to purchase all necessary supplies, materials, services, or equipment without advance presentation of purchase requisitions to the Board of Regents, subject to the policy established by the Board of Regents and applicable

state law. The Executive Vice President/CFO will approve purchases equal to or in excess of \$15,000. The President will approve purchases equal to or in excess of \$50,000. The Board of Regents will approve purchases equal to or in excess of \$75,000. Most bids can be used repeatedly for one year from the Board approval date. Bidding procedures for public construction contracts will be as set forth in the Public Competitive Bidding Act, 61 O.S. Bidding requirements will not apply to acquisitions such as food, food products, and textbooks, state contracts, purchases from other state agencies, or sole source items which are required to have a sole source vendor affidavit, or for architectural, engineering, legal, or other professional services, or maintenance agreements.

The purchase of alcoholic beverage and tobacco products are prohibited. Sole source purchases are permitted only after reasonable efforts have been made to identify all possible sources. When requests are submitted as a sole source, the supervisor of the requesting department and his/her Vice President are required to sign a sole-source affidavit and provide in writing the reasons justifying the purchase from a sole source. Approval for such purchases must be reviewed by the Executive Vice President/CFO. Purchases from Department of Central Services state contracts, contracts of other state institutions, and contracts of institutional consortiums should be used when they are advantageous to the institution. The total cost of all individual components of a project or service should be considered in determining whether bids should be solicited. Purchases are not to be split for the purpose of avoiding the competitive bidding requirement. Two or more purchase requests to the same vendor may be combined in the Purchasing Department. (74 O.S. §85.7.) Purchase orders may be increased 20 percent or \$1,000, whichever is less.

The Purchasing Department will secure three quotes on items between \$15,000 and \$25,000; with the exception of state contracts, GSA contracts, bids, professional services, auxiliary items, architectural, engineering, purchases from other state agencies, utilities, sole source items which are required to have a sole source vendor affidavit attached, legal, or other professional services or maintenance agreements. Purchases that are approaching the quote limit (\$15,000) may not be increased unless the services have commenced or the goods have been received. Auxiliary items such as textbooks, food service products, and merchandise for resale are exempt. If the items requiring quotes are too technical for the Purchasing Department to adequately describe or discuss, the requesting department may obtain the three quotes, and the Purchasing Department will verify the three quotes. Items may be purchased without obtaining quotes or bids if the acquisition cost is lower than the state contract and/or the GSA contract price. Unless otherwise provided for, contracts and acquisitions exceeding \$25,000 must be competitively bid, except in cases of emergency as determined by the President. Such emergency orders shall be certified in writing by the President of the College and presented to the Board of Regents at their next regularly scheduled meeting. Contracts or acquisitions exceeding \$25,000 must be competitively bid unless these contracts or acquisitions meet the exceptions previously stated about competitive quotes. The Board of Regents may establish policies and procedures more stringent than set forth herein.

(m) **Minority preference.** Rose State College will consider minority preference for all bids if so stated in writing by the vendor prior to the bid opening. The vendor must be certified as a minority vendor by the State Department of Central Services.

(n) **Request for bid.** A request for bid must be submitted by purchase request to the Purchasing Specialist two months before the anticipated order. Bids in excess of \$25,000 will not normally be awarded until after the Regents' meeting following the bid opening. (Emergency purchases are excluded.)

- (o) **Protest of a bid.** A protest of a bid must be made in written form to the Executive Vice President/CFO within five days of the awarding of the bid by the Rose State College Board of Regents. (This information will be so noted on all bids.)
- (1) **Protest.** The Executive Vice President/CFO will present the protest to the President of the College.
 - (2) **Protest decision.** The President will render a written decision regarding the protest. The decision will be based upon procedures written in the College's "Policies and Procedures Manual," which is in concert with state statutes.
 - (3) **Protests noted.** The Rose State College Board of Regents will be notified of any protests.
- (p) **Procedures for Requesting Purchases from Club Accounts.**
- (1) **Requests for purchases.** Purchase requests must be submitted in writing to the Director, Student Engagement. These requests must contain the approval of the club treasurer or president and the club sponsor. The Director, Student Engagement will be responsible for entering the requests into the Paperless Purchasing System where normal approval will be obtained.
 - (2) **Proper approvals.** Funds must never be committed or items purchased until the proper approvals have been obtained and a purchase order issued. The purchase order must be submitted to the vendor, who may then release items, and invoice the club.
 - (3) **Reimbursements.** Only in unusual situations should an individual purchase an item and then request reimbursement. This procedure must be justified in writing as to the necessity of a reimbursement and approved prior to any purchases being made. Detailed receipts must be presented after the purchase is made. There will be no reimbursement made without the presentation of receipts for the items purchased.
 - (4) **Payment for travel.** When payment for travel or registration is requested, there is additional information needed by the Office. A Request for Travel Form must be completed with the proper authorizations (through the College President's office). Detailed brochures indicating meeting site, dates, fees, and the purpose of meeting must be presented. Any airline reservations must be made through the Executive Vice President/CFO. A copy of the club minutes approving the travel is required for records.
 - (5) **Request for funds.** All requests for funds must be presented to the Office in writing with the appropriate signatures (the club treasurer or president, the club sponsor, the Division Dean, and the appropriate Vice President).
- (q) **Agency special purchases.** Auxiliary purchasing policy and procedures are in the "Rose State College Auxiliary Enterprises and Services Procedures Manual." Purchases for all other Agency Special accounts to include club accounts will follow the above procedures (Sec. 3-3, para. l).
- (r) **Technical Area Education District.** Purchases in the Technical Area District area will also adhere to the procedures given in Sec. 3-3. Purchase orders are not required for certificates of deposit.
- (s) **Computer Equipment Purchasing Policy.** To ensure as much consistency and compatibility as possible in the acquisition of computer equipment, the request for purchase of any computer equipment will be reviewed and approved by the Vice President for Information Technology. The Vice President for Information Technology currently maintains a two-year plan for the acquisition of computer hardware and software. To allow for budget preparation, a statement of computing needs for the next fiscal year will be presented by each department to the

Vice President for Information Technology through the appropriate Vice President in March of each year. Information Technology will then purchase, as budget allows, and provide maintenance for all computer equipment and software that has been requested by a department and approved by the appropriate Vice President. Equipment purchased by Information Technology cannot be altered (i.e., have more memory, discs, modems, etc.) by the receiving office without prior approval from the Vice President for Information Technology. If departments elect to purchase additional computer equipment from their own budgets, these requests for purchase must also be reviewed and approved by the Vice President for Information Technology. Information Technology will install and be responsible only for licensed software on equipment purchased by the College.

(t) **Travel.** Procedures regarding travel (in-state and out-of-state) are located in the "Rose State College Travel Guidelines Booklet."

(u) **General fixed assets.**

(1) At the purchase request level, identify those items fitting the description of property, furniture, and equipment, as defined in the *Office of State Finance Procedures Manual*, and **costing \$500 and above**, and properly code such qualifying items using the 54XXXXXX series of object codes. The only exception is library books, which will use the appropriate expenditure code of 54212000, regardless of cost.

(2) Upon receipt, these qualifying items will be labeled as appropriate with a capital asset or inventory tag. Pertinent information is gathered for entering into the capital asset record. Qualifying items with a unit cost between \$500 and \$4,999.99 will be entered into Asset Management for tracking purposes only.

(3) For financial reporting purposes, only those qualifying items stored in the Asset Management system that have a unit cost greater than \$5,000 will be capitalized. Fully depreciated assets will be retired.

(4) The Senior Director of Campus Operations is responsible for all equipment managed by Auxiliary Enterprises and Services (Food Services and Vending). An annual inventory of equipment is to be conducted in conjunction and coordination with the College's Inventory Control Officer. All property disposed of by Auxiliary Services is to be handled in the same manner as property disposed of on the main campus.

(5) The Inventory Control Officer (ICO), in conjunction and coordination with building managers, will conduct an annual inventory of all College capital assets. The building managers will assist the ICO in reconciling differences.

(6) The **Rose State College Property Disposal Form** will be utilized and properly approved prior to the movement of a piece of property. This form is available in the online RSC Forms Handbook. This form will be official notification to the ICO to make appropriate adjustments to Asset Management.

(7) Any property salvaged or otherwise disposed will be accomplished by utilizing the **Rose State College Property Disposal Form** issued from the originating department. Information to be noted on the form will include the method of disposal and reason for the use of such a method, the circumstances involved, and any other pertinent information. The memo and form will be forwarded to the Director of Operations who in turn will forward them to the ICO.

(8) Additionally, in the case of stolen property belonging to the College, Campus Security will be notified. Any item valued in excess of \$500 will be reported to appropriate authorities.

- (9) The completed **Rose State College Property Disposal Form** will be used as the source document for making appropriate entries to inventory through the Asset Management system. On all stolen, salvaged, or otherwise disposed property items a **Rose State College Property Disposal Form** will be executed with appropriate entries made to the inventory when the form is completed.

Sec. 3-4. Information on College publications

- (a) **Cost information.** Every agency, department, board, commission, or institution of the State of Oklahoma shall list the following information at a prominent place near the beginning of each publication issued by them:

"This publication, printed by (name of printing firm), is issued by (here list the agency, department, board, commission or institution) as authorized by _____. _____ copies have been prepared and distributed at a cost of \$_____.

- (b) **Equal Employment Opportunity Statement.** In addition to the cost information statement outlined in Sec. 3-4(a), publications will also contain an equal employment opportunity statement. This statement will be located immediately following the cost statement:

Rose State College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational programs, activities, or services. The person designated to handle inquiries regarding the nondiscrimination policies, including issues of noncompliance, is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. Complaints and grievances will be handled in accordance with the College's Grievance Procedures which are located at IV-7, Grievance Procedures. (Rev. 07/17)

Sec. 3-5. College services

- (a) The College provides the following various services for eligible College personnel and the community.

- (1) **Mail Room.** An inter-institutional mail service for College personnel which is restricted to College . Off-campus or non-College literature is not to be placed in the mailboxes of College employees.
- (2) **Auxiliary Enterprises and Services.** Auxiliary Services include support services of the College, including food services, Cyber Café Lab and Lounge, and vending. If appropriate, discounts may be applicable for departmental and institutional related services (i.e. bookstore).
- (3) **Rental of College facilities.** The College has established rental rates for rooms in the Communications Center; the Tom Steed Center and University Center; the Student Center; the Learning Resources Center; the Atkinson Heritage Center; and the Professional Training and Education Center. Rates are reviewed each year and presented to the Rose State College Board of Regents for approval.
- (4) **Waiver of room rental charges.** The President may waive established fees for rental of the Communications Center facilities by an organization when it is deemed by the President to be in the best interest of the College. Requests for waivers for the Communications Center are to be presented in writing to the President's Office. Waiver requests for other College facilities should be submitted to the appropriate Vice President of the area overseeing the facility.

(5) **Campus Security.** Campus security is provided by a combination of contract security staff and Midwest City Police officers. Midwest City Police officers have full law enforcement authority on campus.

(b) **Learning Site Policy.** In accordance with the Oklahoma Learning Site policies of the Oklahoma State Regents for Higher Education, Rose State College will seek to discover any unmet educational needs within its service area and develop strategies to meet said needs. If the need cannot be met by the College, institutions of higher education within the State System will be given the first opportunity to respond, with priority given to those nearest the College. Out-of-state or in-state private colleges and universities will be asked to participate and be allowed teaching space on campus when they meet unique needs that would be prohibitively expensive to develop or beyond the expertise of the state higher education system.

Sec. 3-6. Rose State College Retirement Plan

(a) **Prior retirement plan.** The Rose State College Retirement Plan was frozen on June 30, 1986, with all benefits earned to that date frozen and payable at normal retirement age (62); other options in the plan remain viable, including the early retirement option. An increased benefit for late retirement (past age 62) is now available. An employee becomes eligible for this plan only upon completion of ten years of service at Rose State College, and no benefits will be accrued or accruable after June 30, 1986. The plan is administered by Lincoln National Insurance Company, and eligible employees will receive their retirement benefit directly from this company. (See Appendix 7 of the Fiscal Year 1995 "Policies and Procedures Manual," Fifteenth Revision, for details.)

(b) **Annuity plan.** The Board of Regents approved a plan to begin July 1, 1986, covering existing employees and new employees hired on or after July 1, 1986. This plan is based on employee and/or employer contributions into the tax-deferred annuity plan of the employee's choice. The combined employee and employer contribution may be as much as is allowable by the Internal Revenue Service. The College may supplement the employee's contribution on a percentage of salary basis, with the amount of College supplement to be reviewed and determined annually. If there is a need, Administration Regulations for 403(b) retirement program compliance and associated agreements and forms are available in the Administrative Services office.

(c) **Retirement privileges.** Regular full-time faculty and staff members who retire from Rose State College retain the following privileges: identification card, library access, H.B. Atkinson Theatre passes, athletic event passes, faculty/staff parking decal, and use of athletic facilities. Tuition waivers for retirees and/or their dependents are subject to available funding.

Sec. 3-7. Insurance*

(a) **Health.** Health insurance is available on a pro-rata basis for all regular personnel employed 50 percent or more. The College will pay the employee's health insurance premium equal to the Blue Cross Blue Shield High Option plan. Members of the families of the employees may be included in this group-medical program at the employee's expense.

(b) **Dental.** A dental insurance plan is available at College expense on a pro-rata basis for all regular personnel employed 50 percent or more of the time. (Example of pro-rata basis: 100 percent employee - College pays 100 percent of cost for individual; 50 percent employee - College pays 50 percent of cost for individual.) Members of the families of the employees may be included in the dental plan at the employee's expense.

(c) **Vision.** The College offers vision coverage at College expense on a pro-rata basis for all regular personnel employed 50 percent or more of the time. (Example of pro-rata basis: 100 percent employee - College pays 100 percent of cost for individual; 50 percent employee - College pays 50 percent of cost for individual.) Members of the families of the employees may be included in the vision plan at the employee's expense.

(d) **Life.** Life Insurance is available at College expense for all regular personnel employed 50 percent or more of the time in the amount equal to two times their annual salary, rounded to the nearest thousand-dollar figure. Double indemnity is provided for accidental death.

(1) **Amount of coverage.** The amount of coverage will reduce to 65 percent upon the actively employed insured's attainment of age 65 and to 50 percent upon attainment of age 70.

(2) **Retirement coverage.** Coverage will be allowed to continue at retiree's expense. The amount of coverage available to the retiree will be 1 times the annual salary at the time of retirement up to a maximum of \$200,000. Accidental Death and Dismemberment terminates upon retirement.

(e) **Long-term disability insurance.** Long-term disability insurance is provided at College expense for all regular personnel employed 50 percent or more of the time.

(f) **Liability insurance.** The College provides professional liability insurance on all its employees with no cost to the individual.

(g) **Insurance forms.** Insurance forms are available in the Payroll/Benefits Office.

(h) **Continuation eligibility.** Employees eligible for benefits during a contract period will be eligible for a continuation of benefits, except as specified by COBRA regulations, only after reappointment for a new contract period. Contact the Payroll/Benefits Office for details on COBRA.

(i) **Continuation of insurance coverage.** Employees may continue their insurance coverages, at their own expense, while on approved leave without pay. If they choose not to continue coverage, they will be treated as a new employee when they return to work.

***NOTE:** This section does not constitute a contract by the College to provide medical insurance or coverage of any kind. Each employee is responsible for ensuring that he or she or any dependents are properly enrolled in the desired program. It is also the responsibility of the employee to complete the necessary option form to maintain his/her enrollment in selected benefits. The annual option period is usually during the month of October. All insurance enrollment is subject to the insurability requirements of the company providing coverage. The College assumes no liability in the event coverage is denied for any reason.

Sec. 3-8. Unemployment compensation

The College is self-insured for the unemployment program which is administered by the Oklahoma Employment Security Commission. The program covers individuals who have established sufficient work credits for eligibility and who are unemployed or partially unemployed. Applications for unemployment compensation may be filed in any state employment office. See "Employee Benefits Summary" for details.

Sec. 3-9. Workers' Compensation

(a) Safety investigations and reports are conducted and written solely to prevent future mishaps. Privileged safety information resulting from a safety investigation will be used solely for mishap prevention and shall not be used when determining possible disciplinary action.

(b) **Mishap defined.** A mishap is an unplanned occurrence, or series of occurrences, that result in damage or injury as described in paragraph (b) (1).

(1) **Damage or injury includes.** Damage to Rose State College property; occupational illness to Rose State College employees; injury to Rose State College employees; damage to public or private property; or injury or illness to non-Rose State College personnel caused by Rose State College operations.

(c) **Reporting Procedures.** Immediately following a mishap that meets the criteria of paragraph (b) (1), the immediate supervisor of the employee shall report the incident to the Coordinator, Safety, Security and Risk Management to ensure a prompt and thorough investigation can be accomplished. Additionally, an Accident/Incident Report (form BA-5), which can be found in the Forms Handbook, shall be completed, signed, and turned in to the Office of the Coordinator, Safety, Security and Risk Management, Susan Loveless Center, Room 102, within 24 hours of the occurrence of the mishap. The Coordinator, Safety, Security and Risk will promptly distribute copies of the Accident/Incident Report to all relevant departments.

(1) **Treatment beyond first aid.** If treatment beyond first aid is required, the Coordinator, Safety, Security and Risk Management shall immediately notify the Senior Director, Human Resources and, if the employee is stable, escort the employee to their office.

(2) **Future treatment beyond first aid.** If the mishap does not necessitate immediate physician's care but might require such care at a later date, an Accident/Incident Report should be sent to the Office of the Coordinator, Safety, Security, and Risk Management. If a physician's care is required at a later date, the individual or appropriate supervisor must then notify Human Resources and provide information for Worker's Compensation or Risk Management.

(d) **OMES Investigation Report.** If a Worker's Compensation claim is necessary, the Senior Director, Human Resources and Coordinator, Safety, Security and Risk Management shall coordinate to complete the State of Oklahoma Workers' Compensation Incident Investigation Report. Human Resources shall provide information for basic information (sections A-D) gathered from form BA-5. The Coordinator, Safety, Security and Risk Management shall provide information for the investigative sections (E-Q).

(e) **Return to Work Status.** Following an employee's work-related injury or illness, Human Resources must review the employee's work restrictions before the employee can return to work. The employee's treating physician will document any work restrictions or physical limitations on a return to work status report or fitness-for-duty certificate. Whenever an employee visits his/her physician for a work-related injury, either for an initial injury or for follow-up appointments, a return to work status report or fitness-for-duty certificate must be provided to Human Resources for review and consideration. Human Resources and the employee's immediate supervisor will collaborate to determine if the employee's restrictions can be accommodated. An employee must present a return to work status report or fitness-for-duty certificate to Human Resources prior to returning to work from a work-related injury/illness. The aforementioned documentation is to be provided to Human Resources at least two (2) working days prior to the employee's intent to return to work.

(1) **Accommodating Restrictions.** The ability to provide reasonable accommodations is dependent upon the nature of the restrictions imposed by employee's treating physician, the essential functions of position, and the physical demands of the position.

(2) **Inability to Accommodate Restrictions.** If an employee's imposed restrictions are unable to be accommodated, the employee will not be permitted to return to work. An employee's ability to return to work, with or without restrictions, will be re-evaluated after each follow-up visit with their treating physician.

Sec. 3-10. Annual leave

(a) **Rate per month and accumulation.** All full-time personnel who are employed on a ten to twelve-month basis receive annual leave at the rate of one and one-fourth days per month during the first two years of service, one and one-half days per month during the third through fifth years of service, and one and three-fourths days per month thereafter, or as otherwise approved by the President. The leave shall be cumulative to thirty-one and one-half days (252 hours). Annual leave accumulated in excess of 31.5 days will not be carried over to the next fiscal year. Please see (c) below for provision regarding accumulating in excess of 31.5 days. (Years of service is defined as continuous years of service.) All regular personnel employed less than 100 percent (but not less than 50 percent) on a 10 to 12-month basis receive annual leave on a pro-rata basis. Example of a pro-rata basis: employed 50 percent, 12-month basis, receive annual leave at the rate of five hours per month during the first two years of service, six hours per month during the third through fifth years of service, and seven hours per month thereafter, cumulative to fifteen and three-fourths days. (Years of service is defined as continuous years of service.)

(b) **Leave approval.** Usually, the annual leave may be taken in part or entirety when the employee chooses, subject to prior approval by the appropriate supervisor. However, at times the College administration may require employees to take annual leave in order to close the College for the period between Christmas and New Year's Day, for an emergency situation, or for other times when it is to the benefit of the entire institution. Leave taken without prior approval by the appropriate supervisor may be subject to leave without pay and may be cause for disciplinary procedure.

(c) **Excess leave use.** Employees may accumulate more than the maximum annual leave of 31.5 days, provided that such excess is used during the same fiscal year in which it accrues. Payments for annual leave exceeding 31.5 days shall not be made to the estates of employees or to employees who separate from the institution; such accumulations may be used for leave purposes only while the employee is continuously employed. The College President has final authority over scheduling annual leave for employees separating from the institution and is dependent upon budget availability. Exceptions to the "carry-over" of more than 31.5 days of annual leave to the next Fiscal Year are at the discretion/approval of the President.

(d) **Leave accrual.** Employees who are on approved leave without pay, drawing Workers' Compensation benefits, or drawing disability pay will not accrue annual leave until they actively return to work.

(e) **Payment for unused annual leave.** An employee whose employment is ending due to resignation, retirement, or termination, must submit a written and signed request to the President in order to be paid for unused annual leave, not to exceed 31.5 days. The payment for unused annual leave is dependent upon budget availability. Exceptions to the maximum (i.e.: 31.5 days or 252 hours) is at the discretion/approval of the President and at the final approval of the College's Board of Regents.

Sec. 3-11. Sick leave

- (a) **Rate and accumulation.** All full-time personnel receive sick leave at the rate of one and one-fourth days per month based on a five-day work week cumulative to one hundred and twenty days for all eligible employees. All regular personnel employed less than 100 percent (but not less than 50 percent) on a 9-12 month basis receive sick leave on a pro-rata basis. (Example of pro-rata basis: employed 50 percent, 12-month basis, would receive 5 hours per month for 12 months; employed 60 percent, 9-month basis, would receive 6 hours per month for 9 months.)
- (b) **Use of sick leave.** Sick leave is provided for use by the employee in the event of illness, medical emergencies, and medical/dental appointments of the employee or the employee's immediate family members. Immediate family members are defined as mother, father, spouse, and child. Sick leave may also be utilized in the event of unusual circumstances and with prior approval by the President as specified in Sec. 3-14(c), p. II-3-11. (*Rev. 05/16*)
- (c) **Unused sick leave.** Employees will not be compensated for unused sick leave upon resignation, retirement or termination from the institution. If the employee leaves the service of the College after having used more sick leave than has been earned, a deduction for such excess sick leave shall be made from his/her final salary.
- (d) **Availability of leave.** Sick leave begins to accumulate from the first day the employee reports for work in each fiscal or school year and is available only when earned, or as otherwise approved by the President.
- (e) **Former employee.** A former College employee who is reemployed within ten years of the date of the most recent resignation may receive credit for his/her unused cumulative sick leave from the previous term of employment at the College.
- (f) **Absence report filing.** The absence report form will be filed when a person is absent from any assigned duties because of illness. A full day of sick leave will be charged when a full day's work assignment is missed due to illness. A statement from a physician may be required at the discretion of the Administration.
- (g) **Length of illness.** In the case of brief illness, the faculty or staff member's work may be absorbed by other members of the faculty or staff. In case of extended illness, a substitute will need to be employed by the appropriate administrator. In this case, the staff member's regular pay would be continued for a period of time in keeping with his/her accrued sick leave time. Absences involving an employee's extended illness (i.e.: 7-10 working days) must be reported to the Senior Director, Human Resources/AAO.
- (h) **Leave accrual.** Employees who are on approved leave without pay, drawing Workers' Compensation benefits, or drawing disability pay will not accrue sick leave until they actively return to work.

Sec. 3-12. Leave without pay

(a) Leave without pay due to work-related illness or injury

- (1) **Leave without pay requests.** When a contracted employee (50 percent or more) is absent because of an illness or injury arising out of and sustained in the course of his or her employment with Rose State College and for which workers' compensation benefits have been filed, the College may place the employee on leave without pay for a period of time not to exceed 24 months. (See Sec. 3-15 for policy regarding leave without pay under the provisions of the Family and Medical Leave Act of 1993.) (See Chapter II, Sec. 1-91 for policy regarding request for accommodation under the provisions of the Americans with Disabilities Act [P.L. 101-336].)

(2) **Insurance coverage, salary, benefits, and leave.** An employee placed on leave without pay pursuant to the provisions of this section shall continue to receive insurance coverage previously paid by the College during the leave without pay. All salary, and other related benefits, including leave accruals, will be discontinued during the period of leave without pay.

(3) **Right to return to position.** An employee on leave without pay pursuant to the provisions of this section shall have the right to be returned to his or her original position or a comparable position at the College. The right of an employee on leave without pay to return to his/her original position or a comparable position shall expire 24 months from the date of the start of leave without pay.

(4) **Medical statement.** An employee on leave without pay pursuant to the provisions of this section shall provide to the Office of the Senior Director, Human Resources/Affirmative Action Officer a medical statement as to his or her ability to perform the duties of the position at least every three months.

(5) **Compensation claim denial.** If a workers' compensation claim based on such illness or injury is denied during the 12-month period, all benefits, rights, and obligations conferred upon an employee pursuant to this section shall cease and be discontinued immediately.

Sec. 3-13. Use of sick leave for retirement purposes

College employees who retire under the Oklahoma State Teachers' Retirement Act are permitted to use up to 120 days of accumulated sick leave for retirement purposes.

Sec. 3-14. Discretionary leave for personal reasons

(a) **Approval of leave.** Upon prior approval of the appropriate administrator, 40 hours of discretionary leave per year are allowable without loss of pay. The 40 hours of leave do not accrue. Faculty are charged hour-for-hour on class assignments and posted office hours missed. Additional policies for such absences come under annual leave or family medical leave.

(b) **Funeral services of College employees**

(1) no leave would be charged when an immediate supervisor and/or area administrator(s) attend(s) funeral services for an employee in his/her area;

(2) discretionary or other appropriate leave must be recorded when College staff attend funeral services of a College employee.

(c) **Unusual circumstance.** In the event of unusual circumstance, the College President may, upon appropriate request and proper documentation, grant additional leave.

Sec. 3-15. Family and Medical Leave Act of 1993 (FMLA)

It is the policy of Rose State College ("RSC") to comply fully with the requirements of the Family and Medical Leave Act of 1993, (the "Act") as amended by Section 585 of the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. This Act requires that a covered employer provide up to twelve (12) workweeks of unpaid leave to eligible employees. Leave may be unpaid or paid based on the applicable leave policies of RSC. Eligible employees are those employees who: (1) have been employed for at least one year by RSC; (2) worked at least 1,250 hours during the previous twelve-month period; and (3) have requested leave for a reason covered by the Act.

(a) **Qualifying reasons for leave.** All eligible employees who meet the Act's requirements may be granted a total of twelve (12) workweeks (i.e., sixty [60] work days) of paid or unpaid family leave, sick, vacation, and discretionary leave combined, during any year as defined in this policy, for the following reasons:

- (1) Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
- (2) Because of the placement of a son or daughter with the employee for adoption or foster care;
- (3) In order to care for the spouse, child, or parent of the employee, if such spouse, child, or parent has a serious health condition;
- (4) Because of a serious health condition that makes the employee unable to perform his or her job functions; or
- (5) Because of any qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

(b) **Servicemember family leave.** An eligible employee who is the spouse, child, parent, or next of kin (i.e., the nearest blood relative of that individual) of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. The leave described in this subsection shall only be available during a single 12-month period.

During the single 12-month period described in the above paragraph, an eligible employee shall be entitled to a combined total of 26 workweeks of leave under subsections (a) and (b). Nothing in this subsection shall be construed to limit the availability of leave under subsection (a) during any other 12-month period.

(c) **Definitions.** A more extensive list of terms and their meaning used in the Act is available through the U.S. Department of Labor website. For the purpose of this policy, the following terms have been defined.

The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either in-patient care or continuing treatment by a healthcare provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are required on a recurring basis or for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by RSC's sick leave policies.

The term "serious injury or illness," in the case of a member of the Armed Forces, National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

The term "year" shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

(d) **Availability of leave.** In determining the availability of leave, RSC will consider the leave available to a person (whether paid or unpaid) by virtue of existing leave policies. The intent of RSC is to ensure each individual covered by the Act shall have the leave benefits available as a result of the law's requirements. It is not the intent of RSC or this policy to provide leave benefits that exceed those authorized by existing law as supplemented by the Act. Thus, an eligible employee may elect to use any accrued paid vacation, discretionary, and sick leave for any part of the 12-week period. In the event the use of accrued leave results in less leave than is required by

the Act, an eligible employee will be entitled to such additional unpaid leave as is necessary to result in the minimum leave specified in the Act for covered employees.

Also, an employee may elect a leave without pay status for any part of the 12-week period. If an employee elects a leave without pay status, he or she will not accrue annual or sick leave during the leave.

Where the employee's spouse is also employed by RSC, the total number of workweeks of Act leave to which both spouses are entitled is limited to 12 workweeks during a year if such leave is for the birth of a child; or to care for a sick child or parent; or for placement for adoption; or foster care of a child.

Where a husband and wife are entitled to Servicemember Family leave and are both employed by RSC, the total number of workweeks of Act leave may be limited to 26 workweeks during the single 12-month period described in "Servicemember Family Leave" (subsection b) or a combination of leave under "Servicemember Family Leave" (subsection b) and "Qualifying Reasons for Leave" (subsection a).

(e) **Application for leave.** An "Application for Family or Medical Leave" can be obtained from the Human Resources Services office. An employee requesting leave must complete an application and state the reason for the leave, the duration of the leave (if known), and the starting and ending dates of the leave.

The application for leave is to be submitted to the employee's immediate supervisor at least thirty (30) days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to begin. If for reasons beyond the employee's control the leave is to begin in less than thirty (30) days, an employee must give notice to his or her immediate supervisor as soon as is practicable, ordinarily within two to three working days of when the employee learns of the need for leave.

In the absence of an application for leave from an eligible employee, RSC may place an eligible employee on FMLA leave if the employee is absent for any of the reasons set forth above in the "Qualifying Reasons for Leave" and/or the "Servicemember Family Leave" subsections.

(f) **Medical certification statement.** A "Medical Certification Statement" must accompany an application for leave based on the serious health condition of the employee, the employee's spouse, child or parent. Also, a "Medical Certification Statement" is required of the next of kin of an individual in the case the leave is taken under the provisions listed under "Servicemember Family Leave." The statement must be completed by the applicable healthcare provider. It must state the date on which the health condition began, the estimated duration of the condition, and the relevant medical facts related to the condition. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her position. In the event the employee is applying for leave to care for a spouse, child, parent or an individual who is eligible under the "Servicemember Family Leave" provision, the certification must state an estimate of the amount of time the employee will be needed. A "Medical Certification Statement" may be obtained from the Human Resources office.

Rose State College may require subsequent certifications to support FMLA leave but not more often than every thirty (30) days unless the employee: (1) requests an extension of leave; (2) circumstances described by the original certification have changed regarding the illness or injury; or (3) RSC receives information that casts doubt on the validity of an existing certification.

If the validity of the "Medical Certification Statement" is questioned, RSC reserves the right to require the employee to obtain a second medical opinion at RSC's expense. If the medical opinions of the first and second healthcare provider differ, RSC may require a third opinion from

a healthcare provider mutually agreed upon by RSC and the employee. The third opinion shall be final and binding.

If the employee has taken leave due to his or her serious health condition and when the employee is prepared to return to work, he or she must provide certification by his or her healthcare provider that the employee is able to resume work. If an employee intends to return to work before the expiration of family and medical leave, he or she must provide RSC with at least two working days' notice of his or her intent to return and a doctor's release to resume work.

(g) **Intermittent leave or leave on a reduced leave schedule.** An employee may request to use available leave intermittently or on a reduced leave schedule. Where leave is requested in connection with a serious health condition of the employee or his or her immediate family member, the request for leave must be supported with a medical certification statement from the healthcare provider that such leave is medically necessary and stating the expected duration and schedule of such leave. There must be a medical need for the leave and evidence that medical need can best be accommodated through an intermittent or reduced leave schedule. Any eligible employee seeking leave on an intermittent or reduced leave basis must obtain and complete a request for leave and must submit the medical certification required.

Intermittent or reduced leave may also be taken in connection with the birth or because of the placement for adoption or foster care of a child. However, intermittent leave or leave on a reduced leave schedule for this purpose may only be taken with the approval of the employee's immediate supervisor, the appropriate Vice President, and the President.

Furthermore, leave qualifying under active duty or call to active duty (subsection (a) (5)) may be taken intermittently or on a reduced leave schedule. Rose State College may require that a request for leave under this subsection be supported by a certification issued at such time and in such a manner as the U.S. Department of Labor Secretary may by regulation prescribe. If the Secretary issues a regulation requiring such certification, the employee shall provide, in a timely manner, a copy of such certification to RSC.

When requesting intermittent or reduced schedule leave, an employee shall work with his/her supervisor to establish a work schedule that meets the employee's needs without unduly disrupting RSC's operations. Rose State College reserves the right to place the employee in an alternative position with equivalent pay and benefits to better accommodate an intermittent or reduced schedule leave.

(h) **The effect of leave on benefits.** During a period of family or medical leave, an employee will be retained on RSC's healthcare benefits. Rose State College and the employee will continue to pay their customary portions of the monthly premium. In order to continue medical insurance coverage the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the premiums may result in loss of coverage. The Payroll/Benefits office will advise the employee of the payment due dates.

If the employee fails to return to work after the expiration of unpaid leave, the employee may be required to reimburse RSC for payment of health insurance premiums. The President may waive this requirement if the reason the employee fails to return is the presence of a serious health condition that prevents the employee from performing his or her job or to circumstances beyond the employee's control.

The employee may not accrue any seniority or employment benefits (such as accrued annual or sick leave) that would have accrued if not for the taking of unpaid leave. If an employee elects to use any accrued paid vacation, discretionary and sick leave for any part of the twelve (12) week

period, his or her leave accrual during leave will be determined under the policies set forth for the type of leave the employee has elected to have FMLA leave charged.

(i) **Reinstatement to former position.** An employee generally is entitled to be restored to an equivalent position and to equivalent conditions of employment. This may not be applicable to employees who are designated as “highly compensated employees.” Rose State College cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an “equivalent position” will be made by RSC. A highly compensated employee is one who is salaried and is “among the highest paid 10 percent” of the employees employed within 75 miles of the employee’s worksite. An employee who qualifies as a “highly compensated” employee may be denied restoration to employment if necessary to prevent substantial and grievous economic injury to the operations of RSC.

(j) **Failure to return from leave.** The failure of an employee to return to work upon the expiration of a family or medical leave of absence may subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuance, recurrence or onset of his or her own serious health condition; the serious health condition of the employee’s spouse, child, or parent; or the individual concerning whom the leave was taken under the provisions listed under “Servicemember Family Leave,” must submit a written request for extension to the employee’s immediate supervisor with a copy to the President’s office. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period.

Rose State College intends to remain faithful to the requirements of the FMLA. Questions regarding the interpretation, administration, and application of the Act to eligible employees shall be resolved by reliance on the mandatory obligations created by the FMLA and its interpretive regulations. Where relevant, RSC will consider its own policies, procedures, and practices.

Sec. 3-16. Jury duty and required court appearance

(a) **Jury duty.** When a regular employee of the College is summoned to jury service or as a witness in city, state, or federal courts, leave with pay may be granted. A copy of the summons to report for jury service shall be given to the immediate supervisor and forwarded to the Payroll/Benefits office. Written verification of actual jury service must be provided by the employee. Payment for jury duty will be retained by the individual serving on jury duty.

(b) **Required court appearance.** No deduction in salary will be made if an employee must appear in court when subpoenaed as a witness. This privilege does not normally apply to court cases involving an employee's personal legal matters.

Sec. 3-17. Professional leave

Requests for professional leave of College employees to attend conferences, committee meetings, and other professional activities should be submitted in writing through the proper administrative channels for approval. Professional leave for in-state activities will be approved by the appropriate Vice President’s office before forwarding to the Administrative Services office. Out-of-state activities will be approved by the appropriate Vice President and approved by the President before forwarding to the Administrative Services office. When an employee is absent with such administrative approval, no deduction in salary will be made. A faculty member's classroom responsibility shall be absorbed by other members of the faculty.

Sec. 3-18. Personnel absences to be reported

Personnel will report at the earliest possible time to the appropriate Division Dean or other immediate supervisor, if they are to be absent from duties.

Sec. 3-19. Military absence

The College recognizes and operates under the state and federal laws governing military leave, including 72 O.S. 1981, Section 48, "Leave of absence during active service," and 44§, 1981, Section 209, "Leave of absence to public officers and employees."

Sec. 3-20 Nonsabbatical leave

After a member of the staff has been in the service of the College for five years, leave without pay may be approved for a period of one year to do further graduate study if it seems in the best interest of the College. Requests should be submitted through proper administrative channels to the President.

Sec. 3-21. Holiday policy

Rose State College generally recognizes the following holidays:

- New Year's Day
- Martin Luther King Day
- Spring Break Week
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break Week
- Christmas Eve, Christmas Day, and New Year's Day. Additionally, five working days will be scheduled each year around these holidays.

When a holiday falls on Saturday or Sunday, the President may designate the preceding Friday or the following Monday as the RSC holiday.

Sec. 3-22. Pay Periods

- (a) **Pay distribution.** The College, operating under the laws of the state of Oklahoma and the Rules and Regulations of the Oklahoma State Regents for Higher Education, will process payroll claims and have checks ready for distribution on the last working day of each calendar month.
- (b) **Adjunct and overload pay.** Actual date of pay varies by semester and will be announced.
- (c) **Payroll change requests.** All payroll changes, additions, and deletions (including fringe benefits) must be submitted in writing to the Payroll Office before those changes will become effective.

Sec. 3-23. Continuing education for College personnel and dependents

- (a) **Credit courses.** Rose State College will pay 100 percent of the tuition for up to six credit hours per regular semester and six credit hours per summer semester for regular Rose State College employees (employed 50 percent or more). Rose State College tuition waivers will be available for two dependents of each Rose State College regular employee for up to twelve credit hours per regular semester and nine credit hours per summer semester. The fee waiver can be renewed for a student in good standing. The waiver does not cover repeated enrollments in the same courses except for HPER.

(b) **Non-credit courses and seminars.** Many non-credit classes, workshops and seminars at Rose State College may be taken for a discount up to one-half the normal enrollment fee with appropriate administrative approval. This applies to regular contracted employees, 50 percent or more, but does not include non-credit programs for dependents. Form B-4 in the online Forms Handbook should be completed prior to enrollment. For a list of courses in which a discount applies, please contact the Community Learning Center.

(c) **Fees.** The benefit does not apply to student facility, student activity, or other special fees. Employees and/or dependents are responsible for paying these fees in accordance with the payment schedule printed in the Rose State College Student Handbook and semester schedule books.

(d) **Guidelines.** All employees of the College are encouraged to improve themselves both as persons and in their ability to perform their assignments by continuing their education. A course of study and/or training that is being pursued by regular personnel of this College must be handled in such a manner that it will in no way affect the person's responsibilities as they pertain to the effective operation of the College. The following guidelines should be observed:

(1) **Normal working hours.** Employees who are continuing their education should do so before or after the normal working hours that are assigned and with approval of the proper administrator.

(2) **Recommended credit hours or equivalent.** It is suggested that enrollment be held to six credit hours per semester. This credit hour load should not be too burdensome nor conflict with the regular assignment.

(3) **Course selection.** Course selection is obviously at the discretion of the individual; however, prior consultation with the immediate supervisor is necessary if such course work is to be considered for salary increments.

(e) **Mandatory training.** To meet legal requirements and to improve working conditions, certain training can be required of all College employees. Such topics could include health, safety, avoidance of harassment, and other timely issues as determined by the President in conjunction with supervisors.

Sec. 3-23.1. Continuing education for adjunct professors

(a) **Credit courses.** As current fiscal year budget permits, Rose State College will pay 100 percent of the general Rose State College enrollment fee for up to **three** credit hours per regular semester and **three** credit hours per summer term for Rose State College adjunct professors who are assigned at least **three** equated credit hours for instruction in that semester or summer term and who have instructed in at least two previous semesters or summer terms at Rose State College.

(b) **Non-credit courses, workshops and seminars.** Many non-credit classes, workshops and seminars at Rose State College may be taken for a discount up to one-half the normal enrollment fee with appropriate administrative approval. This applies to adjunct professors and half-time employees, but does not include non-credit programs for dependents. Form B-4 in the online Forms Handbook should be completed prior to enrollment. For a list of courses in which a discount applies, please contact the Community Learning Center.

Sec. 3-24. Compliance with the Fair Labor Standards Act (FLSA)

(a) **Classification of employees and rights and responsibilities involving nonexempt employees.** It is the policy of Rose State College to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the College and nonexempt employees in areas related to the authorization necessary for overtime work and related recordkeeping requirements. The purpose of the policy is to ensure that the College correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The College's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

(1) **Rose State College's overtime obligations.** The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid on time accrued at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a work week in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For Rose State College employees, this means overtime for hours in excess of 40 per week for nonexempt employees.

While overtime must be calculated on a work week basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular work week should be paid where possible on the regular payday for the period in which such work weekends. When the correct amount of overtime compensation cannot be determined until later, the College will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or the College enforces compensatory time, the use of accrued time is controlled by the College's Compensatory Time for Overtime Policy.

(A) **Employee classification for purposes of FLSA.** It is the College's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

(B) **Exempt employees.** In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, professional, and/or computer personnel. An exemption is determined for the respective categories based upon application of either the new salary test or the single standard duties test as described in 29 CFR §541.100 through §541.400-402.

The College employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties and criteria; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

(C) **Nonexempt employees.** Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a work week. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a work week in excess of 40 hours per week.

(D) **Authorization required for overtime.** Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the Vice President. An employee who works overtime without authorization will be subject to discipline up to and including the possibility of termination. If for any

reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the College's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of those hours authorized. A supervisor who fails to take reasonable action to enforce the College's policy will be subject to discipline up to and including possible termination of employment.

(E) **Use of time clocks or other time records.** Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule will be in violation of the provisions of this policy. An employee who has questions regarding whether the employee should be on the time clock should immediately contact his/her supervisor for assistance.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee identifying an erroneous entry on his/her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

All hours reported will be in increments of 15-minute segments. Therefore, employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. Voluntary overtime is strictly prohibited.

Questions concerning any part of the policy should be directed to the employee's supervisor or the area's Vice President.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should immediately notify the area's Vice President in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

(b) **Compensatory time for overtime policy.** The Fair Labor Standards Act (FLSA) extends flexibility to colleges in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Rose State College will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a nonexempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee

extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the College's other policies concerning FLSA. The College's President or area's Vice President shall, at all times, retain the authority to make the final decision as whether to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked. However, the standard of time and one-half for overtime hours worked shall apply in either instance. The College's policy and procedures concerning compensatory time are detailed below.

(1) **Prior approval of overtime required.** Overtime will not be allowed to any nonexempt employee unless prior written approval has been given by the employee's supervisor or their designee. Nonexempt employees working in excess of forty (40) hours per work week without prior written approval may be subject to appropriate disciplinary action, up to and including the possibility of dismissal.

(2) **Calculation of compensatory time.** If a nonexempt employee is properly assigned to work more than forty (40) hours in a work week, the College may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 ½) hours of compensatory time for each hour of overtime worked.

It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. On a weekly basis, each supervisor shall record any time worked by nonexempt employees under his/her supervision that has been in excess of the established 40-hour work week. The record shall clearly state the employee's name, the amount of time worked, and the date the work was performed. Both the employee and the employee's immediate supervisor shall sign and date the record as an indication of their agreement as to the time worked.

Nonexempt employees may elect whether to receive overtime as compensatory time or paid overtime. The election must be made at the time the overtime is recorded. The employee's election is subject to the approval of his/her supervisor.

(3) **Scheduling use of compensatory time.** Any nonexempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time has received prior approval from the employee's supervisor and does not unduly disrupt the operation of the College. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the area's Vice President to schedule a date for the comp time to be taken. The College, at its sole option, may require an employee to use accrued comp time at certain times.

(4) **Maximum accrual of time.** Employees may accrue up to 240 hours of comp time. (Because comp time is accumulated at time and one-half, this is 160 hours of actual overtime worked.) Employees who work in a public safety activity, emergency response activity, or seasonal activity may accumulate up to 480 hours of comp time (320 actual overtime hours.)

(5) **When hours are not considered work hours.** Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as hours worked if the time can effectively be used for the employee's own purpose.

(6) **Volunteer work.** Nonexempt employees are typically not allowed to do volunteer work for the College. Although the College appreciates the occasional willingness of nonexempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when nonexempt personnel volunteer to perform services for the College or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is only if the employee's volunteer activities or services are unrelated to the employee's compensated duties with the College. Unpaid interns or volunteers must complete a Non-Compensated Volunteer Form (ADM 29) prior to beginning their volunteer service with the College. The Non-Compensated Volunteer Form (ADM 29) may be obtained on the College's on-line Forms Handbook or by contacting Human Resources at (405) 733-7979.

(7) **Payment for comp time upon end of employment.** Any nonexempt employee whose employment with the College terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee received the payment. The College reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

(8) **Notice of policy to nonexempt employees.** A copy of this policy will be provided to all of the College's nonexempt employees along with a compensatory time agreement which employees will sign and which the employee's supervisor will sign. The agreement, unless withdrawn by the College, will remain in effect while the employee works for the College. This compensatory time off policy shall be considered as a condition for employment for all nonexempt employees of the College. Unpaid interns or volunteers must complete a Non-Compensated Volunteer Form (ADM 29) prior to beginning their volunteer service with the College. The Non-Compensated Volunteer Form (ADM 29) may be obtained on the College's on-line Forms Handbook or by contacting Human Resources at (405) 733-7979.

(c) **Establishment of the work week.** The work week shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday.

(d) **Establishment of work schedule for nonexempt employees.** The employee's work schedule is established and authorized by the position's supervisor and area's Vice President and developed to ensure the College's internal and external customers receive the highest level of customer service. Work weeks are normally Monday through Friday with a designated eight (8) hour work day. It is standard practice that each work day is scheduled with a one (1) hour lunch and two (2) breaks of 15 minutes each. Breaks are scheduled so that one break will occur within the first four hours of the work day and the second will occur within the last four hours of the work day. Exceptions to the College's standard practice must receive prior approval and authorization from the position's supervisor and the area's Vice President.

(e) **Establishment of the work week for exempt employees.** The work week for full-time professors is a minimum of 30 hours per week (to include office hours) and for professional/administrative staff a minimum of 40 hours per week. With the approval of his/her supervisor, the exempt employee's work schedule and one-hour lunch period will be established to ensure the needs of the institution and its patrons are met. Work time by exempt employees beyond the minimum hours per week for their regular assignment is not compensated. Overload teaching by professors is compensated at the overload teaching rate. Professional/Administrative staff who teach will be compensated at the adjunct teaching rate.

(f) **Altered work weeks.** Temporary altered work weeks, to accommodate reduced summer hours for instance, are at the discretion of, and announced by, the President.

Sec. 3-25. Professional services

Recommendations for hiring of consultants or other professional services are to be submitted through the proper administrative channels (to include Human Resources) and should include a statement of purpose, date and length of service, amount of pay, travel expense, and evaluation and statement of the performance rendered by the supervisor in charge. Different procedures are necessary for state employees, Rose State College employees, and others. A purchase order must be processed for all non-College or non-state employees, as well as a form BA-2, "Request for Payment of Professional Services." Professional services for College and state employees will not need to be encumbered, but the BA-2 form will need to be completed prior to the service.

Sec. 3-26. Tuition and fees

Tuition and other fees are charged according to guidelines established by the Oklahoma Legislature, recommended by the Rose State College Board of Regents, and as approved by the Oklahoma State Regents for Higher Education. For specific fees see the Rose State College Catalog and the current class schedule. Tuition, resident, nonresident, and other fees are subject to change without notice.

Sec. 3-27. Payment of tuition and fees

Students should make payment to the Office by the deadline date to avoid penalties. TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. In the event the Oklahoma State Regents for Higher Education assess a fee change, students will be assessed accordingly. A late penalty of \$20 will be assessed against student accounts per month after the 4th week of a 16-week session or 2nd week of an 8-week or 4-week session, with a maximum of \$60 per term.

(1) **Payment of fees by mail.** To avoid the lines during the last few days to pay, students are encouraged to PAY BY MAIL at the earliest possible date. All payments by mail (including telephone enrollment billings) must be received in the Cashier's Office by the deadline date to avoid penalties. All checks and money orders should include the student's name and Student ID number for proper credit.

(2) **Payment of fees in person.** Students are also encouraged to come in as early as possible when paying in person. Students paying in person may pay by cash; check; money order; and MasterCard, VISA, or Discover credit cards. EXCEPT: Checks are not accepted for payment of prior debts or from a person who has written a bad check to the College. Accounts not paid will be sent to collection 30 days from the last day of the semester.

(3) **Important fee information.** Students who register in classes and decide not to attend must cancel registration immediately to release space for other students who are registering. If the student cancels before the first day of classes, there is no charge. Students who do not withdraw by the deadline will be charged 100 percent of tuition and other fees due to the College. Students who withdraw from the school after classes have begun will be refunded fees according to the refund policy which appears below. If it is the desire of students to CANCEL any or all of their classes, a WITHDRAWAL form must be completed.

(4) **Class attendance policy.** The student is responsible for class attendance after completion of registration. The student must cancel registration with the Office of

Admissions and Records before the first day of classes in order not to be charged 100 percent of tuition and fees.

(5) **Fee refund policy.** The refund policy with respect to tuition and other fees collected from students at institutions shall be as follows:

(A) Changes in schedules during the defined add/drop period will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the add/drop period for that session except as stipulated for first-time enrollment of Title IV recipients.

(B) Federal law now specifies how a school must determine the amount of federal financial aid* that a student earns if s/he withdraws, drops out, is dismissed, or takes a leave of absence prior to completing more than 60 percent of a payment period.

(C) The amount of federal financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60 percent of the payment period, all financial aid assistance is considered to be earned.

(D) Percent earned. Percent earned is calculated by number of calendar days completed up to the withdrawal date** divided by total calendar days in the payment period-excluding any scheduled breaks that are at least five days long.

(E) Percent unearned. Percent unearned is 100 percent minus percent earned. When a student receives federal financial aid in excess of earned aid,

the school returns the lesser of:

(i) Institutional charges (tuition, fees, and book charges) multiplied by the unearned percentage, or

(ii) Title IV federal financial aid disbursed multiplied by the unearned percentage;

the student returns:

(i) Any remaining unearned aid from the funds that s/he received as financial aid disbursements.

(I) Any loan funds are repaid in accordance with the terms of the promissory note, that is, scheduled payments to the holder of the loan over a period of time;

(II) Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or U.S. Department of Education to return the funds.

(F) **The student is billed for funds the College is required to repay.** Federal law requires that the calculation assume that federal aid was used first to pay for educational costs. Consequently, a student may owe a payment to the College for educational costs-even if the student received a tuition waiver or other scholarship or assistance. The Office invoices the student, and accounts not paid within 90 days are turned over to a collection agency.

*Funds must be repaid in the following order: Unsubsidized Direct Stafford loans (other than PLUS loans); Subsidized Direct Stafford loans; Federal Perkins loans; Federal PLUS loans; Direct PLUS loans, Federal Pell Grants for which a return of funds is required; Academic Competition Grants for which a return of funds is required; National SMART Grants for which a return of funds is required; Federal

Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required; Federal TEACH Grants for which a return is required; and Iraq and Afghanistan Service Grant for which a return is required.

****Withdrawal date** is defined as the actual date the student begins the institution's withdrawal process, the student's last date of academically-related activity, or the midpoint of the payment period for a student who leaves without notifying the institution.

(G) **Add/drop refund period.** Changes of schedule may be made during the first two weeks of a regular semester/term and the first week of an eight-week or a summer term without charge.

(H) **Nonattendance.** Refunds will not be issued for nonattendance.

(I) **Official withdrawal.** Students must officially withdraw before a refund, if due, will be made.

(J) **Processing.** Processing of refunds may require as long as 45 days.

(K) **Reduction of refunds.** Refunds are reduced by any amount owed to the College by the Student. All financial obligations to Rose State College must be paid in full before refunds.

Sec. 3-28. Student activity fee

Payment of the student fees at the time of registration carries with it privileges including entitlement to selected College publications, admission to College events, including athletic costs, drama and other instructional related programs and activities.

Sec. 3-29. Motor vehicle regulations

The following regulations apply to all motor vehicles including, but not limited to, automobiles, trucks, motorcycles, motor bikes, and motor scooters:

(1) **Regulations.** These parking and traffic regulations are in effect at all times, day and night, including holidays.

(2) **Motor vehicle laws.** The motor vehicle laws of the State of Oklahoma are in effect on the campus and other Rose State College property.

(3) **Registration by nonresidents of Oklahoma.** Any student certified as a full-time equivalent student by an institution of higher learning in this state and being a nonresident of Oklahoma, presently attending any institution of higher learning, shall not be required to purchase an Oklahoma automobile or motorcycle license plate, provided that the state, federal district, territory or possession of the United States of which the student is a resident affords a similar exemption to Oklahoma students attending institutions of higher learning in such state, federal district, territory or possession of the United States. This exception for nonresident students does not apply when such student registers to vote as a resident in Oklahoma. Title 47, Section 22.12 (B) of the Oklahoma Statutes.

(4) **Other motor vehicle laws.** Faculty, staff, students, and visitors on the campus are expected to know and comply with the State Motor Vehicle laws, the traffic ordinances of Midwest City, and the Traffic and Parking Regulations of Rose State College.

(5) **Pedestrians.** Pedestrians shall be given the right-of-way at all crosswalks.

(6) **Campus drives.** The maximum speed limit on all campus drives and roads is 25 miles per hour.

(7) **Parking lots.** The maximum speed limit in the parking lots is 10 miles per hour.

- (8) **Other motor vehicles.** Motorcycles, motor scooters, and motor bikes must obey these and all motor vehicle regulations. They must not be driven on campus grounds or walks.
- (9) **Bicycles.** Wherever bicycles are used on campus walks, they must at all times yield the right-of-way to pedestrians.
- (10) **College's responsibility.** The College assumes no responsibility for the protection of vehicles or property left in vehicles.

Sec. 3-30. Identification of motor vehicles

- (a) **Registration of motor vehicles.** Faculty, staff, and students who own or have motor vehicles in their possession at Rose State College during all or part of the academic year shall register for a parking permit.
- (b) **Parking permit placement.** Parking permits are to be hung on the rear view mirror of vehicle with the Rose State College logo facing the front windshield.

Sec. 3-31. Parking regulations and designations

- (a) **Parking stalls.** All vehicles parking on campus must be parked within stall markers; no parking in fire lanes, flag plazas, or other areas designated as no parking.
- (b) **Parking violations.** Motor vehicles parked in violation are subject to removal, wheel locking, towing costs, and violation penalty.
- (c) **Responsibility.** A student, faculty member, or staff member is responsible for any vehicle bearing a sticker issued to him/her.
- (d) **Types of designations:**
 - (1) **Students (except disabled): white stripes**
 - (2) **Faculty and staff: yellow stripes and designated "Reserved"**
 - (3) **Disabled: blue stripes, designated as "Disabled"**
 - (4) **Students, faculty, or staff with motorcycles: white or yellow stripes designated "Motorcycles"**
 - (5) **No parking in fire lanes, designated by red.**

Sec. 3-32. Parking violation fines

- (a) **Fine schedule.** Violation during each academic year and the following summer session of any of the regulations governing the use of motor vehicles on campus will subject the violator to a penalty according to the following schedule:

(1)	Failure to display hanging parking permit	\$15.00
(2)	Falsification of registration information	\$15.00
(3)	Parking violation in faculty staff stall	\$15.00
(4)	Parking violation in reserved stall	\$15.00
(5)	Double parking	\$15.00
(6)	Parking in fire lane	\$50.00
(7)	Unauthorized parking in Disabled Parking	\$55.00
(8)	Reckless driving/speeding	\$35.00
(9)	Parking violation in visitor stall	\$15.00
(10)	All other parking violations	\$15.00

- (b) **Suspension of privileges.** Four violation tickets per student may result in suspension of parking and driving privileges on campus for the remainder of the academic year.

- (c) **Suspension or dismissal.** Five or more violation tickets may result in suspension or dismissal from College.
- (d) **Academic records.** Student's academic records will be withheld until all fines are paid.

Sec. 3-33. Procedures for appeal

- (a) **Appeal period.** Upon being issued a parking or other violation ticket under these regulations, the violator shall either pay the penalty imposed or file a written appeal within ten days to the Student Traffic Committee at the Office of the Director, Student Engagement, located in the Student Services Building.
- (b) **After appeal period.** No appeal will be considered after ten days from ticket-issue date.

Sec. 3-34. Suggestions

Written suggestions to promote traffic and parking safety on campus are welcomed by the Student Traffic Committees. Please address such suggestions to the respective committee at the following address:

Student Traffic Committee
Student Engagement Office
Rose State College
6420 S.E. 15th Street
Midwest City, OK 73110-2799

Sec. 3-35. Accident/Incident Report

- (a) **Notification.** In the event an employee, student, or visitor of the College has an accident on the campus or on a school-sponsored trip, including travel to and from work or off campus but on College, which necessitates a physician's care, the Senior Director, Human Resources/AAO and the Coordinator of Safety, Security and Risk Management must be notified immediately by the appropriate supervisor.

If the accident, or incident, does not necessitate immediate physician's care but might require such care at a later date, an Accident/Incident Report should be sent to the Office of the Coordinator of Safety, Security and Risk Management, Susan Loveless Center, Room 102. If a physician's care is required at a later date, the individual or appropriate supervisor must then notify Human Resources and provide information for Worker's Compensation or Risk Management.

The College provides Worker's Compensation for all College employees. Any absence from work caused by an accident must be reported immediately by the supervisor on the Accident/Incident Report Form. If an employee is present when an accident or incident occurs involving anyone (student, visitor, etc.), he/she should send an Accident/Incident Report to the Office of the Coordinator, Safety, Security and Risk Management.

- (b) **Report form.** See the online "Forms Handbook" for a copy of the Accident/Incident Report. Additional copies are available in the Human Resources office, ADM Room 104.

Sec. 3-36. Campus Police and Security

- (a) Campus Police and Security services consist of the following:
 - (1) Off-Duty Police Officers from Midwest City or other departments as necessary
 - (2) Contracted third-party security officers

(b) Police and Security services are available 24/7. Midwest City Police Officers provide armed patrol for the Campus from 8 a.m. to 10 p.m. M-F. Two contracted security officer are on duty at all hours. The latter will unlock campus buildings for daily operations, monitor parking lots, write citations, patrol the Campus and monitor the video surveillance system.

Sec. 3-37. Emergency Response Plan

In addition to the following information, employees may also refer to the Emergency Alert Guidelines manual available through Administrative Services.

(a) **Definition of emergencies:**

(1) **Major emergency impacting a sizable portion of the campus and/or outside community.** Major emergencies may be single or multi-hazard situations, and often require considerable coordination both within and outside the institution. These emergencies include projected events on campus or in the general community that may develop into a major institutional crisis or a full disaster. (Examples: Heating plant failure, extended power outage, severe storms, major fire, etc.)

(2) **Catastrophic emergency involving the entire campus and surrounding community.** Immediate resolution of the disaster, generally multi-hazard, is beyond the emergency response capabilities of campus and local resources.

(b) **Declaration of emergency situation.** Any executive level officer is authorized to declare a major emergency when s/he deems it necessary to place into immediate effect emergency procedures and/or to close all or part of the College. This individual may also create and activate a Response Team as the situation dictates. Normally, the Response Team will be comprised of members of the Executive Council and other staff members as deemed appropriate by the executive level officer responding to the event.

(c) **Response Team members.** Members include:

- (1) President
- (2) Executive Vice President/CFO
- (3) Vice President for Student Affairs
- (4) Vice President for Academic Affairs
- (5) Vice President for External Affairs
- (6) Vice President for Information Technology
- (7) Vice President for Government and Military Relations
- (8) Senior Director of Human Resources/AAO
- (9) Director of Operations
- (10) Coordinator, Safety, Security and Risk Management
- (11) Other members of the College staff as designated by the President (or their acting designee)

(d) **Major emergency response.** Emergencies or potential emergency conditions should be reported immediately to the College's Campus Police/Security Office at ext. 7313. A Campus Police/Security Officer will contact the Midwest City Police, if necessary, and notify the Executive Vice President/CFO. The Executive Vice President/CFO will function as the evaluator of response protocol.

If the emergency is deemed sufficient to activate a Response Team, a call list is initiated. The Executive Vice President/CFO will coordinate the assembling of the Response Team, and s/he will determine the appropriate level of response and to what extent the Team will be involved.

Some situations may require deviation, but in all situations full and complete communication with College officials is required.

If a major emergency has occurred or is imminent, a Response Team shall be assembled. In the absence of the President, leadership responsibilities will be assumed by the Executive Vice President/CFO until the President arrives. Prior to the assembling of the Response Team on campus or the arrival of Police or other response personnel, on-scene responders are authorized to make necessary operational and response decisions and to commit resources to mitigate and control the crisis. The Response Team is authorized to request immediate assistance from College departments and personnel on an emergency basis, including asking staff to be reassigned from less critical assignments to assist the Team.

A call list shall be maintained by the President's office and provided to all anticipated members of the Response Team to use in communication and assembling of a team. These key personnel shall be the principal vehicle for communicating the gravity, scope, and response of the College to the crisis.

(e) **Emergency Command Center.** Major emergencies require that the President establish an Emergency Command Center. Normally the Emergency Command Center will be the Regents' Conference Room. However, the Center can be established at other locations where necessary support facilities exist, including easy access to:

- (1) Telephone and communication services
- (2) Radio access via a scanning radio for all campus and local municipal frequencies
- (3) Campus computer network connections
- (4) Large scale campus map
- (5) Designated fax machine

(f) **College staff responsibilities.** The following College offices/individuals are to assume various roles and provide support as needed in an effort to provide an effective, coordinated response:

- (1) **Academic Deans.** Identify and resolve instructional and research issues. Coordinate necessary faculty resources.
- (2) **Recreation and Athletics.** Coordinate use of the Gymnasium complex or other designated spaces as staging areas, open bay temporary shelter, and/or a temporary morgue.
- (3) **Special Services.** Assist employees and students in coping with trauma.
- (4) **Printing/Duplicating and Mail Room.** Provide courier services for Response and Management Team. Post signs and notices. Provide printed material as directed.
- (5) **Physical Plant/Operations.** Mitigate utility, facility, and grounds damages, restoring to functional levels. Assist Police create safety perimeter(s) at the emergency site(s). Arrange for set-up of temporary quarters for displaced units. Coordinate structural evaluations and repair estimates.
- (6) **Campus Security.** Evacuation, crowd control, site security, and mobile communications. Communicate with on-site fire and medical command personnel.
- (7) **Purchasing.** Obtain emergency goods and services including coordination of pick-up and delivery to emergency site.
- (8) **Telecommunications.** Coordinate temporary telephone, fax, and computer hookups.
- (9) **Public Relations.** College spokesperson and media coordination.
- (10) **College Food Service.** Coordinate dining services for dislocated students, personnel, and emergency workers.

In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. Any department (i.e., Financial Aid, Admissions, etc.) not having a specific role for their personnel will automatically become part of a "pool" of reserve personnel to assist as assigned by the Response Team.

(g) **Public health emergency.**

(1) In the event of a public health emergency such as Pandemic Influenza or other natural disasters, the College may implement its Emergency Response Center to coordinate with appropriate public agencies to provide staff logistical support and access to the College's physical plant and infrastructure as needed to assist the Incident Command Center established to respond to the declared emergency.

(2) The College will, in the event of a Pandemic Influenza, provide the Communications Center as a physical location for the Incident Command Center's operation and to serve as a vaccination site.

(3) The College, to the extent possible and requested, will support the Incident Command Center in its educational efforts to communicate with the media and the public regarding the emergency and the response.

(h) **Termination of major emergency situation.** Any executive level officer may officially declare an end to the state of emergency after counsel and advice with the Response Team. A debriefing after the crisis event is an important evaluation tool to assist in refining the Emergency Response Plan.

Sec. 3-38. Emergency campus closing and evacuation procedures

In order to assure that students, faculty, and staff are notified as rapidly as possible when conditions exist that necessitate emergency cancellation or dismissal of classes, a procedure for appraisal and notification has been established. This procedure will be followed in the case of tornado alerts, bomb threats, hazardous driving conditions, or other emergencies.

(1) **Imminent peril and hazardous weather conditions**

(A) **Notification.** When class cancellation on the basis of hazardous driving conditions is in question, the President, after consultation with staff, will determine whether classes should be cancelled. If classes are to be cancelled, the President will notify those staff members who report to him; they, in turn, will notify those who report to them. For such class cancellation, the Vice President for External Affairs and Marketing will notify the appropriate newspapers, radio stations, and television stations. (*Rev. 07/17*)

(B) **Administrative leave.** If the College is closed because of an imminent peril threatening the public health, safety, or welfare of College employees or the public, or when College services are temporarily reduced due to hazardous weather conditions, the President shall place employees who are scheduled to work in the affected work areas on paid administrative leave or, if applicable, shall assign them to work in another location. During their normal duty hours, employees on paid administrative leave due to unsafe working conditions are on stand-by or on-call status. The President or designee may call employees to return to their normal duties or respond to the demands of the situation as necessary.

As used in this section, paid administrative leave means leave granted to affected employees if offices of the College are closed because of an imminent peril

threatening the public health, safety, or welfare of College employees or the public or when College services are temporarily reduced due to hazardous weather. Examples of reasons for temporarily closing an office due to unsafe working conditions are: leaks of toxic fumes in buildings; life threatening damage to building structures; or emergency operations which would be disrupted by the presence of the usual workforce; or any other condition which poses a significant threat to the safety of the workforce.

Paid administrative leave shall be accorded to affected employees only when the College is temporarily closed or services are temporarily reduced due to hazardous weather. Upon the College's reopening, normal policies and procedures shall apply. The granting of administrative leave applies only to employees scheduled to work during the time period of the closure or reduced services. It does not apply to employees who are absent during the closure or reduction on any previously approved leave. Employees who are not eligible to accrue leave, such as temporary part-time employees, shall not be granted administrative leave under this section when College services are temporarily reduced due to hazardous weather conditions.

(C) **Basic minimum services.** When the Governor or a designee of the Governor authorizes agencies or parts of agencies to maintain basic minimum services because hazardous weather conditions impede or delay the movement of employees to and from work, employees responsible for providing such basic minimum services shall report to work. The College President or designee shall be responsible for determining essential College functions (basic minimum services) and ensuring that employees who staff such functions are so informed. Nonexempt employees who are considered responsible for basic minimum services and who are required to work when College services are temporarily reduced due to hazardous weather conditions shall be entitled to accrue administrative leave on a straight-time basis for all hours worked during such reduction. Such leave must be taken within 180 days of its accrual or the employee shall be paid for the leave. An extension of the time period for taking the leave may be approved for up to an additional 180 days, providing the President sends a written memo with sufficient justification to Payroll and Human Resources offices.

Nonexempt employees who are responsible for basic minimum services who do not report to work have the following options to account for leave:

- (1) Charge the absence to unused compensatory time;
- (2) Charge the absence to accumulated annual leave;
- (3) Make up lost time in a manner consistent with the FLSA, if the President determines that office hours and schedules permit.

(2) **Employee Emergency Action and Fire Prevention Plan.** Emergency evacuation of building due to fire alarms, or actual fire:

(A) **Fire observation.** When a fire is observed, or a fire alarm is activated, the building(s) must be immediately evacuated. Employees should be familiar with normal escape routes from the building as well as alternate escape routes if normal escape routes become blocked. Personnel should know location of the fire extinguisher nearest to their place of employment, so that small fires can be controlled and extinguished. Fire alarm pull stations are located on the wall next

to each exit in the building. When the alarm actuator is pulled, the fire alarm will sound in that building and in the Physical Plant Building. Professors and professional staff should explain the nature of the emergency to students and others, ask them to take their personal belongings, identify the nearest safe exit, advise that elevators are not to be used to exit a building during an emergency, direct students away from the building, and indicate how the "Safe to Re-Enter" signal will be communicated.

(B) **Notification.** The Executive Vice President/CFO, or his/her representative in the Office, should be notified and he/she will confirm that the alarm is real or false. If real, he/she will notify the Midwest City Fire Department of the fire giving the building(s) location on the campus. On other days and evenings, when appropriate, administrators and authorities are not available, Campus Security should assume responsibility for the safety of those on campus. A master control panel located in the Physical Plant is activated any time a fire alarm actuator is pulled. The proper procedure is to check the alarm panel, silence the alarm, then call the building in which the alarm was made. If no answer is received, Maintenance personnel are to call 911 and report that a fire was reported in the building in which the alarm was sounded. After calling the fire department, Maintenance personnel are to notify the Office of Administrative Services that a fire alarm was received, give the location of the alarm, and inform Administrative Services that the fire department was notified.

(3) **Emergency Other Than Bomb or Fire Threat on Campus.** An emergency other than a bomb threat severe enough to cause evacuating a building(s), seeking immediate shelter, and/or dismissing classes will be handled as follows:

(A) **Daytime.** The Executive Vice President/CFO, or his/her representative in the Office, should be notified; he/she in turn, will notify the main office in each building(s) and appropriate administrators and authorities. Notification to the people in a given building will be carried out through the main office of that building. In the event that danger is immediate for a given building only, the person in charge of that building should evacuate the building, then contact the Executive Vice President/CFO. Should evacuation of a building(s) be necessary, professors and administrators should explain the nature of the emergency to students and others, ask them to take their personal belongings, identify the nearest safe exit, direct students away from the building, and indicate how the "Safe to Reenter" signal will be communicated. On other days and evenings when appropriate administrators and authorities are not available, Campus Security should assume responsibility for the safety of those on campus.

(B) **Evening.** After 5 p.m., Security should be notified. In the event that danger is immediate for a given building only, the person in charge of the building should evacuate the building, then contact Security. In the event a severe weather warning results in being advised to seek shelter away from campus, or to take immediate shelter, professors should explain the emergency, ask students to take personal belongings with them and direct them to the nearest exit or escort them to designated safety zones. No one can be forced to go to a designated safety zone; however, strong encouragement is recommended. Also, if necessary, emphasis should be placed on the danger of being close to any interior or exterior glass,

particularly the enclosed walkways between buildings, and the danger of trying to reach a car or another building. In the event an emergency situation such as a tornado dictates taking immediate shelter, a notification will be sent to all faculty and staff utilizing the campus warning systems. After the emergency message has been received, Associate Deans, Campus Security, and those in charge of a particular building or their representatives should also notify staff and students in other buildings in which they are responsible. Divisions should be sure someone has been selected to be in charge of building(s) after 8 p.m. This is especially important should there be potential for severe weather after the Associate Dean leaves the campus.

(i) **Humanities Division Associate Dean:**

- (I) Notifies all staff and students in Humanities Building.
- (II) Contacts Campus Security and Campus Security notifies all staff and students in H.B. Atkinson Theatre and Fine Arts Building.

(ii) **Social Sciences Division Associate Dean:**

- (I) Notifies all staff and students in the Social Sciences Building.
- (II) Contacts Campus Security and Campus Security notifies all staff and students in Gym and Aquatics Center.

(iii) **Business and Information Technology Division Associate Dean:**
Notifies all staff and students in the Business and Information Technology Building.

(iv) **Engineering and Science Associate Dean:**

- (I) Notifies all staff and students in Science and Math Building.
- (II) Notifies all staff and students in the Engineering Technology Building.

(v) **Learning Resources Center (Reference Librarian):**

- (I) Notifies all staff and students in Learning Resources Center.
- (II) Notifies all staff and students in Lecture Hall.

(vi) **Physical Plant (Person in Charge):**

- (I) Notifies all personnel in the Physical Plant.
- (II) Notifies all maintenance/custodial staff in buildings and on grounds.

(vii) **Community Learning Center (Person in Charge):**

- (I) Notifies all staff and persons in Community Learning Center.

(viii) **Communications Center (Person in Charge):**

- (I) Notifies all occupants of the facility.

(ix) **Campus Security, in addition to helping the Associate Dean should:**

- (I) Immediately dispatch an officer to the STEM Center and notify all staff and students and escort them to designated safety zones.
- (II) Immediately notify person in charge of Susan Loveless Center and assist and escort all staff and students to designated safety zones.

(III) Immediately notify the Vice President for Student Affairs who is in charge of the Student Services Building and assist and escort all staff, students, and other persons to designated safety zones.

(IV) Campus Security should also be responsible and alert for those persons on campus who may not be in a building, but may be in transit to or from a building.

(4) **All clear message.** When it is safe to leave the safety zones, the Evening Administrative Assistant will give the message, "All Clear to Leave Safety Zones." This message will also be transmitted by two-way radio.

(5) **Bomb Threat Procedure.** The procedure to be followed in the event of a bomb threat differs from that of other emergencies. The procedure is basically the same, but personnel to be notified differs for day and evening.

(A) **Day Time.** If the switchboard operator receives the call, he/she will notify the Executive Vice President/CFO, Ext. 7306, and fill out the Bomb Threat Checklist available in the "Forms Handbook." If a person other than the switchboard operator receives the call, he/she should notify, or have someone notify, the Executive Vice President/CFO and fill out the Checklist. The Checklist should be given to the Executive Vice President/CFO who, in consultation with available members of the President's staff, will make a decision regarding a bomb search and/or building evacuation. Following a decision to evacuate and buildings to be searched:

(i) **Executive Vice President/CFO or his/her representative notifies:**

(I) Switchboard operator

(II) Appropriate agencies, such as Fire and Police

(III) Campus Security (Turn off radios, begin search of parking lots, and post themselves at entries to campus to turn away incoming traffic.)

(IV) Physical Plant

(ii) **Switchboard operator notifies:**

(I) Police Department

(iii) **Vice Presidents notify all associate vice presidents, deans, directors, coordinators, and the offices in their area of responsibility.**

Those in charge of buildings will supervise the search and/or evacuation of their building, instruct occupants concerning where to congregate if it is deemed necessary to evacuate their building even though a total campus evacuation is not ordered, post "Building Closed for Emergency" signs at all entry doors, and search their buildings for unusual objects should time permit, searching exit ways and the facility from exterior to interior. Once the building has been searched, areas and offices searched should be marked with an appropriate sign and a report of findings should be communicated to the Executive Vice President/CFO. Building supervisors will then meet in front of the Administration Building unless otherwise directed by the Executive Vice President/CFO.

IN THE EVENT BUILDINGS ARE EVACUATED:

- (iv) **Division Deans (or representatives) are to notify each office and classroom.** Should there be sufficient time, the professors will check their classrooms, turn off the lights, and close the doors of rooms they have searched. They should be alert to assist any disabled students. Empty rooms should also be checked by Division Deans. They should leave upstairs outside doors to elevators unlocked. Division Deans (or representatives) will then report to the front of the Administration Building.
- (v) Professors who are conducting classes should tell students that buildings are being evacuated and ask that they take their personal belongings with them as they leave through the nearest exits.
- (vi) Learning Resources Center staff clears and searches the Lecture Hall.
- (vii) Everyone evacuating should move past the sidewalks into the parking lots, or a minimum of 100 to 300 feet away; they should not stand between buildings or inside the mall area.
- (viii) **UNDER NO CIRCUMSTANCES IS ANYONE TO REENTER THE BUILDINGS ONCE THEY HAVE BEEN LOCKED UNTIL AUTHORIZATION IS GIVEN.** Notification and authorization to reopen buildings will be determined by the President (or Executive Vice President/CFO).
- (ix) The Executive Vice President/CFO will be responsible for the following:

- (I) Master keys and College floor plans should be available from Campus Security on request.
- (II) Immediate consideration should be given to public areas such as lobbies and Library. Other areas to be considered include cafeteria, public toilets, stairwells, storerooms, and trash receptacles outside and inside the buildings.
- (III) The search should be thorough, eliminating those areas which are locked and unavailable to the public. If the caller indicates the area in which the bomb is located, that area should receive immediate attention. Tight security should be maintained on each area searched until the entire search is completed.

(B) **Evening.** After 5 p.m., if the switchboard operator receives the call, he/she will notify Security, Ext. 7313, and fill out the Bomb Threat Checklist available in the "Forms Handbook." If any office other than the switchboard receives the call, the recipient is to report it directly to Security, Ext. 7313, and complete the Bomb Threat Checklist. The Security office, in consultation with available members of the President's staff, will make a decision regarding a bomb search and/or building evacuation. Following a decision on evacuation and buildings to be searched, the

(i) **Security office notifies:**

- (I) 7340 Division Dean/representative, BIT Building
- (II) 7450 Division Dean/representative, Science and Math and Engineering Technology Building
- (III) 7359* Division Dean/representative, Health/STEM Building

- (IV) 7380 Division Dean/representative, Humanities Building (responsible for Fine Arts Building and Theatre)
- (V) 7413 Division Dean/representative, Social Sciences Building
- (VI) 7543, 7544 Learning Resources Center (responsible for Lecture Hall)
- (VII) 7392* Community Learning Center Building
- (VIII) 7408 Student Services Building
- (IX) 7972 Professional Training and Education Center
- (X) 7455 University Center
- (XI) Administration Building representative:
 - 7308 During regular evening hours, contact Admissions Office
 - 7356 After night time closing, contact Information Technology Services
- (ii) **Administrative Services representative notifies:**
 - (I) 7313 Campus Security (one Campus Police/Security Officer goes to the HPER Building; one goes to the STEM, Community Learning Center, and Communications Center Buildings.)
 - (II) 7350* HPER Building

***If no answer after several rings, do not keep trying; Campus Security Officer will go to the building.**

(6) **Reentry.** Persons responsible for buildings meet in front of the Administration Building. Security and Associate Deans (or representatives) will determine when to re-enter.

Sec. 3-39. Guidelines for employee actions during emergency medical situations

- (a) **Step 1: CALL 911 (9-911-campus telephone)**
- Step 2: CALL CAMPUS POLICE/SECURITY at 733-7313**
- Step 3: Notify a CAMPUS ADMINISTRATOR**
 - Vice President for Student Affairs: 736-0281
 - Executive Vice President/CFO: 733-7306
 - Vice President for Academic Affairs: 733-7394
 - Vice President Government and Military Relations 733-7975
 - Vice President for External Affairs 733-7961
 - Vice President for Information Technology: 733-7356
- (b) **Individual responsibility vs. College responsibility.** Campus students, employees, and visitors must be cognizant of the fact that Rose State College presents all the risks of any public facility and that individuals coming to campus must accept responsibility for being exposed to those risks. Further, some individuals will undoubtedly be involved in an emergency situation while on campus. They should know that Rose State College's function is that of a college and that rendering emergency medical care is not a responsibility of college employees.

However, it is the intent of the College to prepare employees for the proper response to emergency medical situations. These guidelines, and annual review of their contents with

employees, represent the College's good faith efforts to properly prepare employees for medical emergencies on campus.

(c) **Supervisors have a duty and responsibility to inform employees of the following:**

(1) **The proper response for an employee to an on-campus medical emergency.** An employee faced with a life-threatening emergency should respond by calling 9-911 according to the nature and severity of the situation. Life-threatening emergencies include loss of consciousness or altered level of consciousness, difficulty breathing, not breathing, pain, no pulse, severe bleeding, and shock. Other serious conditions that might warrant calling 9-911 include suspected fractures, seizures, and/or a sudden illness, which may cause the victim to experience breathing difficulties. If an employee is unsure of the severity, he or she should treat the situation as a severe emergency. In any emergency, sudden illness, or injury, the victim should not be moved unless the scene is unsafe and could result in additional complications.

Once the situation is ascertained as an emergency by the employee on the emergency site, the proper initial response is to **get trained emergency personnel to the scene as quickly as possible**. An **Ambulance** (Emergency Medical Technicians/ Paramedics) can be called to the scene **by dialing 9-911**.

(A) **When calling 9-911 be prepared to:**

1. Give a clear description of your location:
Rose State College
Campus building, floor, room number
6420 S.E. 15th, Midwest City
2. Type of emergency
3. Number of victims
4. Person making the call
5. Destination choice of victim if responding to a non-life-threatening emergency

NOTE: Do not hang up. Remain on the line until informed to hang up.

An employee may provide any "good samaritan" assistance depending on his or her level of training. No employee should do something he or she is not comfortable with or trained to do. Getting qualified help is the first step.

After qualified help is contacted, or in situations that are not severe emergencies, **Campus Security and a College Administrator should be notified**.

(2) **Emergency personnel in charge.** At any emergency scene, the emergency personnel are in charge. If it is a medical situation, the senior EMT/Paramedic will be in charge. At a fire, the senior firefighter present will usually be in command. If it is a crime, a police officer will be in charge.

(3) **Victim refusal of transport.** If a victim refuses transport to a medical care facility and the victim is deemed able to make his or her own decisions by the emergency medical personnel at the scene, the patient cannot be legally transported. The victim is left in the care of whomever is at the scene, which in some cases may be no one. If the victim is a minor, every effort should be made to contact the legal guardian or parent. In a life-threatening emergency, consent is implied if parental contact cannot be made quickly. In a non-life-threatening emergency, legal guardian or parental consent must be obtained prior to giving care.

As long as employees have made a proper response, acting in a prudent and reasonable manner to get qualified assistance, the College has done everything that could be done for the person.

If a person is not transported, the best scenario that could happen is that a friend, classmate, or family member would remain with the person and see that he or she gets off the campus safely. Employees do not have any responsibility for transportation and are discouraged from providing transportation or further medical assistance after qualified help has been obtained.

(4) **Responsibility for proper clean-up and care of emergency location.** The College Physical Plant personnel should be notified following an emergency so that proper clean-up may be accomplished. Clean-up by qualified maintenance workers also is recommended due to the possible presence of spilled body fluids in the emergency area and proper disposal of biological hazards.

NOTE: The preceding information is intended only as a guide for faculty and staff action during a medical emergency. Every situation is unique and different. Employees must, therefore, use this guideline in association with logic and common sense and do the best they can, based on the situation, training, and experience.

Sec. 3-40. Emergency message notification of students procedure

(a) **Day Hours.** During the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, contact the Security office, providing the student name and, if available, the building and/or class for which the student is attending. If the building and class is known, the Security officer will physically go to the building and/or class which the student is attending and attempt to make contact.

If the building and/or name of the class is not known, the Security office will contact the Coordinator for Safety, Security and Risk Management, who will in turn contact the Admissions office to determine the building and class where the student is located. The Coordinator for Safety, Security and Risk Management will then dispatch a security officer to locate the student.

(b) **Evening Hours.** During the hours of 5:00 p.m. to 8:00 a.m., Monday through Friday, and on weekends, and if the building and/or class is known, the security office will attempt to locate the student.

If the building and/or class is not known, the Security office will contact the evening Administrative Assistant for the respective Divisions to attempt to locate the student.

Sec. 3-41. Court or law enforcement officials on campus regarding legal matters

Employees and students of Rose State College are subject to the actions of law enforcement officials or representatives of courts of jurisdiction while on campus. However, in their actions on campus, law enforcement officials and representatives of courts are expected to coordinate their actions to minimize the disruption to the mission of the College.

(a) **College employees.** If a court or law enforcement official contacts or visits your office area requesting to contact an employee regarding a legal matter (serving papers, warrant for arrest, etc.), please adhere to the following policy:

Direct the individual serving (server) papers or other legal matters to the Campus Security Office located in the Susan Loveless Center. Campus Security will require the person to present photo identification or other valid credentials to substantiate that he or she is a Court or Law

Enforcement Official. The Security Office will then make photocopies of the individual's credentials.

- (1) **Day Hours.** If the server is an authorized Court or Law Enforcement Official, Campus Security will escort the individual to the office of the Senior Director of Human Resources/AAO. The Senior Director of Human Resources/AAO will contact the Vice President's office of the employee requested. The Vice President's office will then contact the appropriate Director/Supervisor. Campus Security will then go to the appropriate office area and escort the employee to the Senior Director of Human Resources/AAO.
- (2) **Evening Hours.** If the server is an authorized Court or Law Enforcement Official, Campus Security will escort the individual to the Office of the Evening Administrative Assistant of the respective division, who, along with the Security officer will go to the appropriate area and escort the employee to the Evening Administrative Assistant's office.
- (b) **Students.** When a law enforcement official or court representative contacts a College employee regarding a need to visit with a student, arrest a student, or serve a legal document on a student, the following procedures should be observed:
 - (1) S/he should be directed to the Campus Security Office in the Susan Loveless Center. Campus Security will confirm the credentials of the individual and make photocopies of their credentials.
 - (2) Campus Security will then obtain the student class schedule as noted:
 - (A) During daytime hours of operation, Campus Security will contact the Coordinator, Safety, Security and Risk Management, who will in turn contact the Office of Student Affairs and obtain permission from the Vice President for Student Affairs or designee to interrupt classes.
 - (B) Normally, Student Affairs personnel will approve the request and notify the appropriate Division Dean regarding the action.
 - (C) The student's class schedule will be provided to Campus Police/Security by Student Affairs staff as authorized by the Vice President or designee.
 - (D) During evening hours of operation, Campus Police/Security should coordinate their actions through the Division Evening Administrative Assistant.
 - (3) Campus Security will escort the individual to the classroom. Where possible, the arrest or serving of documents should occur before or after class. The class should only be interrupted in an extreme emergency and as authorized by the Vice President or designee. If a class is interrupted, the Division Dean or other appropriate College official should interrupt it. The professor will be advised of the circumstances and the student called to the hallway by the professor. In any case in which a Law Enforcement official specifies a different course of action, the judgment of the Law Enforcement official will supersede the provisions of this policy.

Sec. 3-42. Workplace threats and violence

- (a) **Purpose and goal.** It is the goal of Rose State College to provide a safe and secure workplace. The safety of College employees and students is very important both in terms of enhancing the educational environment which RSC strives to provide and in promoting a supportive working atmosphere for employees. However, the College cannot absolutely ensure that unanticipated acts of violence, or serious threats or harassment, will never occur. The purpose of this policy is to establish a framework for responding to situations involving serious threats or

harassment, and acts of violence against employees and students in order to increase employee and student protection and minimize the probability of recurrence of dangerous situations.

(b) **Definitions.**

(1) An "act of harassment or abusive behavior" is a threat, obscenity, or other serious annoying communication or action.

(2) An "assault" is an action that puts a reasonable person in fear or apprehension of immediate bodily harm.

(3) A "serious threat" is one that puts a reasonable person in fear of harm to himself/herself or to another, even in the absence of fear of immediate bodily harm.

(4) An "act of violence" is one involving physical battery of another person, with or without the use of a weapon.

(5) A "weapon" is defined as any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant; any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Oklahoma Self Defense Act, and amendments thereto; any BB gun, pellet gun, air/C'O2 gun, paintball gun, stun gun or blow gun; any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce; any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device; any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy; any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; any straight-blade knife of three inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy; any martial arts weapon such as nunchucks or throwing stars; or any compound bow, longbow, crossbow and arrows or other projectile that could cause serious harm to any person; and the possession or use of hazardous chemicals that could pose a health risk. This includes chemicals which, when combined with other substances, could be hazardous or present a danger to others.

(c) **Application.** This policy applies to all situations involving acts of harassment or abusive behavior, assaults, serious threats, or acts of violence engaged in by all faculty, nonfaculty staff, and students, full-time or part-time, permanent or temporary, on the Rose State College campus.

(d) **Policy**

(1) Serious threats or acts of intimidation (i.e., statements or physical act which put a reasonable person in fear of harm to him/herself or another) and acts of violence, with or without the presence of a weapon, will not be tolerated at RSC. Violations of this policy may result in disciplinary action, including possible suspension, termination, and/or the filing of criminal charges.

(2) All employees, regardless of position with the College, shall immediately report acts of violence and any serious threats which a reasonable person would consider potentially dangerous made against them or witnessed by them. Such reports may be

made to the employee's immediate supervisor, the Human Resources/AAO office, Campus Security, or any administrative unit management official.

Employees should also feel free to report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat or an immediately dangerous situation when the employee in good faith is fearful for his/her continued safety or the safety of others. Reportable situations include those of coworkers, students, and visitors to the campus-such as spouses, job applicants, etc.

Reports made as authorized in this policy may be in oral or written form, but if in oral form shall be memorialized in writing as soon as reasonably possible after the initial oral report.

The College will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns prove ultimately to have been in error. However, the College does not provide indemnification or immunity to any person wrongfully accused, except as provided by law.

Supervisors receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall take appropriate steps as reasonably possible, including communicating with Campus Security, to reduce or eliminate any threats of immediate danger, and forward a written report describing the threatening situation to a member of the RSC Threat Assessment Team.

Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety or security of employees is threatened and time is critical. Such action may include notification of law enforcement and Campus Security, suspension, or the temporary physical separation of employees in the work place. Similarly, this policy does not replace routine management actions such as counseling, reprimands, or changes in work assignments. This policy is intended for those cases of continuing inappropriate actions or threats where normal management and personnel actions have been ineffective and the possibility of violence is such that police and others need to be involved.

Following a serious threat or an act of violence in the work place, employees, witnesses, and families often suffer from stress-related ailments such as depression, anger, headaches, and continued fear. Rose State College, through a group of administrators identified as the Campus Crisis Team, will provide debriefing teams, counseling, and support as needed to those affected. These actions, provided within a 24- to 72-hour period following a traumatic event, will help minimize the impact of an incident and prevent further violence.

(3) The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of Rose State College. Therefore, to the extent allowed by law and unless otherwise provided here, the possession of weapons is prohibited on the Rose State College campus.

Possession includes, but is not limited to, storage in academic or administrative offices, lockers, desks, backpacks or briefcases. With respect to College personnel (faculty, staff and student staff), possession of weapons on campus or while attending or participating in a College-sponsored activity off campus is subject to sanctions, up to and including termination of employment. With respect to students, possession of weapons on campus or while attending or participating in a College-sponsored activity off campus is subject to sanctions up to and including expulsion. Sanctions will be imposed in accordance with the procedures of the Student Code of Conduct, Staff Policies and

Procedures, or Faculty Code, as appropriate. With respect to visitors, possession of weapons is subject to expulsion from campus by Campus Security staff.

- a. Exemptions. Nothing in this section shall be read to prohibit possession of weapons on campus (1) as necessary for the conduct of Board approved academic programs or College approved activities or practices, or (2) by Midwest City Police officers while acting within the scope of their employment, or (3) military drills, honor guards, and color guards utilizing facsimile weapons, or (4) normal kitchen utensils and cleaning supplies when appropriately used.
- b. This policy does not prohibit small quantity personal protection chemical spray devices (e.g., key chain sprays) intended for defensive purposes.
- c. Reporting Weapons. The College requires all members of and visitors to the campus community to help maintain safety and security at the institution and at College-sponsored activities off campus. All students, faculty, and staff who have knowledge of weapons on campus and at College-sponsored activities off campus have an obligation to report that knowledge promptly to the Director of Security Services, the Midwest City Police Department, or a member of the College's contract security staff.
- d. Search. In the case of suspected possession of weapons by College personnel (faculty, staff and student staff), Rose State College reserves the right to search personal belongings on College property, including but not limited to articles of clothing, purses, briefcases, backpacks and bags. All such searches must be approved in advance by the President, or, in his absence, the Vice President for Academic Affairs for faculty; the Executive Vice President/CFO for staff; or, in the case of students, the Vice President of Student Affairs. Searches will only be conducted by Midwest City Police Department officers or other state law enforcement authorities that may be present on campus. Individuals may be asked to leave campus or remain in the presence of Security staff or Midwest City Police until a search is conducted or until the situation is resolved safely and appropriately. Midwest City Police may take weapons discovered in a search into temporary custody, for safe-keeping.
- e. Applicability. This policy applies to anyone on the Rose State College campus, including College personnel, students, and visitors. It also applies to College personnel and students attending or participating in a College-sponsored activity off campus.

(e) **Procedures.** The following procedures will be followed in the event of workplace serious threats or violence:

1. A Threat Assessment Team, consisting of the Executive Council, will review all reports generated relative to this policy. This core team may draft additional members as warranted. Note: The Threat Assessment Team may include some of the same members as the Campus Crisis Team but the function and purpose of each team is different. The Threat Assessment Team seeks to recognize and avert violent acts while the Campus Crisis Team provides support services after a traumatic event, not limited to just violent acts.

2. Team members will review the report, gather additional information as needed, and develop a plan of action which may include specific suggestions to the immediate supervisor, directed counseling, Employee Assistance Plan intervention, and/or police action. Team members and the department head or designee of the affected work area will follow up to assure implementation of suggestions and that protective measures are in place as needed. Decisions and actions that directly affect an accused employee will be taken in compliance with existing laws and applicable policies and rules of the College.

3. RSC understands the sensitivity of the information provided and/or alleged in such reports as it pertains to employees' reputation, rights to privacy, and confidentiality. Appropriate procedures will be followed to corroborate the accusation and limit the dissemination of reports on a need-to-know basis.

Should a report prove to be false, or actions misinterpreted as threats of violence, the continued acceptance and effectiveness of the accused employee is essential. The Threat Assessment Team will balance the safety and security of students and employees against the need for confidentiality of information. Where appropriate, legal guidance will be requested.

4. All levels of management at RSC will be familiar with this policy. All reports of possible violent behavior, intimidation, or serious threats should be forwarded to a member of the Threat Assessment Team as described in paragraph (e)1, above.

5. The College will make available training directed at violence in the workplace for all levels of RSC employees.

6. Should an act of violence occur, the Campus Crisis Team, consisting of the President; Vice President for Student Affairs; Director of Special Services and Student Outreach; and Senior Director, Human Resources/AAO will consider the impact of the incident on the campus community and initiate appropriate debriefing, counseling, and support actions for the victims, coworkers, and families. An incident in this category might include serious or fatal injuries to one or more campus members in a manner that frightens or shocks segments of the campus community for a continuing period.

7. The Campus Crisis Team will also provide timely reports to the campus administration

Sec. 3-43. Exposure Control Policy for Bloodborne Pathogens

This Exposure Control Policy is established for Rose State College in accordance with the guidelines published in the Federal Register (12-6-91) as part of Subpart Z of 29 CFR §1910.1030, [56 FR 64004, Dec. 06, 1991, as amended at 57 FR 12717, April 13, 1992; 57 FR 29206, July 1, 1992; 61 FR 5507, Feb. 13, 1996; 66 FR 5325 Jan. 18, 2001] and with the Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis; June 29, 2001, Vol. 50, No. RR-11; U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC). The plan applies to all at-risk faculty/employees/students who have the potential for occupational exposure to blood or other potentially infectious materials and is designed to minimize or eliminate faculty and student exposure to such materials. It is the intent of Rose State College to establish and enforce policies and procedures to protect faculty, employees, students, and their patients. The procedures include Universal Precautions, at-risk faculty/employee/student education, exposure management, follow-up, and record keeping. The plan is available for public inspection in the President's Office, ADM 203.

Sec. 3-44. Right to Know: Oklahoma Hazard Communication Standard

Material safety data sheets relating the toxicity or hazardousness of any hazardous substances which are present in the workplace will be maintained in the Physical Plant.

Sec. 3-45. Identity Theft Prevention Policy

The policy of Rose State College is to ensure compliance with the Federal Trade Commission's (FTC's) Red Flags Rule ("Rule") which implements part of the Fair and Accurate Credit Transactions Act of 2003. The regulation is set forth at:

- (1) 16 CFR § 681.2 and applies to financial institutions and creditors that are subject to administrative enforcement of the Fair Credit Reporting Act (FCRA) by the FTC pursuant to 15 U.S.C. 1681s(a)(1); and,
- (2) 16 CFR § 681.3 and applies to a person described in 681.2 that issues a debit or credit card (card issuer).

A college that meets the definition of a creditor would be subject to this regulation. (See II. Definitions, (5) Creditors.) Under the Rule, every creditor is required to establish an Identity Theft Prevention Program ("Program") tailored to the size, complexity, and nature of its operation. Each program must contain reasonable policies and procedures to:

- (1) Identify relevant Red Flags for covered accounts that the creditor offers and incorporate those Red Flags into the Program;
- (2) Detect Red Flags that have been incorporated into the Program;
- (3) Respond appropriately to any Red Flags that are detected to prevent and mitigate identify theft;
- (4) Implement and adopt the Program with approval from the Board of Regents;
- (5) Update the Program periodically to reflect changes in risks to customers and to the safety and soundness of the creditor from identity theft; and
- (6) Oversee the program through a senior management employee.

In addition, to the extent a college issues campus cards which can be used as debit cards to make electronic funds transfers from a transaction account to off-campus merchants, such a college would be subject to this regulation. Under the Rule every card issuer must establish and implement reasonable policies and procedures to:

- (1) Assess the validity of a change of address if it receives notification of a change of address for a consumer's debit or credit card account; and
- (2) Notify the cardholder, if within a short period of time afterward (during at least the first 30 days after it receives such notification), the card issuer receives a request for an additional or replacement card for the same account.

Detailed procedures are available in the Rose State College Administrative Services office.

Sec. 3-46. Universal-use facilities

At Rose State College, all employees, students, and visitors have the right to be safe on campus. Rose State College has a policy that every student has the right to decide for themselves which campus bathroom, locker room, or any other gender-identified facility they use. Harassing, bullying, or victimizing a person due to their sexual orientation or gender identity constitutes a hate crime and will not be tolerated on our campus. Every student, employee, and visitor has the right to use the bathroom that corresponds with their gender identity.

The policy requires single-use bathrooms and dressing areas be identified as “Universal/Family/Handicap Accessible” by words and/or universal symbols indicating they are unrestricted use. The following single-use bathrooms are available on campus:

- (a) LRC – one on each floor at south end
- (b) Wellness Center – two in aquatics hallway; one in each locker room
- (c) UCO Center – two on second floor
- (d) Professional Training Center – two in office area

SECTION 4

STUDENT AFFAIRS

Note: For the Student Affairs Department, see Chapter II, Sections 1 68, et seq. of this Manual.

Sec. 4-1. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students engage in a sustained and independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic liberty. The freedom to learn depends upon the appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise their liberty with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Rose State College has a duty to develop policies and procedures which provide and safeguard this liberty. The purpose of this statement is to enumerate the essential provisions for student freedom to learn and the responsibilities which go with their liberties as established by the Board of Regents of Rose State College.

Sec. 4-2. Freedom of access to higher education

Under no circumstances should a student be barred from admission to Rose State College on the basis of race, color, sex, age, national origin, religion, disability, sexual orientation, or status as a veteran. Thus, within the limits of its facilities, the College should be open to all students who are qualified according to its admission standards.

Sec. 4-3. In the classroom

- (a) **Free discussion, etc.; and grading.** The professor, in the classroom and in conferences, should encourage free discussion, inquiry, and expression. Student grades will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic situations.
- (b) **Protection of freedom of expression.** Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.
- (c) **Improper academic evaluation.** Students shall have protection through proper channels as established by the administration against improper academic evaluations. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- (d) **Protection against improper disclosure.** Information about student views, beliefs, and political association which professors acquire in the course of their work will be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided at the discretion of the professor after inquiring as to the nature of the requesting agency or individual and the intended use of the information.

Sec. 4-4. Student records

To minimize the risk of improper disclosure, academic and disciplinary records will be kept separate. Transcripts of academic records will contain only information about academic status,

except that disciplinary action taken against a student which affects his/her eligibility to re-register with the institution will be recorded. The College may, if it sees fit, add a note to student academic records if the student is on disciplinary probation, but the note will be removed when the probation term has expired. Information from disciplinary or counseling files will not be made available to unauthorized persons on the campus or to any person off campus without the expressed consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved. No records will be kept for the sole purpose of reflecting the activities or beliefs of students. Administrative staff and faculty members will respect confidential information about students which they acquire in the course of their work.

Note: Regarding student records, see also Appendix 5 of this Manual.

Sec. 4-5. Student affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved:

(1) **Freedom of inquiry and expression**

(A) **Discussions.** Students and student organizations will be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They will be free to support causes by orderly means which do not disrupt the regular and normal operation of the institution and which comply with the regulations that relate to student activities and conduct. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

(B) **Student organizations.** Recognized student organizations will be allowed to invite and to hear any person of their own choosing when the purpose of such an invitation is consistent with the aims of the College.

(2) **Student participation in institutional government.** As constituents of the academic community, students will be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body will have clearly defined means to participate and to express their views concerning any formulation and application of institutional policy affecting academic and student affairs. The role of the Student Senate, both its general and specific responsibilities, will be made explicit, and the actions of the Student Senate, within the areas of its jurisdiction, will be reviewed only through orderly and prescribed procedures of the College.

Sec. 4-6. Off-campus freedom of students

(a) **Exercise of rights of citizenship.** College students are both citizens and members of the academic community. As citizens, students will enjoy the same freedom of speech, peaceful assembly, and the right of petition that other citizens enjoy; and as members of the academic community, they are subject to the obligations granted to them by virtue of this membership. Faculty members and administrative officials will insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship, both on and off campus.

(b) **Institutional authority and civil penalties.** Students who violate the law incur penalties prescribed by civil authorities, but institutional authority will never be used merely to duplicate the function of general law. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations (such as those relating to class attendance), in the course of his/her off-campus activity, will be subject to no greater penalty than would normally be imposed. Institutional action will be independent of community pressure.

Sec. 4-7. Retained rights

The enumeration of the above rights and responsibilities shall in no way be interpreted as denying the existence of other rights and responsibilities which a student holds as a student or citizen.

Sec. 4-8. Student responsibilities

In all aspects of student rights, the student body collectively and individually has the responsibility of participating as citizens of the academic community to assist the College in accomplishing its stated purposes. By virtue of enrolling in Rose State College, a student has indicated that he/she will assume the responsibility for his/her behavior and acknowledge and share the following responsibilities:

- (1) **Legal authority.** Students must acknowledge that the only legal authority for the operation of the College belongs to the Board of Regents of the College, who have delegated this authority of the College, to the administration.
- (2) **Student involvement.** Students should acknowledge that the primary purpose for their being involved in the administration of appropriate functions of the College is to gain the education it affords the student and to assist the administration in making better decisions.
- (3) **Responsibility for rules and regulations.** By enrolling in College, students assume the responsibility for complying with the rules and regulations of the College. Further, students must assist the College in reinforcement of such regulations to provide the greatest educational opportunities to all.
- (4) **Disagreements.** The right to disagree has been previously established. However, the student must make sure the disagreement is in good taste, is factual, and is presented with the proper respect for those with whom he/she is disagreeing.
- (5) **Communication with administration.** When approaching the administration about any matter, students should go through the established channels of communication. Students must assume responsibility for active participation in student government in order that this organization might continue to be an effective means of communication.
- (6) **Compliance.** Students have the responsibility to comply with all regulations established by the Board of Regents of Rose State College and the laws of the State governing student conduct, and such regulations and laws as they may now exist or may be subsequently enacted and adopted shall have precedence over the provisions of this document.

Secs. 4-9 to 4-14. (Reserved for future use)

Sec. 4-15. Special Services

(a) **Counseling.** Licensed Professional Counselors (LPCs) are available for consultation with students and staff of Rose State College. Their role is to facilitate the learning process of students by assisting them in clarifying basic values, attitudes, interests, and abilities; in making educational and vocational choices; in dealing with personal and emotional difficulties; and in identifying and resolving problems that interfere with the learning process. LPCs are available to assist staff with problems that interfere with work performance also.

(b) **Students with disabilities.** Students with disabilities attending Rose State College have been provided a physically accessible campus and special services designed to meet their needs. The Coordinator for Access Student Services will make arrangements for students with disabilities requiring accommodations for access to programs of instruction and/or services. The Coordinator for Access Student Services will coordinate with faculty, staff, or administrators to consider requests and to provide the accommodation when appropriate. The Coordinator for Access Student Services will provide the Americans with Disabilities Coordinator copies of accommodation requests and information regarding requests granted on a regular basis. Such requests will be processed in accordance with Section 1-69 (b). (Rev. 07/17)

Sec. 4-16. Enrollment advising

Each student without previous college credit will consult with an academic advisor in the Student Services Building, Room 100, about his/her major field of study, occupational goals, course selection, and enrollment procedures. Assistance will also be provided with planning class schedules. Transfer and returning students in good academic standing are eligible to enroll through their division advisor or Rose State College online enrollment without advisor assistance.

Sec. 4-17. Advisement: by faculty members

An important function of each faculty member is educational advisement within his/her particular discipline. A faculty member should be available to students to share with them the faculty member's knowledge in his/her field of scholarship.

Sec. 4-18. Student responsibility for *Rose State College Catalog* information; right of College to change regulations, etc.

(a) **Knowledge of *Rose State College Catalog*.** Each student is responsible for knowledge of the information appearing in the Rose State College Catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance.

(b) **Right to change.** The College reserves the right to change regulations and policies or to revise curricula as may be deemed necessary and desirable.

Secs. 4-19 to 4-24. (Reserved for future use)

Sec. 4-25. Who may be admitted to Rose State College

The Oklahoma State Regents for Higher Education, by adoption of appropriate policies, determines who is eligible to be admitted to state two-year colleges and to other public institutions of higher education within the state. Each student, upon admission to Rose State College, must present a federal or state issued photo identification or other government-issued photo identification.

Sec. 4-26. Admission procedures

(a) **Office of Admissions and Records.** All admission materials are to be submitted to the Office of Admissions and Records. Normal office hours are 8 a.m. to 7 p.m. on Monday; 8 a.m. to 6 p.m. Tuesday through Thursday; and 8 a.m. to 5 p.m. on Friday. During specific enrollment periods in January and August, the office is open from 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 6 p.m. on Fridays.

(b) **Procedures for admission.**

(1) **Application for admission.** Students must complete the approved paper or online College application for admission.

(2) **Transcripts and Certificates.**

(A) **First-time college students.** Degree seeking students must provide an official transcript of high school credits showing date of graduation or High School Equivalency test results (score report), plus all official transcripts. All transcripts become the property of Rose State College and cannot be returned to the student.

(B) **Students with previous college experience.** Degree seeking students must provide an official high school transcript showing date of graduation and all official college/university transcripts. All transcripts become the property of Rose State College and cannot be returned to the student.

(C) **Non-degree seeking students.** Non-degree seeking students may enroll in no more than nine credit hours without official transcripts.

(D) **Concurrent enrollment of high school students.**

(i) A twelfth grade student enrolled in an accredited Oklahoma high school may, if he/she meets the requirements, be admitted provisionally to Rose State College if he/she meets requirements established by the Oklahoma State Regents for Higher Education.

(ii) An eleventh grade student enrolled in an accredited Oklahoma high school may, if he/she meets the requirements of (i) above and additional requirements set forth by the Oklahoma State Regents for Higher Education, be admitted provisionally to Rose State College.

(iii) A student receiving high school-level instruction at home or from an unaccredited high school may be admitted provisionally to Rose State College if he/she meets requirements established by the Oklahoma State Regents for Higher Education.

(E) **Home study or unaccredited high schools.** An individual who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency is eligible for admission to Rose State College as follows:

(i) The student must have participated in the American College Testing or a similar acceptable battery of tests.

(ii) The student's high school class must have graduated.

(iii) The student must satisfy the high school curricular requirements.

(F) **Opportunity Admissions Category.** Students who have not graduated from high school whose composite standard score on the ACT without the writing component places them at the 99th percentile of all students using Oklahoma norms, or whose combined critical reading and mathematical score on the SAT without the writing component places them at the 99th percentile of all students using national

norms may apply for full enrollment at a college or university of the State System. The College will determine admissibility based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.

(3) **American College Testing (ACT).**

(A) **First-time college students.** Each first-time college student (except in Item (C) below), should have participated in the American College Testing Program prior to registration, and the results forwarded to the College. The ACT code for Rose State College is 3403. Entering students who have not participated in the ACT will participate in the assessment offered in the Student Resources area. Testing Services personnel will administer the assessment instruments, and academic advisors will make course selection recommendations. Assessment is available in English, mathematics, and reading each day Monday through Friday. The test results are not used as a criteria for admission, but used for guidance in counseling and mandatory placement.

(B) **Students with previous college experience.** Participation in ACT for a person who has previous college experience may be required by the College.

(C) **Special enrollments.** Students enrolling in noncredit courses may be temporarily exempted from ACT participation upon permission from the Vice President for Academic Affairs or designate and/or the Registrar/Vice President of Enrollment Management.

(4) **Student's medical history.** The College does not require the presentation of a physical examination report signed by a physician. However, nonexempt students must submit documentation showing proof of immunization against Hepatitis B, Measles, Mumps, and Rubella (MMR), or sign an exemption form prior to admission to the College.

A listing of approved exemptions follows:

(A) Students who graduated from an Oklahoma high school since 1996;

(B) Students transferring from another college located in the State of Oklahoma;

(C) Students only enrolling in off campus or distance education courses;

(D) Active Military students;

(E) Students enrolling only in Training Center classes;

(F) Students who graduated from a US high school that required these vaccinations;

(G) Provisionally admitted students who are taking no more than 9 credit hours at this institution until they have submitted the vaccination information and been admitted as a regular student;

Certain departments may require further documented evidence of a student's medical history as part of its program admission criteria.

(5) **Admission to certain specialized programs.** Additional testing and/or interview may be required for admission to certain specialized programs.

Sec. 4-27. In-state/out-of-state classification

Upon admission to Rose State College, each student will be evaluated for eligibility for in-state tuition rates. Such evaluation, by the Office of Admissions and Records, will be guided by

the in-state/out-of-state classification policies of the Oklahoma State Regents for Higher Education. (For further details, refer to State Regents' *Academic Affairs Procedures Manual* online at <http://www.okhighered.org/state-system/policy-procedures/part3.shtml>).

Sec. 4-28. Admission to programs with additional program requirements

Acceptance into Health Sciences programs and the Legal Assistant program is through action of admissions committees and/or program directors for each program. A limited number of students are accepted in each Health Sciences program.

Students new to the College should:

- (1) **Academic Advisor.** Meet with advisor for assignment to the appropriate program director.
- (2) **Program Director.** Meet with program director for academic advisement and program application forms.
- (3) **Complete the College admission requirements.**
- (4) ***Rose State College Catalog.*** Carefully read the *Rose State College Catalog* for program requirements in addition to admission to Rose State College.

Sec. 4-29. Transfer students

(a) **Academic retention standards.** Transferring students must meet the academic retention standards as outlined in Section VIII of the *Rose State College Catalog*.

(b) **Official transcripts.** Students who transfer from other higher education institutions to Rose State College must submit, prior to their initial semester at Rose State College, official transcripts from all institutions attended. This is necessary in order to properly advise such students for maximum benefit of their time spent at Rose State College.

(c) **Out-of-state college.** Undergraduate students wishing to transfer from an out-of-state college or university to Rose State College may do so by meeting the entrance requirements of the College as outlined in the *Rose State College Catalog* and submitting official transcripts.

(1) **Good standing.** Each nonresident applicant must be in good standing in the institution from which he/she plans to transfer.

(2) **Satisfactory progress.** Each nonresident applicant must have made satisfactory progress (an average grade of "C" or better or meet this College's current retention standards, whichever is higher) in the institution from which he/she plans to transfer.

(3) **Transcripts from accredited institutions.** Transcripts of record from colleges or universities accredited by the North Central Association or other regional accrediting association will be given full value.

(4) **Transcripts from unaccredited institutions.** Official transcripts of record from institutions not accredited by a regional accrediting association will be evaluated on the basis of the recommendations contained in the current issue of the "Report of Credit Given by Educational Institutions," published by the American Association of Collegiate Registrars and Admissions Officers.

(d) **Transfer credit evaluation.** All coursework previously completed at regionally accredited institutions of higher education will be accepted as transfer credit, although not all credit will necessarily apply toward degree requirements. Courses with grades of "D" may not meet degree or course prerequisite requirements if the catalog specifies a higher grade is required for satisfactory completion.

Credit for courses from institutions not using a traditional semester academic calendar will be converted to semester hour credits. Grade points earned at institutions using any method other than the traditional 4.0 system will be converted to the 4.0 system.

An analysis of transfer credit will be performed for students who are currently enrolled. Students must have official copies of transcripts from all colleges attended on file in the Office of Admissions and Records. Once these documents have been submitted, they become a permanent part of the student's record at Rose State College. Official documents will not be returned, reissued, or copied for distribution. Transcripts from other institutions, if needed, must be obtained directly from the institution where they were originally issued.

Graduate level transcripts will not be evaluated automatically. If undergraduate coursework was taken in a graduate program, students can request that their graduate transcript be evaluated for undergraduate coursework.

Rose State College may evaluate transcripts from unaccredited colleges as outlined in State Regent's Policy and on the basis of the recommendations contained in the current issue of the Report of Credit Given by Educational Institutions, published by the American Association of Collegiate Registrars and Admissions Officers. Students must contact the Graduation Office for more information.

It is the student's responsibility to furnish additional information to the College, if needed, to evaluate transfer credit, i.e., course descriptions, catalogs or syllabi.

(e) **Technical Transfer Credit (Technology Centers).** Rose State College's policies for evaluating, awarding, and accepting technical credit for transfer are consistent with the college's mission and with the State's focus on aligning coursework to ensure a quality education through common learning outcomes reviewed by faculty experts in the discipline.

Rose State College may only accept transfer of technical credits from an Oklahoma technology center towards technical major degree requirements in a college technical certificate, an associate in applied science degree, or a technology baccalaureate degree in which Rose State College faculty have documented expertise.

Transfer of technical credits from a technology center that is part of the Oklahoma Technology Center System will be evaluated using the Statewide Technical Course Articulation Matrix from the Oklahoma State Regents for Higher Education (OSRHE). Academic credit earned for technical courses appearing on an official transcript from an Oklahoma technology center and listed on the Statewide Technical Course Articulation Matrix will be processed by Rose State's Office of Admissions and Records. The Office of Admissions and Records will follow the *Undergraduate Transfer and Articulation* policy from the OSRHE.

Transfer of technical credits based on a different unit of credit than the one used at Rose State College is subject to conversion before being transferred. Only official transcript and technical course evaluations based on the OSRHE Statewide Technical Course Articulation Matrix and processed by the Rose State's Office of Admissions and Records are official. Any preliminary reviews by campus personnel are unofficial and not binding, and subject to change.

Technical credits may be subject to minimum grade requirements as determined by the accreditation, licensure, or other programmatic requirements of Rose State College. Grades do not transfer in and are not calculated in the Rose State College's grade point average (GPA). A neutral grade of "S" will be recorded. Credits earned will be added to the student's overall credit hours earned.

Sec. 4-30. International Students and Other Students for Whom English is a Second Language

(a) **English proficiency.** All students seeking to enroll at a college or university of the State System and for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission, either as first time students or by transfer from another non-system college or university. The intent of this policy is to admit only those students into an institution who have a reasonable chance of success based on their ability to comprehend, read and write the English language. Students must either demonstrate their competency in English through passing the test as described below or demonstrate proficiency through successfully completing the State Regents' high school core requirements in an English speaking school. In administering this policy, institutions will err on the side of assuring competency in English. Institutions may not waive this admission requirement as part of the alternative admissions category of admission within the State Regents' general policy on admission.

For students who have not taken their high school core curriculum in an English speaking school, the institutions will use the following minimum standards to determine English language proficiency. The following minimum standards shall be utilized by all State System institutions to determine English language proficiency.

(1) **TOEFL or IELTS examinations.** All applicants shall have taken the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) examination as the first step toward satisfying requirements for admission. Results of TOEFL or IELTS tests taken at International Testing Centers and Special Testing Centers will be accepted at all State System colleges and universities. Results of TOEFL or IELTS tests administered at Institutional Testing Centers shall not be accepted by colleges and universities other than the administering institution.

(2) **First-time admission for undergraduates.** Applicants for first-time admission at the undergraduate level shall be required to present a score of 61 or higher on the internet-based TOEFL test or 500 or higher on the paper-based TOEFL test, or 173 or higher on the computer-based TOEFL test, or 5.5 or higher on the IELTS test in order to meet the standards for unqualified admission to a college or university of the State System. Internet based TOEFL scores will be reviewed on a case-by-case basis. An individual not eligible for admission under this standard may be admitted at a State System institution, if he/she presents a score of 48 or higher on the Internet-based TOEFL test, 460 or higher on the paper-based TOEFL test, 140 on the computer-based test, or 5.0 on the IELTS Examination and in addition, after achieving the required score and immediately prior to admission, successfully completed a minimum of 12 weeks of study at an approved English language center or program operated by an institution of higher learning or a private school approved by the State Regents. At least two-thirds of the 12 weeks must be instructed at an advanced level. System institutions with an approved program of English as a second language may admit students into this program but no other courses without meeting the other requirements of this policy. Alternatively, a student who has both the requisite ACT score for admission to the institution and has taken the high school core requirements will be considered to be proficient in the English language.

(3) **Extraordinary and deserving cases.** The Registrar/Associate Vice President of Enrollment Management may admit a student who fails to meet the above requirements in extraordinary and deserving cases. In these situations, the applicant must have

demonstrated his/her proficiency in the English language prior to admission. Such exceptions must be appropriately documented and reported to the Oklahoma State Regents for Higher Education annually.

(4) **Admission by transfer.** Applicants seeking admission by transfer who have attended an accredited college or university for a minimum of 24 semester credit hours with passing grades shall be admitted on the same basis as other transfer students.

(5) **Effective date.** This policy change became effective upon approval by the State Regents and was revised June 29, 2006, and was effective for the Fall 2006 semester.

(6) **Standards.** The standards set forth above shall be utilized as minimums by all State System colleges and universities. Institutions wishing to establish higher standards for their own students may do so by submitting a proper and timely application to the Oklahoma State Regents for Higher Education. No policy establishing higher standards than those above shall be implemented without prior approval of the State Regents.

(b) **Additional requirements for international students.**

(1) **Secondary Transcripts.** International students who apply for admission to Rose State College must submit official transcripts of completed secondary school and college credits, with notarized translations to English. The student shall also complete other requirements for admission as requested by the College.

(2) **Transfer of Foreign Credits.** Students who have earned college or university credits in a foreign country may transfer these credits on a course by course basis, at the discretion of the College. In some cases, the Office of Admissions and Records may need to verify that the foreign institution is recognized by the Ministry of Education in a certain country before credits may be accepted. The student will be responsible for having an official evaluation of their foreign credentials completed by an outside foreign credential evaluation service. The evaluation service must be a member of the National Association of Credential Evaluation Services (NACES). Once complete, the credential evaluation and the official transcript from the foreign institution must both be presented to the Office of Admission and Records, where copies will be made for the student's academic file. In determining which courses to transfer in to the College, input may be sought from the academic divisions.

(3) **Health and repatriation insurance.** In addition, international students are highly encouraged to obtain health and repatriation insurance prior to formal admission. International students who are under 18 years of age must maintain valid health and repatriation insurance while they are under 18.

(4) **Financial ability.** Evidence of a sponsor's ability to pay college and living expenses is necessary.

Sec. 4-31. Undocumented Immigrant Students (effective November 1, 2007)

Undocumented immigrant students need to come to the Office of Admissions and Records to have their admission eligibility evaluated.

(a) **Admission categories.** The three categories of Undocumented Immigrant Students are:

(1) **Category I.** Students who enrolled in a degree program and received tuition benefits during 2006-07 or prior years ("grandfathered" students), Category I does not include concurrent high school students;

(2) **Category II.** Students who enrolled in 2007-08 and thereafter;

(3) **Category III.** Oklahoma's Promise students.

(b) **Admission standards.** Rose State College may admit Undocumented Immigrant Students, but admission to the College will not protect the student from any type of government legal action, including deportation. An Undocumented Immigrant Student must not only apply in the Office of Admissions and Records and meet the Rose State College admission criteria set forth by the Oklahoma State Regents for Higher Education, including English proficiency outlined in Sec. 4-30, but also must file an affidavit with Rose State College stating that he or she has filed an application or has a petition pending with the United States Citizenship and Immigration Services (USCIS) to legalize his or her immigration status or will file an application to legalize his or her immigration status at the earliest opportunity the student is eligible to do so.

(c) **Student records.** All documents provided to Rose State College, including immigration affidavits or petitions, shall be maintained in the education record in the Office of Admissions and Records.

(d) **Resident classification.** All categories of Undocumented Immigrant Students are to be classified as nonresident students. They are not eligible for classification as an Oklahoma resident, but may still be eligible to pay resident tuition and receive state financial aid.

(e) **Federal financial aid.** No Undocumented Immigrant Student is eligible for any type of federal financial aid.

(f) **Resident tuition and state financial aid for Category I – “grandfathered” students.** An Undocumented Immigrant Student may be eligible for resident tuition and state financial aid if the student is a Category I “grandfathered” student who meets the following criteria:

(1) Graduated from a public or private high school in Oklahoma or received the GED certificate in Oklahoma.

(2) Resided in Oklahoma with a parent or guardian for at least two (2) years prior to graduation from high school or receipt of the GED certificate.

(3) Rose State College admission standards, as determined by the Oklahoma State Regents, have been met.

(4) Has been admitted and is currently enrolled in a credit course at Rose State College;

(5) Has filed an affidavit with Rose State College stating that the student has filed an application or has a petition pending with the United States Citizenship and Immigration Services to legalize the student’s immigration status or will file an application to legalize his or her immigration status at the earliest opportunity the student is eligible to do so.

(A) If the five above provisions have been met, Category I “grandfathered” students are eligible to receive awards for the following state financial aid programs: Oklahoma Tuition Aid Grant (OTAG), Academic Scholars Program, Oklahoma Tuition Equalization Grant (OTEG), Regional University Baccalaureate Scholarship, National Guard Tuition Waiver, Future Teachers Scholarship, Tulsa Reconciliation Scholarship, any other state-funded scholarship, and any institutional financial aid (including tuition waivers). *Students participating in Oklahoma’s Promise are subject to unique provisions per SB 820 as described in the section entitled “Oklahoma’s Promise.”

(g) **Resident tuition and state financial aid for Category II – Students enrolled in 2007-08 and thereafter.** The requirements are separate for resident tuition and state financial aid for Category II students.

An Undocumented Immigrant Student may be eligible for resident tuition if the student is a Category II student who meets the following criteria:

(1) Graduated from a public or private high school in Oklahoma. Note: GED or home school education will not establish eligibility for any student.

- (2) Resided in Oklahoma with a parent or legal guardian while attending a public or private high school in Oklahoma for at least two (2) years prior to graduation.
- (3) Rose State College admission standards, as determined by the Oklahoma State Regents, have been met.
- (4) Has been admitted and is currently enrolled in a credit course at Rose State College.
- (5) Has provided Rose State College a copy of a true and correct application or petition filed with the United States Citizenship and Immigration Services to legalize the student's immigration status **or** file an affidavit with Rose State College stating that the student will file an application to legalize his or her immigration status at the earliest opportunity he or she is able to do so, but in no case later than either: (a) one year after the date on which the student enrolls for study at the institution; or (b) if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one year after the United States Citizenship and Immigration Services (USCIS) provides such a formal process. Students who file an affidavit with Rose State College **must** provide a copy of a true and correct application or petition filed with USCIS no later than either (a) one year after the date on which the student enrolls for study at the institution; or (b) if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one year after the United States Citizenship and Immigration Services (USCIS) provides such a formal process.

An Undocumented Immigrant Student may be eligible for state financial aid if the student is a Category II student who meets the following criteria:

- (1) Graduated from a public or private high school in Oklahoma. Note: GED or home school education will not establish eligibility for state financial aid for any student. This provision does not apply to home school students with respect to Oklahoma's Promise. These students are addressed in Sec. (h) of this policy.
- (2) Resided in Oklahoma with a parent or legal guardian while attending a public or private high school in Oklahoma for at least two (2) years prior to graduation. This provision does not apply to home school students with respect to Oklahoma's Promise.
- (3) Rose State College admission standards, as determined by the Oklahoma State Regents, have been met.
- (4) Has been admitted and is currently enrolled in a credit course at Rose State College.
- (5) Has provided Rose State College a copy of a true and correct application or petition filed with the USCIS to legalize the student's immigration status. The affidavit which establishes eligibility for resident tuition does not establish eligibility for state financial aid. Oklahoma's Promise students who enrolled in the program as 8th, 9th, or 10th-grade students on or before July 2, 2007, can establish eligibility for that program by filing an affidavit as explained in Sec. (h) of this policy.

(A) Category II Undocumented Immigrant Students who do not provide or present Rose State College with a copy of a true and correct application or petition filed with the USCIS are not eligible for: Oklahoma Tuition Aid Grant (OTAG), Academic Scholars Program, Oklahoma Tuition Equalization Grant (OTEG), Regional University Baccalaureate Scholarship, National Guard Tuition Waiver, Future Teachers Scholarship, Tulsa Reconciliation Scholarship, any other state-funded scholarship, or any institutional financial aid that is funded from institution or state sources, including tuition waiver (except the types that are listed next in part ii).

(B) Category II Undocumented Immigrant Students who do not provide or present Rose State College with a copy of a true and correct application or petition filed with the USCIS are eligible for: financial aid that is funded only from private or non-state sources such as foundations, or concurrent enrollment tuition waivers and cooperative alliance tuition waivers.

(h) **Category III – Oklahoma’s Promise students.** The two groups of Oklahoma’s Promise students are (Group A) those students enrolled in Oklahoma’s Promise on or before July 2, 2007, and (Group B) those students enrolled in Oklahoma’s Promise after July 2, 2007. Group A students are Oklahoma high school graduates of 2008 and 2009 and are eligible for the college award. Also, 2010 high school graduates who enrolled in the program in 8th grade (2005-06) or 9th grade (2006-07), and 2011 high school graduates who enrolled in the program in 8th grade (2006-07) are in Group A. Group B students are those who graduate high school in 2010 who enrolled in the program in the 10th grade (2007-08), those who graduate in 2011 who enrolled in the program in the 9th grade (2007-08) or 10th grade (2008-09), and those who graduate high school in 2012 and thereafter. If a student was not enrolled in the Oklahoma’s Promise program on or before July 2, 2007, he or she cannot receive the college award.

(1) Group A students (including current college students) are eligible to receive the award by providing or presenting a copy of an affidavit or petition filed with USCIS or by filing the Oklahoma’s Promise affidavit. This affidavit recognizes that Oklahoma’s Promise students may be home schooled. To qualify for resident tuition, Group A of the Oklahoma’s Promise students must also file the Category I affidavit or the Category II affidavit, whichever is applicable.

(2) Group B students must be a United States citizen or lawfully present in the United States at the time they enter Rose State College to receive the program award. For Group B, neither the Oklahoma’s Promise affidavit nor the copy of an application or petition filed with USCIS will establish eligibility for the award. Rose State College must verify that the student is a U.S. citizen or lawfully present in the United States as defined by the USCIS, evidenced by whatever documents may be required under federal law. The first Group B students are expected to enter college in 2010.

Sec. 4-32. Classification of students

Students with degree objectives who have successfully completed 30 semester hours are classified as sophomores; those with fewer than 30 hours are classified as freshmen. Students who have no degree or program objectives are classified as special students.

Sec. 4-33. Procedure for the evaluation of educational experiences in the Armed Services

According to the regulations established by the Oklahoma State Regents for Higher Education, evaluation of course work is being made on the basis of the recommendation of the Commission on Education Credit of the American Council on Education.

(1) **Evaluation process.** The DD Form 295 is for active-duty personnel. The DD Form 214 is for personnel who are being transferred or discharged from the service. Evaluation is made as follows:

(A) **Military service.** Four (4) hours Physical Education credit is given for military service for personnel who have completed basic training. This credit may satisfy the general education requirement for Physical Education.

(B) **ACE Guide.** Educational experiences for the Air Force, Army, Navy, and the Marine Corps are evaluated according to the guide published by the American Council on Education. Recommendations are posted on the Joint Services Transcript.

(C) **ACE-PONSI.** Selected ACE-PONSI courses taught by FAA can be accepted as satisfying certain aviation program requirements.

(2) **Dantes (Defense Activity for Non-Traditional Education Support).**

(A) **GED Tests.** College level GED tests. No credit will be granted.

(B) **CLEP examination.** CLEP subject standardized tests. Credit is awarded according to a set of scores as approved by Rose State College or recommended by the Commission on Educational Credit of the American Council on Education.

(C) **DSST examination.** Credit is awarded for DANTES Subject Standardized Tests as approved by Rose State College and established by DANTES and Prometric. Military personnel are awarded course credit with a passing score.

Secs. 4-34 to 4-35. (Reserved for future use)

Sec. 4-36. Enrollment: class schedules; procedures

(a) **Class schedules.** The College Administration, in accordance with College policies, will prepare and furnish class schedules for each enrollment. Class schedules may also contain such pertinent information and directives as the Administration deems desirable.

(b) **Enrollment.** Enrollments will be conducted in accordance with College policies.

Sec. 4-37. Auditing a course

(a) **Eligibility.** Any person eligible for admission, with the consent of the professor may audit a class/es. This student is expected to attend classes but will not receive credit for the course.

(b) **Credit.** A student may be awarded credit in a course which he/she has previously audited by either repeating the course for credit or successfully completing an extra institutional examination. The fee structure for auditing a course is the same as the credit hour enrollment. A student may not audit a course for which he/she has a curricular or performance deficiency. An audit in a course that is a prerequisite to another course is not evidence that the prerequisite has been satisfied.

(c) **Procedures.** Procedures for auditing a course will be administered by the Office of Admissions and Records. No audits will be approved prior to the first week of classes in any semester. Auditing of lab courses will not, as a general rule, be permitted.

(d) **Change.** Persons enrolled in courses for audit may not change their enrollment to credit after the change of schedule period. With appropriate approval, a student enrolled in courses for credit may change to audit status any time through the first half of a session (four weeks of an 8-week session, eight weeks of a 16-week session, etc.).

(e) **General tuition waiver.** Institutions of The Oklahoma State System of Higher Education are authorized to waive the general tuition for residents of Oklahoma sixty-five years of age or older for auditing of academic courses. Rose State will implement this policy in accordance with the College audit policy.

Sec. 4-38. Social Security registration

Student Social Security numbers are retained in the Office of Admissions and Records. Students will be assigned a system-generated student identification number for general use on campus.

Sec. 4-39. Course load

- (a) **Full-time.** A student is considered full-time when enrolled in 12 or more credit hours during a 16-week semester, 6 or more credit hours in an 8-week session. Students eligible for participation in inter-collegiate athletic programs are considered full-time when enrolled in 12 credit hours or more, which is in compliance with regulations of the NJCAA. Students may be required to limit their course loads if placement test scores indicate that such limitation is desirable. Such students may also be required to take selected courses.
- (b) **Three-quarter time.** A student is considered three-quarter time when enrolled in 9-11 credit hours during a 16-week semester or two consecutive 8-week sessions in the same semester.
- (c) **Half-time.** A student is considered half-time when enrolled in 6-8 credit hours during a 16-week semester or two consecutive 8-week sessions in the same semester.
- (d) **Maximum load.** No student will be permitted to enroll for more than 19 semester hours without the recommendation of an appropriate academic advisor and permission of the Vice President for Academic Affairs.
- (e) **Other.** Students receiving external funding may be subject to definitions for enrollment loads from the external agencies/organizations. (Reference Sec. 4-87(h).)

Sec. 4-40. Concurrent enrollment at another institution

As a general rule, full-time students are not permitted to enroll concurrently at another collegiate institution. All students who plan to enroll concurrently at another collegiate institution must receive approval from the Registrar/Associate Vice President of Enrollment Management.

Sec. 4-41. Student communications

- (a) **Change of name, address, phone number, etc.** Notification regarding student change of address, change of name, change of phone number, or change of citizenship, etc., should be filed promptly in the Office of Admissions and Records. Address changes also can be made in the Academic Advisement offices.

(1) Change in address, name or other student demographic data should be reported immediately to the Registrar's Office/Office of Admissions and Records in the Larry Nutter Administration Building, Room 100 using a completed Student Data Change Form. For a student to change his or her name, legal documentation or proof of usage is required of the student's new name. A name change may be processed either in person with a photo identification (ID), or through the mail, provided that the necessary documentation is submitted. The mailing address is Office of Admissions and Records, Rose State College, 6420 SE 15th, Midwest City, OK 73110. The fax number is (405)736-0309 and the email address is Admissions@rose.edu. Name changes will be accepted for students who are currently enrolled and for previously enrolled students whose records are maintained in the student database.

(2) A certified copy of one of the following documents reflecting the new name is required along with a signed Student Data Change Form in order to process the requested name change:

- Marriage Certificate

- Court Order
 - Dissolution (Divorce) Decree
- (3) If the documents listed in item 2 are not available, then the student must demonstrate proof of usage by providing proof that he or she is the person whose name is to be changed. This typically requires a photo ID. To verify this, the student must provide at least two of the following items, at least one of which must have date of birth, a photograph, and a signature:
- Social Security Card
 - Valid Driver License
 - Valid Passport
 - Original copy of citizenship form that contains the signature and photograph of the student
 - Original or certified Birth Certificate
 - Federally recognized Indian tribe's enrollment card or U.S. Bureau of Indian Affairs identification card containing the signature and photograph of the student
- (4) Students may change their middle name(s) to an initial or vice versa without documentation. Documentation is required to add or delete a middle name or initial.
- (5) Once a name change has been recorded, students who have a degree from Rose State College may wish to order a duplicate diploma. The duplicate diploma form may be found on the Admissions and Records home page.
- (b) **Email policy.** Email will be considered the official means for communication to the students of Rose State College. The College will send email to students and expect that those communications are received and read in a timely manner.
- (1) **College-assigned email address.** All Rose State College students are assigned a student email account. The College will direct all electronic communication to the College-assigned email address.
- (2) **Other email address.** A student may have email electronically redirected to another email address. If a student wishes to have email redirected from his or her official address to another email address, the student may do so at his or her own risk. The College will not be responsible for the handling of email by external services beyond the College's assigned student email. Having email redirected does not absolve a student from the responsibilities associated with communications sent to his or her official email address. Admissions and Records may send communications to applicants' other email addresses as provided by applicants in relation to the online application.
- (3) **Monitoring email communications.** Students are expected to monitor the College-assigned student email account on a frequent and consistent basis in order to remain informed by the College.

Sec. 4-42. Change in enrollment schedule

Change of schedule request. First-time students who want to change their enrollment schedules can drop and add courses through the first-time advisement office located in the Student Services Building, Room 100. In addition, students in good academic standing can add or drop courses through the Rose State College online enrollment system. Returning or transfer students may process the dropping or adding of coursework through their division advisor.

Sec. 4-43. Change of schedule/withdrawal from the College

(a) **Dropping/Adding courses.** First-time students will process adding or dropping of coursework through the first-time advisement office in the Student Services Building, Room 100, or through the Rose State College online enrollment system. Transfer and returning students in good academic standing can drop and add courses through the Rose State College online enrollment system, or through their division advisor.

Deadlines for dropping and adding courses are recorded in the class schedule for each individual semester.

Schedule changes made each semester before classes begin and during the Add/Drop periods of each session will not reflect the "W" mark (meaning Withdrawal) on the student's record.

After the Add/Drop period, the mark of "W" will appear on all courses from which the student withdraws.

(b) **Complete withdrawal from College.** If a student finds it necessary to withdraw from the College, he/she is encouraged to meet with an academic advisor and should then report to the Office of Admissions and Records in the Administration Building to complete the necessary form, fax in a signed letter prior to the deadline to withdraw, or mail in a signed letter postmarked prior to the deadline to withdraw. A complete withdrawal may also be done online through OASIS. Complete withdrawal may not be done by phone. A student may withdraw from the College according to the following schedule:

- (1) **Prior to the end of the 12th week in a 16-week session.**
- (2) **Prior to the end of the 6th week of any 8-week session.**
- (3) **Prior to the end of the 3rd week of any 4-week session.**
- (4) **Prior to the last three class periods of an interim session.**

(c) **Special permission.** If a student wishes to drop courses or withdraw from the College after the last day to drop courses or withdraw from the College until the end of the appropriate session, the requests must first be approved by the professor and the Division Dean before the student submits the completed form to the Office of Admissions and Records. If a student is unable to come to campus due to illness or other reasons, he/she must send a written request to the Vice President for Academic Affairs and follow the same procedure as above before the end of the appropriate session.

(d) **Appeals.** If a student is unable to drop courses or withdraw from the College within the time frames of the schedule stated in part (b) above or from a special permission request as stated in part (c) above, he/she may appeal for the drop(s)/withdrawal through the Academic Grade Appeals Committee. Appeals for this purpose, as with any challenges of a grade, must be made within ninety (90) days after the grade in question appears on the permanent record. A student who wishes to appeal a grade through the Academic Grade Appeals Committee may begin procedures through the Vice President for Academic Affairs.

Secs. 4-44 to 4-50. (Reserved for future use)

Sec. 4-51. Class attendance: expected, responsibility of students, etc.

(a) **Class attendance.** Punctual and regular class attendance is expected of all students. This is considered the responsibility of the student. It is also the responsibility of the student to consult with his/her professors when an absence must be excused. Professors are given the prerogative of determining the excusableness of student absences except absences for school-sponsored activities and legally required jury duty, which shall be deemed excusable. A student is also responsible for all class work covered during his/her absence from class, even in classes in which he/she is able to satisfy the professor that the absence was unavoidable. Failure to attend class regularly may result in a recommendation for the student to withdraw from class or from College. Students who cease attending a class but do not withdraw from that class may receive a grade of F for the course.

(b) **Guidelines for attendance report.** Attendance will be taken in each class during the 100% refund period for the class. Attendance provides the opportunity for quality instruction to augment textual materials in the learning process for all students. In addition, records must be kept for students receiving financial aid of any type. Certain steps are necessary for full compliance with institutional policies and the additional regulations concerning attendance. *(Rev. 07/17)*

Sec. 4-52. Payment of accounts

It is expected that students will make satisfactory arrangements for the settling of accounts promptly. Failure on the part of a student to make satisfactory arrangements for the settlement of an account by the due date may result in a late payment penalty; continued failure to settle the College account will result in either the cancellation of the student's enrollment or the placing of a "hold" on the student's official records. If it becomes necessary to place a "hold" on the student's records, he/she may neither re-enroll, receive a diploma, nor obtain a transcript until he/she has:

(1) **Cleared the account.**

(2) **Service charge.** Paid a service charge to cover the administrative expense involved in placing a "hold" on his/her records if such is deemed appropriate by responsible officials.

Secs. 4-53 to 4-55. (Reserved for future use)**Sec. 4-56. Graduation and retention policies**

(a) **Graduation requirements.** Students pursuing the Associate in Arts or the Associate in Science degree must have earned a minimum 2.00 graduation grade point average. The grade point average includes all course work attempted and excludes any course work repeated or reprieved under the terms of the College's Academic Forgiveness Policy. In addition, some academic programs may require students to validate competencies in courses designated as program requirements if the courses were taken five years or more prior to the completion of the program. Students may receive an additional associate degree at Rose State College if they complete a minimum of an additional 15 credit hours at Rose State College for a different degree program, in addition to the credit hours required for one degree. The additional 15 credit hours for the additional degree must apply toward the second degree/major. Students wishing to earn a certificate are required to earn at least 4 hours of a 15 hour (or less) program, 9 hours of a 16-36 hour program, or 12 hours of a 37-49 hour program at Rose State College.

(b) **Academic Status Classification.** A student is expected to make satisfactory progress toward a degree, certificate, or other approved objective. A 2.00 grade average (based on a 4.00 scale) is considered minimum for satisfactory progress. Failure to maintain a proper grade average will place the student in one of the following academic status categories:

- (1) **Academic Notice.** Academic Notice signifies that the student is not making normal academic progress. It is a condition that could lead to serious academic problems if academic performance does not improve. The student is urged to seek advice and guidance from an academic advisor.
- (2) **Academic Probation.** Academic Probation signifies that the student has failed to maintain the necessary grade average on all work completed and must seek permission to enroll from the Office of Admissions and Records.
- (3) **Academic Suspension.** Academic Suspension signifies that the student has failed to achieve the required grade average while on Academic Probation and will not be permitted to enroll at RSC for a minimum period of a 16-week fall or spring semester.
- (c) **Cumulative GPA requirements.** A student will be placed on academic probation if he/she fails to meet the following requirements:

Cumulative Credit Hours	Attempted GPA Requirement
0 through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

Freshmen students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.00 will be placed on academic notice.

The 2.00 GPA required for retention does not include grades earned in activity and/or performance courses not related to the student's degree objective. He/she will not be allowed to enroll at Rose State College for a minimum period of a 16-week semester (fall or spring). Students who are admitted on probation after having been suspended for poor academic performance will be required to enroll in and successfully complete EDUC 1103, College and Life Strategies.

(d) **Academic Repeat.** Effective with the Fall 1995 semester, a student may, with the College Registrar's approval, repeat up to a maximum of four courses but not to exceed 18 credit hours to meet retention and/or graduation standards. Requirements for academic repeat include:

- (1) only the first four courses repeated in which grades of "D" or "F" were earned may be used for retention or graduation grade point average calculation;
- (2) the repeated course grade, even if lower than the original grade, will be used in calculations;
- (3) transfer course equivalency will be verified by the appropriate academic division;
- (4) if a course is repeated more than once, all grades earned--except the first one--will be used to calculate the retention and/or graduation grade point averages;
- (5) a student who repeats more than 18 credit hours will have the original grade and the repeated grade averaged on the additional courses. To apply for academic repeat or receive more information about the procedure, students may visit with the Assistant Registrar/Assistant Director or Registrar/Associate Vice President of Enrollment Management in ADM 100. An application for academic forgiveness must be filed in the office of Admissions and Records. Academic forgiveness must be requested prior to the end of a student's graduating term.

(e) **Academic Reprieve.** Effective with the Fall 1992 semester, a currently enrolled student may, with the College Registrar's approval, reprieve all coursework taken in up to two consecutive semesters of enrollment. Requirements for academic reprieve include: at least three years must have elapsed between the time the grades were earned and the reprieve request; prior to requesting the reprieve, the student must have earned a grade point average of 2.00 or higher with no grade lower than a "C" in all regularly graded coursework (minimum of twelve credit hours) excluding activity or performance courses.

The courses reprieved will not be used in calculating the student's retention and graduation grade point averages, but all courses and grades will be reflected on the student's transcript with the cumulative grade point average. Only one academic reprieve will be granted each student during his/her academic career and is not applicable if a degree has been earned. A student utilizing the Academic Reprieve Policy may not also use academic renewal.

To apply for academic reprieve or receive more information about the procedure, students may visit with the Assistant Registrar/Assistant Director or Registrar/Associate Vice President of Enrollment Management in ADM 100. An application for academic forgiveness must be filed in the office of Admissions and Records. Academic forgiveness must be requested prior to the end of a student's graduating term.

(f) **Academic Renewal.** Academic renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for at least five years to recover without penalty and have a fresh start. Under Academic Renewal, course work taken prior to a date specified by the College is not counted in the student's graduation/retention GPA. A student may receive only one academic renewal in his/her academic career. A student utilizing the Academic Renewal Policy may not also use academic reprieve.

Effective with the Fall 2004 semester, a student currently enrolled at Rose State College may request Academic Renewal within the following guidelines: (1) At least five years must have elapsed between the last semester being renewed and the renewal request; (2) Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses; (3) The request will be for all courses completed before the date specified in the request for renewal; and (4) All courses referred to in (3) above remain on the student's transcript, but are not calculated in the student's retention/graduation GPA and may not be used to fulfill any degree or graduation requirements.

To apply for Academic Renewal or receive more information regarding the procedure, students may visit with the Assistant Registrar/Assistant Director or Registrar/Associate Vice President of Enrollment Management, ADM 100. An application for academic forgiveness must be filed in the office of Admissions and Records. Academic forgiveness must be requested prior to the end of a student's graduating term.

Sec. 4-57. Policy on Academic Suspension

(a) **Academic suspension appeals.** Rose State College students who have been placed on academic suspension for a first time may petition the Admissions Committee for reinstatement based on documented extraordinary personal circumstances that contributed to his/her academic deficiencies.

(b) **Reinstatement of suspended students.** A student who is academically suspended by Rose State College the first time may be considered for reinstatement after one sixteen week semester (fall or spring). Appropriate Admissions and Records staff will interview each student making a request for reinstatement and inform him/her of the academic progress that is expected. Students reinstated after one sixteen week semester of suspension must satisfactorily complete, during the first semester of reinstatement, EDUC 1103, College and Life Strategies, and must progress academically as specified in the State Regents' policy for probationary students. A student suspended from Rose State College for the second time may receive consideration for reinstatement after one year (two full semesters, fall and spring) and only after he/she has demonstrated, by attending another institution, the ability to succeed academically by raising his/her cumulative GPA to the retention standards.

(c) **Reinstatement of suspended students at state system institutions.** Students suspended from any other Oklahoma State System institutions may be eligible for admission to Rose State College. Each student seeking admission to Rose State College under this category will be interviewed by appropriate Admissions and Records staff and advised of the requirements for admission. These requirements include satisfactory completion, during the first semester of reinstatement, of EDUC 1103, College Life & Strategies, and the planning of a class schedule with an academic advisor. Each student will be informed of the availability of tutoring, study skills instruction, and counseling. Students admitted in this category will be placed on academic probation and must meet the State Regents' Retention Standards.

(d) **Summer exception to Suspension Policy.** Students suspended in the spring semester may attend, at the discretion of the suspending institution, the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. Only students under first-time suspension status at the suspending institution are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their retention GPA to the required level.

Secs. 4-58 to 4-60. (Reserved for future use)

Sec. 4-61. Transfer of credit

(a) **Eligibility.** Students attending Rose State College will be eligible for transfer to other colleges and universities in Oklahoma by meeting the curricular and performance requirements of the receiving institution. See Policy Statement on Admissions To, Retention In, and Transfer Among Colleges and Universities of the State System.

(b) **University parallel programs.** A student who is enrolled in a university parallel program should consult the catalog of the institution to which he/she plans to transfer or the proper officials of that institution in designing his/her course of study at Rose State College. Transferability of grades or courses toward a certain curriculum should also be reviewed with a member of the advisement staff at Rose State College.

(c) **Degree completion.** A student who completes an AA or AS degree is assured of transfer of credit to a state four-year college or university in accordance with the Oklahoma State Regents for Higher Education Policy Statement on Articulation. (See the *Rose State College Catalog*, Section X.)

Sec. 4-62. Confidentiality of educational records

Information concerning the confidentiality of students' educational records is located in Appendix 5 of this Manual.

Secs. 4-63 to 4-65. (Reserved for future use)

Sec. 4-66. Student activities

Co-curricular activities are an important part of the educational experience at Rose State College. The opportunity for self-government is extended to students by the Board of Regents to further those activities which stimulate the intellectual, physical, social, political and moral life of the campus. Such activities as clubs, dramatics, forensics, student publications, athletics, musical programs, rallies, speakers, films, elections, cultural events, and scheduled social affairs are an integral part of the educational program of the College. All students are encouraged to become involved in some phase of the total activity program.

Sec. 4-67. Clubs and other organizations

(a) **Student clubs and organizations.** Student clubs and organizations, under College sponsorship, may be formed whenever there is a worthwhile purpose and sufficient interest is indicated. Information concerning organizational procedures may be obtained from the Office of Student Engagement.

(b) **Freedom of associations**

(1) **Variety of interests.** Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. The students of Rose State College shall have freedom to organize and join associations to promote their common interests in accordance with the policies established by the Student Senate and the policies regarding organizations established by the Board of Regents of Rose State College.

(2) **Affiliation.** Affiliation with an extramural organization will not itself disqualify a student organization from recognition, so long as the former does not exercise any control over the student organization.

(3) **Advisor.** Each organization will be free to choose its own faculty/staff advisor. Advisors may advise organizations in the exercise of responsibility, but they will not have the authority to control the policy of such organizations. Advisors will act in accordance with the policies established for organizational advisors in this "Policies and Procedures Manual."

(4) **Affirmative action.** All student organizations will be open to all students without regard to race, color, sex, age, national origin, religion, disability, sexual orientation, or status as a veteran.

Sec. 4-68. Procedure for establishing a new organization

(a) **Student Clubs.** Applications for beginning a new student club or for renewal of an existing club may be obtained from the Office of Student Engagement. Organization charters must receive the approval of the Director, Student Engagement and the Vice President for Student Affairs.

(b) **Beginning a new club.**

- (1) Students interested in establishing a club should get the names, addresses, zip codes, and phone numbers of interested students. They should also talk to prospective members about convenient meeting times, days, etc.
- (2) The club must obtain at least one advisor. The Office of Student Engagement will help in this task if difficulties are encountered.
- (3) The students establishing the club should then present the list of prospective members, along with a statement of purpose of the club and its membership requirements, to the Office of Student Engagement.
- (4) The Office of Student Engagement will help the club find a meeting place and will add the meeting to the Activities Calendar.
- (5) Upon initial approval, the new club will submit a formal constitution to the Director, Student Engagement. The constitution should contain the following:
 - (A) Official name
 - (B) Purpose
 - (C) At least one regular meeting per month listed
 - (D) Offices and duties of each officer
 - (E) Election procedures
 - (F) Requirements for membership
 - (G) Procedure for amending constitution

(c) Club financing

- (1) Clubs are responsible for raising their own funds.
 - (A) They should not seek to raise funds by soliciting advertisement, door-to-door sale of items, or any form of raffle.
 - (B) They should not attempt to sell items that would place them in direct competition with the College bookstore or food service.
 - (C) All fundraising activities should have the approval of the Director, Student Engagement. Some appropriate activities might be car washes, rummage or garage sales, silent auctions, and the sponsoring of talent shows, dances, contests, etc.
- (2) Submit all Departmental Requests for Purchase to the Office of Student Engagement for approval and processing ten working days in advance of needed merchandise or event. Note: Advisors and club members cannot be reimbursed for purchases or issued cash in advance.
- (3) No club should charge dues in excess of \$10 per semester.
- (4) Officially chartered campus clubs may request funding assistance from the Student Senate. In order to request funds, a written proposal approved by the club advisor must be submitted to the Student Senate Treasurer. The proposal must include a justification of need, an itemized budget proposal, and a cost estimate for items proposed for purchase. If a funding request is approved in full or in part, the club must maintain expense reports and provide such reports to the Student Senate Treasurer on a monthly basis.

Sec. 4-69. Eligibility to hold office in a student organization

All officers in each student organization must be in a good standing with Rose State College. Students on scholastic or disciplinary probation normally are not eligible to hold office.

Sec. 4-70. Calendar clearance

Clearance for club activity dates of approved campus organizations should be made with the Office of Student Engagement so that activities are coordinated with the master calendar.

Sec. 4-71. Responsibility of student club advisors

The advisors to student clubs are selected by the students in cooperation with the Student Engagement Office. The advisors work with the students; they should not be considered as persons who direct the group's program and activities; they should not initiate club functions or events nor should they run club meetings or write agendas; rather, they should guide the group in accordance with the purposes and ideals of the College. The advisor should attend the organization's meetings, assist its officers in planning the program, and serve as a resource person for the group. Any advisor who is consistently overbearing and abusive of the advisory role will be dismissed from the position and not permitted to work with the organization on any future events or activities. Student Engagement will take action to help the student club replace the advisory position.

Sec. 4-72. Student clubs and organizations to operate within guidelines

All campus clubs must operate within the guidelines established by the Student Engagement Office.

All clubs shall:

- (a) Adhere to the policies of the College and be approved through an Application for Charter of an On-Campus Organization form which is available in the Student Engagement Office;
- (b) Be initiated by a student of a faculty-student group;
- (c) Be composed only of students, faculty, or staff of Rose State College;
- (d) Be nondiscriminating in membership: No secret fraternities, sororities, or clubs will be permitted; nor will any club restrict its membership on any basis other than that of academic achievement;
- (e) Each club will have an account created in the Rose State College Business Office. All money must be deposited into the campus club account;
- (f) No off-campus bank accounts are permitted;
- (g) Submit all Departmental Requests for Purchase to the Office of Student Engagement for approval and processing at least ten days in advance of requested item(s);
- (h) Submit an application for any on-campus club event (including meetings) at least ten days in advance. A Travel Request must be submitted for all off-campus events at least 30 days in advance. Note: Out-of-state events must be submitted 45 days in advance. Forms are available in the Office of Student Engagement;
- (i) Have at least one advisor present at all events and meetings;
- (j) Receive approval of the Director, Student Engagement for any outside speaker at least ten days in advance of the proposed event;
- (k) Schedule and coordinate all on-campus events, socials, fundraisers, workshops, etc., through the Office of Student Engagement at least ten days in advance of the proposed event;
- (l) Submit an Application for Renewal of Charter no later than October 30 of each fall semester.

Sec. 4-73. Organizational social events

- (a) **Scheduling.** All club social events must be scheduled on the College calendar. Registration forms are available in the Student Engagement Office. The completion of the calendar application accomplishes the following: official registration of facilities and inclusion on the master calendar.
- (b) **Registration.** The registration of a social event requires the signature of one faculty member who will be present at this function.
- (c) **Deadline for scheduling.** Organizations are urged to complete registration of social events in advance of the function as soon as possible. The deadline is seven days prior to the event.

Sec. 4-74. Chaperons, closing hour, conduct

- (a) **Chaperons.** The number of chaperons needed at social functions will be determined by the Director, Student Engagement.
- (b) **Chaperon approval.** Chaperons must be approved by the Student Engagement Office and must be present at all times during the social event.
- (c) **Chaperon invitation.** Chaperons are special guests of the organization. Extending an invitation to chaperons well in advance of the function is a mark of thoughtfulness and courtesy.
- (d) **Cancellation.** Cancellation of functions and facilities is equally important and should always be made through the Student Engagement Office.
- (e) **Social events.** Social events close at 10:30 p.m. with the exception of Friday and Saturday night functions, which may last until 12:00. Exceptions will be made by the Director, Student Engagement.
- (f) **Conduct.** Conduct at social activities shall be the responsibility of the sponsoring group.

Secs. 4-75 to 4-80. (Reserved for future use)

Sec. 4-81. Intramurals

The intramural sports program at Rose State College is organized by the office of Residence Life to provide opportunities for all students, both men and women, to enjoy satisfying experiences which are related to their particular physical, mental, and emotional needs. Emphasis is placed upon the student so that he/she can accomplish his/her level of aspiration. There are many additional opportunities for students to learn the importance of group spirit, to develop their responsibilities to the group, to participate and enjoy activities under supervision according to an established set of rules, to accept their physical and neuromuscular limitations and abilities, to recognize and accept the individual differences of their friends, to catch a vision of the importance of physical fitness as a part of good health and to acquire desirable health habits, to select recreational goals that are attainable, and to learn sports skills necessary to continue participation in activities during and after school years.

Secs. 4-82 to 4-85. (Reserved for future use)

Sec. 4-86. Financial policy

Students shall be informed of financial policies relating directly to student fees.

Sec. 4-87. Student financial aid -- general information

- (a) **Information.** Rose State College offers a complete program of financial aid for its students -- employment opportunities, educational opportunity grants, loans, and scholarships. More information is available on the website www.rose.edu/financial-aid.
- (b) **Need and goals.** Financial assistance, based on need and academic goals, is an important part of the College's services for students; efforts are continually being made to increase the scope of this activity.
- (c) **Applications.** Applications for Financial Aid assistance should be submitted in sufficient time for financial assistance to be approved before the beginning of the semester in which the student plans to enroll.
- (d) **Official admission.** Applicants for financial aid must be officially admitted to the College with a high school diploma or GED and have all previous school records on file in the Office of Admissions and Records and the Financial Aid Office before financial aid applications can be reviewed.
- (e) **Eligibility.** Eligibility for the various programs is determined by the Financial Aid Office, using federal, state, and institutional regulations.
- (f) **Academic progress.** Satisfactory academic progress standards as determined by the Financial Aid Office must be maintained. Financial aid academic reviews will be conducted by the Director, Financial Aid in conjunction with an appointed committee. Policy and procedures regarding appeal are available from the Director, Financial Aid.
- (g) **Primary purpose.** Because the primary use of financial aid is the payment of educational costs, any unpaid balances to Rose State must be cleared before money is actually given to a student.
- (h) **Course load.** The following course loads apply to all of the financial aid programs:
 - (1) **Full-time.** A student is considered full-time for financial aid purposes when enrolled in 12 or more credit hours during a 16-week semester or 8-week session.
 - (2) **Three-quarter time.** A student is considered three-quarter time for financial aid purposes when enrolled in 9-11 credit hours during a 16-week semester or 8-week session.
 - (3) **Half-time.** A student is considered half-time for financial aid purposes when enrolled in 6-8 credit hours during a 16-week semester or 8-week session.

Sec. 4-88. Financial aid

A list of the financial aid for which a student may apply at the Financial Aid Office follows. For detailed information, see the *Rose State College Catalog*, Section IV.

- (1) **Federal Pell Grant.**
- (2) **Federal Supplemental Education Opportunity Grant (FSEOG).**
- (3) **Oklahoma Tuition Aid Grant (OTAG).**
- (4) **Federal Direct Student Loan Program (subsidized and unsubsidized).**
- (5) **Federal Direct PLUS Loans.**
- (6) **Scholarships.**
- (7) **Federal Work-Study (FWS).**

Sec. 4-89. Aid for Native American students

The Financial Aid Office functions as a liaison for Native American students between the College and various tribal governments and/or BIA agencies. Generally, students must complete an application for Title IV programs in addition to tribal application.

Sec. 4-90. Veterans benefits

Rose State College is approved by the State Accrediting Agency and the Department of Veterans Affairs to train veterans. Therefore, veterans and their eligible dependents can receive V.A. educational benefits while attending Rose State College. These educational benefits provide financial assistance to defray the cost of tuition, fees, books, tutoring, and supplemental living expenses. The student should contact the Rose State Veteran Student Services Office for details and instructions on the following:

- (1) Chapter 30 – Montgomery GI Bill – Active Duty
- (2) Chapter 31 – Vocational Rehab for Disabled Veterans
- (3) Chapter 33 – Post 9/11 GI Bill
- (4) Chapter 35 – Survivors and Dependents Education Assistance
- (5) Chapter 1606 – Selected Reserves Education Benefits
- (6) Chapter 1607 – Reserve Educational Assistance Program (REAP)

Prior credit earned from military service and/or attending another institution of higher learning must be evaluated toward each student's current degree. Rose State College will certify eligible students one semester with prior credit pending to allow sufficient time for the student to provide transcripts from military or other colleges and universities to the Admissions Office so credits can be evaluated. Certification for a second semester will not be done until prior credit can be reported to the Department of Veterans Affairs. Certification for a second consecutive semester with prior credit pending will only be done if a student's prior credit has not been evaluated for some reason beyond the student's control. VA regulations prohibit certification of a third consecutive semester with prior credit pending under any circumstances.

Sec. 4-91. Vocational rehabilitation

The Oklahoma Department of Rehabilitative Services offers assistance for tuition to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Department. Application for Vocational Rehabilitation assistance should be made to the nearest rehabilitation office.

Secs. 4-92 to 4-98. (Reserved for future use)**Sec. 4-99. College Wellness Center**

The College provides a College Wellness Center and services to ensure assistance in health and wellness related matters. The College Wellness Center includes three classrooms, a cardiovascular training area, a weight resistance training area, two multipurpose areas, an open activity area, locker rooms, staff offices, and a lobby. Also included as part of the Wellness Center are the Aquatic Center and the Wellness Assessment Lab. The College Wellness Center serves as a comprehensive wellness facility offering academic programs; continuing education; intramural programs; student activities; and health/wellness related workshops to students, faculty, staff, and community members.

Sec. 4-100. Tobacco Free Campus Policy

(a) **Policy statement.** Rose State College shall be a tobacco free campus effective August 1, 2011.

(1) The use, sale or distribution of tobacco products by all employees, students and all visitors (including clients and vendors) is prohibited on the College campus to include College vehicles and any off-campus, college-sponsored meetings or events.

(2) No College publication shall accept any form of advertising of tobacco products.

(3) No organization sanctioned by the College shall accept money or sponsorships from companies or other entities engaged in the manufacture of tobacco products unless such is designated for tobacco prevention education or cessation programs and awareness.

(4) Appropriate signage will be posted as necessary to inform, employees, students and visitors of policy provisions. Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of policy provisions.

(5) Anyone found in violation of the tobacco free policy shall be fined \$25. The time period beginning August 1, 2011 and ending October 1, 2011 shall be a grace period in which no fines will be issued. During the grace period, warnings and notices shall be given, and those choosing not to comply will be asked to leave the campus. The authority to issue and enforce fines shall reside with the Rose State College Security and Police. Students failing to pay fines shall be reported to the Office of the Vice President for Student Affairs. College employees failing to pay fines shall be reported to their supervisors. *(Rev. 05/16)*

(b) Glossary of terms.

(1) Tobacco products: all forms of tobacco, including, but not limited to; cigarettes, cigars, pipes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products simulated tobacco products that imitate or mimic tobacco products such as electronic cigarettes and all vaping devices as declared in Executive Order 2013-43 by the Governor of Oklahoma effective January 1, 2014.

(2) Tobacco use: includes smoking, chewing, dipping or any other consumption or use of tobacco products.

Secs. 4-101 to 4-103. (Reserved for future use)

Sec. 4-104. Residence Life: The Village at Rose State

(a) **Purpose.** The purpose of Residence Life is to provide on-campus student housing to Rose State College and bring the complete college experience to the College's student population. The Village at Rose State will reinforce the College's mission in support of academic excellence and campus life involvement through student engagement in the areas of: academic success; student activities; leadership programs; varsity athletics; student life; and intramural sports.

(1) **Residential Living.** The Village at Rose State will be managed by Residence Life Staff at Rose State College and will serve as on-campus apartment style living for 180 students. Student housing requires that all residents must be enrolled in a minimum of part-time (9-12 credit hours) as defined by Federal Financial Aid policy and maintain good academic standing with the College. Preference will be given to students who are enrolled full time (12 or more credit hours) as defined by Federal Financial Aid policy. *(Rev. 07/17)*

(2) **Apartments and Amenities.** The Village at Rose State will be comprised of two floor plans to include two bedrooms/two bathrooms and four bedrooms/two bathrooms. Each unit will have access to amenities such as: furnished apartment; proximity to campus; paid utilities (electricity and internet service); kitchen (with stove and oven);

campus security; gated parking; gated community; outdoor volleyball; outdoor gazebo; and a clubhouse with a laundry facility, TV lounge, pool table, table tennis, and a community safe room. (Rev. 05/16)

(b) **Applicability of Residence Life Policies and Procedures.** For policies and procedures governing Residence Life and The Village at Rose State, please see the *The Village at Rose State Community Living & Standards Handbook* located at www.rose.edu/housing and as incorporated by reference in the *Student Housing Contract*. The *Student Housing Contract* can be located at www.rose.edu/housing and shall apply to all students residing at the Village at Rose State along with their visitors and guests. The administrative procedures for The Village at Rose State are contained in *The Village at Rose State Community Living & Standards Handbook* and enforced by the *Student Housing Contract*. The comprehensive detailed version of *The Village at Rose State Community Living & Standards Handbook* can be located at www.rose.edu/housing. (Rev. 05/16)

Sec. 4-105. Philosophy and purpose of the Student Code of Conduct

(a) **Purpose.** The purpose of the Student Code of Conduct is viewed to be two-fold:

(1) **Guidance.** The guidance and redirection of an offending student toward a productive career as a learner in an academic setting and as a citizen, and

(2) **Learning and social climate.** The elimination from the academic environment of those who have demonstrated flagrant disregard of its values and traditions and whose conduct and presence constitute a disruptive influence upon the learning and social climate. Justice mechanically administered and untempered by kindness, human judgment, and sincere concern is cold and has no place on the College campus. These procedures are directed toward the assurance of a fair judgment for the student through complete case information, opportunity to be heard, opportunity for friendly counsel, and such safeguards of rights as may easily be understood by educators, laymen, and students who have mutual confidence in one another.

(b) **Applicability of the Student Code of Conduct.** The Student Code shall apply to students who are enrolled in the College. It shall apply to conduct that occurs on Rose State College premises, at Rose State College sponsored activities, and to off-campus conduct that adversely affects the Rose State College Community and/or the pursuit of its objectives. While visitors to the College are clearly not subject to the Code of Conduct, the Code of Conduct shall serve as a guide to visitors to demonstrate the conduct the College believes is appropriate for the campus as well as off-campus events and activities. The Code of Conduct and its administrative procedures and remedies are contained in the *Rose State College Student Handbook*.

Sec. 4-106. Purpose of the Threat Assessment & Behavioral Intervention Team (TABIT)

As a result of growing national trends on college campuses of mental health issues and potential threats to campus safety stemming from behavioral issues, the College created the Threat Assessment and Behavioral Intervention Team (TABIT). In order to promote the safety and health of its students, the TABIT addresses alleged concerning student behaviors that are disruptive and may include mental health and/or safety issues.

The TABIT consists of a group of qualified and dedicated RSC professionals whose mission is to:

- Balance the individual needs of the student and those of the greater campus community

- Provide a structured positive method for addressing student behaviors that impact the campus community and may involve mental health and/or safety issues
- Manage each case individually
- Initiate appropriate intervention without immediately resorting to punitive measures
- Eliminate “fragmented care”

The TABIT provides the campus community with the necessary information to refer students in psychological distress, or who are experiencing personal crises, to the appropriate resources on-campus. The TABIT is a proactive approach to coordinate and plan responses to identify, assess, manage, reduce and educate the campus community as to the risk of individual harm or interpersonal violence. To activate the TABIT and make a non-emergency referral call (405) 736-0213 during normal business hours. If a student is about to harm themselves (suicide attempt) or others, and the situation presents an imminent threat to safety constituting an emergency, please call Campus Security at (405) 733-7313 or 911. The TABIT and its administrative procedures are contained in the *Rose State College Student Handbook*. **If you see something, say something.** (Rev. 06/16)

Secs. 4-107 to 4-140. (Reserved for future use)

Sec. 4-141. Student Discrimination Grievance Policy

Rose State College explicitly condemns discrimination toward students, staff, and faculty on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, or status as a veteran. The College is committed to providing a study and work environment free from discrimination and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding discrimination. The grievance procedures are located at IV-7, Grievance Procedures.

Sec. 4-142. Complaints regarding employees, students or other individuals

Individuals may express complaints other than those based on discrimination (See Sec. 4-141) according to the following procedure.

- General employee complaint.** If an individual has a complaint regarding an employee of the College, then the individual should first make a good faith effort to address and resolve the issue with the employee. If this is either unsuccessful or not practical, then the individual should take the issue to the employee's immediate supervisor. If this step is either unsuccessful or not practical, then the individual should proceed up the chain of command until the Executive Council level is reached, if necessary. If the individual should have questions regarding the chain of command for the employee, the individual should consult the Office of Human Resources for guidance. If, in the individual's opinion, the issue is not resolved at the Vice President's level, then the individual should seek the guidance of the Office of Human Resources. Once the Office of Human Resources has heard the complaint and made a decision regarding action, then all administrative remedies have been exhausted regardless of the individual's opinion of such decision. (Rev. 05/16)
- General student complaint.** If a student has a complaint regarding another student enrolled at the College, then the student should first make a good faith effort to address and resolve the issue with the student. If this is either unsuccessful or not practical, then the student should seek the guidance of the Student Conduct Officer. If there is an issue of student misconduct, then the Administrative Procedures for Student Conduct (see Sec. 4-108) shall govern. If there is no issue of

student misconduct, then the Student Conduct Officer shall not have any authority to intervene, and all administrative remedies shall have been exhausted. (Rev. 07/17)

(c) **Other individual complaints.** If an individual has a complaint regarding another individual who is not an employee or enrolled at the College as a student, then the individual filing the complaint should follow the process outlined under (a) General employee complaint, p. II-4-30.

Sec. 4-143. Confidentiality and Retaliation. (Rev. 07/16)

(a) **Confidentiality.** Rose State College employees receiving good faith reports of charges of misconduct, discrimination, sexual misconduct, sex discrimination and/or unlawful harassment shall maintain confidentiality of information received, except where disclosure is required by law or is necessary to facilitate legitimate College processes, including the investigation and resolution of sexual misconduct, sex discrimination and/or unlawful harassment allegations.

(b) **Retaliation.** No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of misconduct, discrimination, sexual misconduct, sex discrimination, unlawful harassment and/or any other complaint. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of misconduct, discrimination, and/or unlawful harassment will be treated as a separate and distinct violation of this policy.

Sec. 4-144. Campus visitors and groups wishing to distribute information or literature

(a) **Campus visitors and guests.** Visitors are welcome at Rose State College; however, visitors are not allowed to visit classrooms without prior consent of the administration and the instructor. Undesirable behavior on the part of campus guests that threatens the normal function of the College will result in the guest being asked to leave the campus.

1. **Distribution of information or literature.** Any person, group, or organization wishing to distribute information on campus, either in written or oral form, shall be required to contact the office of Student Engagement at (405) 733-7371. The College retains the right to control the time, place, and manner of distributed information and at all times reserves the right to protect the safety of the campus, the peacefulness of the academic environment, and the normal and efficient function of College business.
2. **Time, place, and manner guidance.** The office of Student Engagement will designate a time and place for the person, group, or organization to distribute its information. The distributors of information should let members of the College community approach them and should refrain from aggressively soliciting College community members to engage in any dialogue or take any unwanted materials.
3. **Crowd Release Notice.** At gatherings on the Rose State College campus or buildings associated with Rose State College, where community/students/stakeholders are engaged the use of a Crowd Release Notice shall/can be utilized. Video or still photography may be taking place at this location during the event. Your presence here constitutes your consent and agreement to use your voice and or likeness for the use video, publications, brochures or other collateral literature. By your continue presence you release Rose State College, its successors, assigns and licenses from any liability whatsoever. If you do not consent to the previously identified photography, please do not enter this area.

4. Children too young to be students or employees of the College must be supervised by a responsible adult at all times while on campus or at campus facilities, functions or programs, including housing, classrooms, athletics, performance venues, etc. Campus security is available and will make an initial determination as to the absence or lack of supervision, make an effort to locate and return the child to the responsible adult's control, and forward a report to the Coordinator of Safety, Security and Risk Management for referral to student conduct or other campus authorities.
- (b) **Compliance.** Any person, group or organization which violates any of the protocols stated above or otherwise causes a disturbance, produces continued complaints from the Campus, or disrupts the normal function of the College will be asked to leave immediately and may be escorted off Campus by Campus Security or Police.

Sec. 4-145. *Student Handbook*

The Vice President for Student Affairs shall prepare and publish, or cause to be prepared and published, the *Student Handbook* as need arises. The *Student Handbook* shall contain such rules and regulations of the College and such other information as are deemed appropriate and of particular interest to students. Rules and regulations of the College formally stated in other College documents and included therein may be changed in phraseology and form but shall not be changed in substance.

Sec. 4-146. Raider Alert: Rose State College Emergency Notification System (RAVE) (Rev. 05/16)

Raider Alert is Rose State College's emergency notification system. Raider Alert allows authorized Rose State officials to send emergency information and instructions simultaneously through cell phones, text messaging, landline phones, and Rose State College email to all registered students, faculty, and staff. All students are registered for Raider Alert by Rose State College with contact information provided to Admissions and Records at the time of admissions to Rose State College. All students are required to contact Admissions and Records at (405) 733-7308 to provide updated contact information. All students are required to verify registration with Raider Alert and ensure all contact information is accurate. Students should visit <https://www.getrave.com/login/rose> and log-in using your Rose State College email from RAVE. For questions or concerns, please contact the Office of External Affairs at (405) 733-7961.

Sec. 4-147. Settlement of debts and transcripts

Before transcripts are released, all financial obligations to the College must be satisfied.

Sec. 4-148. Visitors in the classroom

Visitors, including but not limited to parents, spouses, and children of students, are not allowed to visit classrooms without the prior consent of the professor or the division's administrators. Persons who cause a disruption or disturbance that threatens the normal function of the College will be asked to leave campus.

SECTION 5

INFORMATION TECHNOLOGY

Note: For the Information Technology Department, see Chapter II, Sections 1-41, et seq. of this Manual.

Sec. 5-1. Computer Equipment Purchasing Policy

To ensure as much consistency and compatibility as possible in the acquisition of computer equipment, the request for purchase of any computer equipment will be reviewed and approved by the Vice President for Information Technology.

Sec. 5-2. Information Technology service request

Requests for assistance from Information Technology should be entered into the electronic HelpDesk system through the IT Services Help Desk Request located on the RSC Applications Menu on the College's Internal Web. An email service request message to a specific individual in IT Services is not appropriate. All requests must be sent to HelpDesk in order to get processed through the request management system. Questions should be directed to the Vice President for Information Technology, extension 7356.

Sec. 5-3. Computer Usage Policy Statement

(a) **Computer provision.** The College provides a wide variety of computer resources and facilities for use by Rose State College students, faculty, and staff. In addition, limited library system access is provided to individuals from authorized high schools and institutions of higher education.

The College's computer resources and facilities are provided to facilitate and enhance all aspects of the College's primary mission of education. College students, faculty, and staff are encouraged to make use of these assets in as many and varied ways as is consistent and appropriate with the policies detailed below. These policies are not meant to restrict or inhibit creativity or originality. However, it is necessary to establish policy and conditions to insure that resources are not compromised, equipment damaged and/or illegal acts performed. Anyone who has questions about proper usage of the College computer assets should contact appropriate faculty or supervisory personnel.

Policies for utilization of College computers are developed to conform to state and federal law. State law, under the Oklahoma Computer Crimes Act, makes it a felony to willfully exceed the limits of authorization and damage, modify, alter, destroy, copy, delete, disclose or take possession of a computer, computer system, computer network or any other property; and makes it a misdemeanor to willfully and without authorization provide or assist in providing a means of accessing a computer, computer system or computer network (Oklahoma Statutes Annotated; Title 21 - Crimes & Punishments; Section 1953). Conviction of a felony or misdemeanor under the Oklahoma Computer Crimes Act is punishable by a fine, imprisonment, or both a fine and imprisonment.

Faculty, staff, and students are expected to abide by the policies listed below. Failure to follow the policies may lead to the suspension of computer privileges or other disciplinary action. Faculty and staff should refer to Section II, General Policies, paragraph D in the

personnel chapter regarding failure to follow College policy. Students should refer to the section of Rules and Regulations in the College Student Handbook.

Federal law concerning copyright law is clear. Title 17 of the U.S. Code states that it is illegal to make or distribute copies of copyrighted material without authorization (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117). It is illegal to make copies of software for any other purpose.

A quote from the Software Publishers Association's "Software Use and The Law" emphasizes copyright: "Educational institutions are not exempt from the copyright laws. To the contrary, because of their unique position of influence, schools must remain committed to upholding the copyright laws. Just as it would be wrong to buy one textbook and photocopy it for use by other students, it is wrong for a school to duplicate software without authority from the manufacturer."

Computer Usage Policies are as follows:

(1) **Assignment of logon identification.** User accounts for the network will be assigned to authorized computer users by RSC Information Technology personnel. An individual must only use a computer logon identification (ID) that is specifically assigned to him/her, unless the logon ID is a designated multiple access ID.

(2) **Network password.** The network password policy that applies to all College employee network logons is as follows:

(i) The password needs to be changed every 120 days.

(ii) The password needs to meet the following criteria:

- A minimum of 8 characters and a maximum of 127 characters in length
- Contain three of the four following characteristics:
 - Uppercase A-Z
 - Lower case a-z
 - Utilize numbers 0 through 9
 - Non-alphabetic characters (e.g. ! \$ & % *)
- The password CANNOT contain all or part of your user name.
- Upon changing a password, there is a five-day waiting period prior to changing your password again.

• There is a five password history. (i.e., The new password cannot be identical to your five previously used passwords.)

(3) **User ID.** An individual must not attempt to obtain a logon password to another computer user's logon ID.

(4) **Unauthorized access to remote computers.** The College's network resources must not be used to gain unauthorized access to remote computers, systems, or data.

(5) **Modification or copying.** A program and/or system boot media supplied to campus users by Information Technology staff, computer lab personnel, or any other RSC employee authorized to distribute software may not be modified or copied by the user.

(6) **Legal contracts.** The terms of all software licensing agreements and copyright laws will be enforced as a legal contract. Individuals are required to adhere to applicable software license agreements and/or copyright laws when using campus computers, servers, software, or systems.

(7) **Computer virus.** An individual must not knowingly run, install, or give to another, a program or data file which could be classified as or contain malware, a computer virus,

worm, or Trojan horse. Information Technology shall be notified if a hard disk or other media is suspected of having a virus or malware.

(8) **Systems protection.** Attempts to circumvent data protection schemes or uncover security loopholes are forbidden except when formally authorized by the President or Vice President for Information Technology. Academic-related activities of this nature, whether sponsored by, or at the discretion of, a professor or academic official, must be pre-approved or sanctioned by the President or Vice President for Information Technology.

(9) **Damaging acts.** An individual must not deliberately perform an act which will seriously hinder or damage the operation or performance of campus systems or the network environment. For example, using a computing account to create, distribute, or respond to chain letters or overly broad mass mailings or postings is inappropriate conduct.

(10) **User files.** An individual must not attempt to access, read, copy, change, or delete another user's files or software without that user's permission.

(11) **Monitoring another user.** No one shall attempt to monitor another user's computer access or communication except by authorized personnel or by designation of the Vice President for Information Technology.

(12) **Personal use.** The College's computer resources must not be used for personal financial gain. For example, use of College computer resources to support a personal business is not permissible.

(13) **Inappropriate conduct.** Other inappropriate conduct that will not be tolerated includes, but is not limited to:

(A) Obscene, offensive, threatening, harassing, or intimidating material entered into the computer and sent by electronic means.

(B) Viewing pictures of a pornographic nature when such images are able to be viewed by others who are offended by them; and, mailing, printing, or copying obscene materials.

(C) Unauthorized activities that libel or inappropriately embarrass or denigrate an individual or organization.

(D) Activities that imply College endorsement of any commercial products.

(E) Attempts to gain unauthorized access to College software, data, computers, servers, or appliances via methods initiated either on campus or off campus.

(14) **Physical security requirements for sensitive information.** Campus areas that store sensitive data or materials are required to do so in a secure manner. This includes physically securing environments where such materials are housed or stored. Doors, cabinets, and drawers should be locked to preclude unauthorized access when not under the supervision of staff. In the event of a breach of physical security, the campus Security Department should be contacted immediately. Theft or loss of secure information, data, or materials should be immediately communicated to both the campus Security Department and the Information Technology Department.

(15) **Responsibility for Safeguarding College-Related Data, Files, and Information.**

This policy refers to the safeguarding of college-related data, files, and information that is accessed or utilized by college staff, faculty, students, and contractors or vendors. If College staff, faculty, students, and contractors or vendors access sensitive college-related data, files, and information, those individuals are required to safeguard data, files, and information in a responsible manner regardless of the method in which it is viewed, accessed, handled, or transmitted, including but not limited to physical or electronic devices, virtual or online

methods, and physical or electronic mediums that are either personally-owned or college-owned or college-provided. Failure to safeguard sensitive data, files, and information could result in identity theft, breach of data integrity, or violation of federal, state, or local laws. Violations of this policy, including abuse or mishandling of sensitive college, data, information, or files may be subject to criminal, civil, or disciplinary action including the possibility of termination of employment.

(16) Acceptable Use Policy for Tablets, Thumb Drives and External Storage Devices, Personal Cell phones, and Other Mobile Devices. This policy refers to the use of tablets, thumb drives and external storage devices, personal cell phones, and other mobile devices that contain College email, data, and/or files stored on them. This policy must be followed to safeguard both personal and College information and applies to all college employees and faculty, students, and anyone using college computer systems, including contractors and vendors. All college entities must take measures to ensure these procedures are consistently implemented. This policy represents a minimum standard for compliance.

Any college-related data, files, or information placed upon tablets, thumb drives and external storage devices, cell phones, and other mobile devices whether college-owned or personally-owned may be subject to the Oklahoma Open Records Act and any other applicable federal, state, or local laws.

Individuals accessing sensitive college data, files, and information are personally responsible for taking necessary precautions to safeguard sensitive data, files, and information from access or viewing by unauthorized persons, including the general public at large.

While it is preferable that college-owned devices are utilized for conducting college academic or business functions, personal devices may be voluntarily utilized in conducting college-related functions where applicable or deemed acceptable by immediate supervisors or other appropriate college administrators. Acceptable use of the affected devices, including personally-owned devices, must follow any regulatory compliance demanded by current applicable laws and policy, including this policy. In doing this, those subject to this policy are advised that the sensitivity of some data, information, or files may prohibit them from allowing them to use personal mobile computing devices for college academic or business functions.

Personally-owned devices are subject to review or access by Information Technology staff when required for purposes of assessing or securing sensitive data, files, and information on the device.

Data, files, and information that is accessed or stored using a mobile computing device, thumb drive, external storage device, or either a college or personal cell phone shall be handled in a manner that is ethical, responsible, and adheres to official and legal use within the boundaries of that person's officially designated or assigned role with the institution in conducting academic or business functions.

As college-related data, files, and information is under the legal purview, oversight, and management of Rose State College, Information Technology Services staff are authorized to access college-owned or personally-owned devices where such college-related data, files, or information reside or are accessed in order to ensure data integrity or proactively address security deficiencies or threats.

If a mobile computing device, thumb drive, external storage device, or either a college or personal cell phone containing sensitive college-related data, files, or information is lost, stolen, destroyed, upgraded, or an unexpected change in ownership has occurred, it must be

reported within 48 hours to the employee's immediate supervisor and to the Information Technology Services department via helpdesk request or calling the main ITS office at (405) 733-7356.

Violations of this policy, including abuse or mishandling of sensitive college, data, information, or files may be subject to criminal, civil, or disciplinary action including the possibility of termination of employment.

(17) Requirement for Periodic Changing of Passwords. This policy refers to a requirement for periodically changing passwords to college-provided and college-sponsored or hosted user accounts and information system accesses. This policy must be followed to safeguard both personal and College information and applies to all college employees and faculty, students, and anyone using college computer systems, including contractors and vendors.

All college staff, faculty, and students shall be required to change their account or system-level accesses upon first-time login, at established intervals, or other designated occasions as prescribed by the college's Information Technology Services department or Vice President of Information Technology.

Violations of this policy, including abuse or mishandling of college accounts or system accesses, may be subject to criminal, civil, or disciplinary action including the possibility of termination of employment.

(b) Violations of laws and policies. College personnel and students are expected to notify the Vice President for Information Technology of any violations of computer laws and policies, as well as any potential loopholes in the security of the College's computer systems and networks. The user community is expected to cooperate with the Information Technology department in its operation of computer systems and networks as well as in the investigation of misuse or abuse. Should the security of a computer system be threatened, user files may be examined under the direction of the Vice President for Information Technology.

If misuse of computer copyright laws or licensing agreements is suspected, a user's College-owned computer and electronic media may be audited under the direction of the Vice President for Information Technology.

(c) Electronic mail. Under Oklahoma law, all electronic mail messages are presumed to be public records and contain no right of privacy or confidentiality except where Oklahoma or federal statutes expressly provide for such status. The College reserves the right to inspect electronic mail usage by any person at any time without prior notice as deemed necessary to protect business-related concerns of the College to the full extent not expressly prohibited by applicable statutes.

In order to protect against possible future viruses, a number of file types are filtered from being sent or received in campus email messages. Restricted file types are designated as files with the following extensions:

- bat Batch files
- cmd Command files (DOS, CPM, NT)
- com Command files (Programs)
- exe Executable files
- js Java Script files
- msi Microsoft Installation Package
- pif Program Information files

- scr Screen Saver files
- vb* Visual Basic files
- wsh, wsf Windows Host Scripting files

Files of these types can still be sent within an archive.

(d) **Responsibility for damages.** Rose State College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Rose State College will not be responsible for any damages you suffer through the use of Rose State College computing and electronic communication facilities and services, including, but not limited to, loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or by your errors or omissions. Use of any information obtained via the Internet is at your own risk. Rose State College specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communications services.

Sec. 5-4. Information Technology systems access termination procedures

Upon formal employment termination of an employee, contractor, or applicable third-party member, the Information Technology (IT) Department shall be immediately contacted to remove the individual's access to sensitive data and related systems. It is the responsibility of the managing office of the employee, contractor, or applicable third-party member to contact the IT Department in a timely manner to ensure that access to e-mail, network accounts, and ERP systems can be immediately suspended.

Sec. 5-5. Computer Web Policy (Rev. 05/16)

(a) **Web site purpose.** The Rose State College web site will provide easy access of college-related information to faculty, staff, students, and the general community from both on- and off-campus on a 24-hour basis.

Any division, department, or College-recognized student organization may request that their content be hosted on the College web site. Faculty and staff who have a College-related purpose to publish information on the Internet will also be provided space.

(b) **Procedure for requesting new pages.** Student organizations wishing to develop a web page(s) may make requests through their faculty sponsor. College personnel may request pages through the web coordinator for their department or division.

(c) **Page content and maintenance.** The division deans and department directors will assign an individual(s) to be the web coordinator for their respective areas. The web coordinators will be responsible for reviewing web pages to ensure they meet policy and for maintaining appropriate official pages on the College web site. Student organization web pages must be reviewed by the college's External Affairs and Marketing office or Director of Student Engagement or their designee. Web pages will be reviewed on a quarterly basis by the web coordinator for current content. Web pages that are not kept current will be removed from the web site. All web pages will utilize the official Rose State College web site templates. The Director of Web and Office Applications is officially designated with final authority for oversight of content and formatting for the Rose State College website. To ensure proper formatting as well as compliance with American Disabilities Act standards, editors of our web pages will submit changes and content to the Director of Web and Office Applications and/or the Webmaster for approval prior to new content or changes going live.

(d) **Legal issues.** There are some restrictions on the kinds of materials that can be published on the College web site. The policy is as liberal as possible, but state and federal laws do

necessitate some restrictions. If these policies are too restrictive, individuals are welcome to employ a commercial access provider. For-profit activities may not be conducted on or through the campus network. Generally, laws that apply to the printed word apply in the electronic medium as well. These laws include restrictions on libel, slander, threats of bodily harm, and pornography.

Use of copyrighted materials is a sensitive issue in the field of education. Educators and students are granted a certain latitude when pursuing a non-profit, educational goal. Copying a couple of pages from an article and passing those out to students in a closed classroom, however, is entirely different from making those same pages available over the open Internet for all the world to see. When using copyrighted materials, it is always best to obtain permission from the owner of the copyright. For more information concerning use of copyrighted materials, consult the FITT Materials Copyright Page.

To protect individual privacy rights, none of the pages on the Rose State College public Internet site will contain pictures, student or staff IDs, or any other personal information that specifically identifies individuals without the prior consent of those individuals.

Materials that are deemed by the College administration to be illegal, offensive, or otherwise in violation of this policy, will be removed from the College server. If the webmaster receives a complaint that a set of documents is in violation, the person responsible will be notified, and public access to those documents may be blocked until the appropriate administrative officials can review the materials in question.

Questions about copyright, libel, liability, privacy, and other legal matters should be directed to the Rose State College Copyright Officer or the appropriate vice president.

Sec. 5-6. Information Technology Resources Policy

(a) **Introduction.** Rose State College provides a wide variety of computing, network, and telecommunication resources for use by RSC faculty, staff, and students. These resources are provided to facilitate and enhance all aspects of the College's primary mission of education. As with all College resources and activities, specific rules and regulations apply to the utilization of information technology resources. The purpose of this policy is to establish and promote the ethical, legal, and secure use of information technology resources for all members of the Rose State College community.

Information technology resources shall be interpreted to include all College computing and telecommunications facilities, networks, electronic equipment, software, and related services used to support teaching and administrative activities of the College.

(b) **Applicability.** This policy applies to all users of College information technology resources, whether affiliated with the College or not, and whether on campus or from remote locations.

(c) **Cable television.** As part of the franchise agreement for cable television service in the Midwest City and Del City area, Rose State College was granted exclusive rights to the use of one of the cable channels. Equipment necessary to transmit programming over the channel was located in the College's Learning Resources Center. Transmissions originating at the College are programmed for delivery to cable subscribers on Tinker Air Force Base and in the communities of Midwest City, Del City, Spencer, and Valley Brook.

A character generator, included as part of the College's transmission system, enables Learning Resources Center staff to compile and automatically transmit brief announcements and promotional messages. College faculty and staff, who wish to submit messages or

announcements for transmission should obtain the approval of appropriate administrative personnel, then forward the edited message or announcement to the Director, Learning Resources Center. Text should be limited to 25 words or less. A memo designating a contact person and the first and last day the message or announcement is to air should accompany the text.

Other equipment included as part of the cable channel transmission system enables Learning Resources Center staff to automatically transmit programming in videotape format. While this capability is utilized most often to transmit lessons of telecourses being used by the College, any material in videotape format can be transmitted. However, only videotapes of professional quality will be accepted for broadcast.

Requests to broadcast materials promoting a particular political or religious agenda will be denied. Material protected by the copyright laws of the United States will not be broadcast without written permission of the copyright owner. Material of a controversial nature may be broadcast, but only when presented in an objective manner. All federal and state laws and regulations apply. Decisions regarding appropriateness for broadcast over the Rose State College cable channel will be made by the Dean, Learning Resources Center, after consulting with members of the Executive Council. There is currently no provision for live broadcasts.

The College is provided with "Basic Cable" programming in the Learning Resources Center. The service is provided at no cost to the College. Facilities for viewing the Basic Cable channels are not available in the Learning Resources Center. However, cable programming can be switched to the closed circuit system for viewing in classrooms. Classroom viewing is limited to programs of educational or historic importance.

(d) **Cellular Phones.** Cellular phone service contracts may be purchased at the discretion of budget administrators, with the approval of the appropriate vice president. Cellular phone service will only be approved for those employees with responsibilities critical to the continued operation of the College or department or employees who are subject to call at any time.

It is unreasonable to expect employees to carry separate phones for business and personal use. Therefore, use of College cellular phones for personal calls is discouraged but not prohibited. However, any cost above the monthly contract rate, resulting from personal use, is the responsibility of the employee.

Both cost and need should be considered when selecting a cellular phone service provider. Expensive contracts which provide more time and options than required for a particular application should be avoided in favor of less expensive contracts which provide only the time and options required.

(e) **Closed Circuit Television.** Rose State College has a closed circuit television system that provides video delivery from the Learning Resources Center to most campus classrooms and meeting rooms. The system is equipped to deliver eight channels of local programming and four channels of programming from outside sources. Channel 2 and 10 are reserved for time of day and campus announcements. Channels 3, 6, 7, 8, 11, and 12 are used to deliver video programs to classrooms and meeting rooms. The six channels reserved for classroom delivery can also be used to distribute programming received from satellites.

Signals from commercial television stations 4, 5, and 9 are also carried on the closed circuit system, as is PBS channel 13. Signals for channels 4, 5, 9, and 13 are obtained through an antenna mounted on the roof of the Learning Resources Center. All four channels can be accessed from most classrooms and meeting rooms.

Faculty and staff who wish to have a video program delivered to a particular location at a particular time should contact Audiovisual Services in the Learning Resources Center. Twenty-four hour advance notice is required. Advance scheduling permits staff in Audiovisual Services to ensure that a television is in the room and fully operational.

As part of the local cable franchise agreement, cable television service was made available in the Learning Resources Center. Programming available through the local cable system can be switched to the campus closed circuit system and delivered to the classroom. A 24-hour advance notice is required for the service.

In emergency situations, the closed circuit television system can be used to broadcast warnings. A taped tornado warning is kept readily available in the Learning Resources Center. Staff members are prepared to transmit the message when a directive to "seek shelter" is issued by College personnel.

(f) **Computer and network use.** The College provides computers, software, peripherals, and network services for use by RSC students, faculty, and staff to support academic and administrative functions. Personal use of these resources for other purposes is permitted when it does not consume a significant amount of these resources (to be determined by the network administrator), does not interfere with the performance of the user's job or other College responsibilities, and is otherwise in compliance with this policy. These resources may not be used for personal commercial purposes or for personal financial or other gain. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

(1) User guidelines:

(A) Network logons are automatically created for each student upon enrollment. Faculty and staff (part-time or regular) may obtain a network logon upon request of the immediate supervisor. Students, faculty, and staff are responsible for any access code assigned to them, which includes not sharing any network or computer system logons and passwords. An access code includes any form of information used to authenticate, secure, or control electronic information technology resources. Examples include network logon IDs, passwords, keys, and door codes.

(B) Copyrighted software must only be used in accordance with its license or purchase agreement and must not be copied or altered except as permitted by law or by the software licensing agreement. Information Technology staff will install College approved software on College-owned computers. Upon request, IT staff will install personal software as long as it is licensed.

(C) Inappropriate conduct that will not be tolerated includes, but is not limited to:

(i) Unauthorized access, alteration, or destruction of another user's data, programs, electronic mail, or voice mail.

(ii) Attempts to obtain unauthorized access to either local or remote computer systems or networks.

(iii) Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.

(iv) Obscene, offensive, threatening, harassing, or intimidating material entered into the computer and sent by electronic means.

(v) Intentional viewing of pictures of an erotic or sexual nature when such images can be viewed by others who are offended by them; and mailing, printing, or copying obscene materials.

(vi) Knowingly running, installing, or giving to another a program or data file which could be classified as or contain malware, a computer virus, worm, or Trojan horse.

(vii) Activities that embarrass, denigrate, or libel an individual or organization.

(viii) Activities that imply College endorsement of any commercial products other than those approved by the appropriate Executive Council member.

(g) **Satellite communications.** Rose State College has satellite downlinking equipment at the Tom Steed Center and the Learning Resources Center. Both sites have C and Ku band capability. The Learning Resources Center also has the ability to downlink digital signals transmitted from Public Broadcasting Service satellites. Rose State College faculty and staff who wish to receive satellite programming should contact the Dean, Learning Resources Center. Those seeking to arrange satellite broadcasts for groups not affiliated with the College should contact the Dean, Continuing Education and Community Services.

Satellite conferences and programs normally require registration. However, registration information should not be submitted before discussions with administrators responsible for satellite systems. Details about system availability must be determined; and staff support, cost, and viewing location must be arranged.

Registration fees are normally the responsibility of the department or division requesting satellite program delivery. On occasion, when a program has wide appeal, the Learning Resources Center may pay the registration fee. Groups not affiliated with the College, but who wish to view satellite programs here, should expect to pay applicable registration fees, as well as charges for technical support and facility use.

Satellite programs downlinked by the Learning Resources Center can be rebroadcast over the institutional closed circuit television system. The closed circuit system reaches most campus classrooms and meeting rooms. Learning Resources Center staff will assist with the location of an appropriate viewing area and ensure that the necessary equipment is available.

Satellite program licenses are normally issued after registration fees have been paid or purchase orders issued. As a rule, the license permits the program to be viewed live on a single campus, and a single videotape of the program to be made. The videotape of the program may be retained for the life of the tape. Rebroadcast rights to off-campus locations are normally not authorized.

A technical data sheet is normally sent to the institution with the program license. Technical information is very important and should always be forwarded to the Dean, Learning Resources Center.

(h) **Teleconferencing systems.** Interactive teleconferencing systems based on the H.323 telecommunications standard have been installed at various campus locations. The systems may be used to send or receive educational programming or to conduct briefings, meetings of professional organizations, seminars, and workshops-virtually any activity where the participants are not assembled at the same location. The systems are available to College faculty and staff, agencies of state and federal government, or representatives from the business community. All use must fall within the defined mission of the College and be in compliance with the use policies of the network service provider (OneNet).

The teleconferencing systems are fully interactive, having both two-way audio and two-way video capability. They can be used with a variety of peripheral equipment, including personal computers, document cameras, videocassette players, and other audiovisual aids. Operational training and technical support are available through the Learning Resources Center.

Theoretically, the teleconferencing systems in use at the College can connect with compatible systems anywhere in the world. However, connections with other systems, especially with systems outside Oklahoma, should be tested before conference plans are finalized. There are many variables that can prevent quality connections.

Any course taught at the College may be transmitted to other locations through the use of a teleconferencing system. The use of teleconferencing facilities to transmit courses to other locations must be approved by a Division Dean and the Vice President for Academic Affairs. The transmission of college-level instruction to areas outside a college or university's traditional service area must be in compliance with the "Electronic Media Policy" of the Oklahoma State Regents for Higher Education.

The Coordinator, Distance Learning, will assist faculty with the location of remote sites where students may participate in distance learning activities. Faculty who wish to deliver a course to locations remote from the Rose State College campus should discuss possible locations with the Coordinator, Distance Learning, at least sixty days prior to the beginning of the semester in which the course is to be taught.

All state-supported colleges and universities have teleconferencing capability. Many vocational technical centers and public school systems also have facilities. Most are willing to cooperate with other institutions by making teleconferencing facilities available to participants in distance learning activities. Facilities are normally scheduled on a first-come, first-served basis, free of charge.

Rose State College will normally honor requests from other institutions for the use of teleconferencing facilities, if facilities are available at the time requested and if programming does not duplicate courses offered on this campus. Inquiries from other educational institutions about the use of teleconferencing facilities should be submitted to the Coordinator, Distance Learning.

Use of teleconferencing facilities at the College, for purposes other than college-level instruction, is subject to the approval of the Dean, Learning Resources Center, after consulting with appropriate members of the Executive Council. Use of teleconferencing facilities by educational institutions outside The Oklahoma State System of Higher Education, for any purpose, requires the same level of approval. Rose State College reserves the right to deny access to teleconferencing facilities if they are requested for purposes outside the defined mission of the College, contrary to use policies of the network service provider (OneNet), or not in the best interest of the College. All use must comply with state and federal law.

Under normal circumstances, no charges will be assessed for the use of teleconferencing facilities to transmit or receive college-level instruction among members of The Oklahoma State System of Higher Education. However, the College reserves the right to recover staffing costs when unusual levels of technical support are required. The College also reserves the right to recover all costs associated with facility use for purposes other than transmitting or receiving college-level instruction.

(i) **Telephone usage.** Traditional telephone service is provided as an important component of the College's overall telecommunications system. Although operated and maintained as a support mechanism for College business, telephone use for personal communication is not prohibited, provided calls are not excessive in frequency or length and do not interfere with normal office or department activities. Use of College telephone service for business or commercial purposes, other than those of the College, is considered unethical and may lead to disciplinary action.

Some administrative officers are provided with codes which enable them to bypass the switchboard when making long distance calls. Bypass codes are to be used exclusively for College business.

College personnel may, with appropriate administrative approval, use College phones for personal long distance calls (voice or fax). However, anyone using a College phone to make a personal long distance call is required to reimburse the College for the full cost of the call. The Office of Administrative Services should be provided with the telephone numbers to which personal long distance calls have been made immediately after the call.

Use of College phones to make obscene, threatening, or harassing calls is forbidden. Anyone who uses a College phone to make such calls will be subject to College disciplinary action, and may be prosecuted in accordance with state and federal law.

Use of College phones by anyone other than a College employee is at the discretion of the administrator for the area in which the phone is located. However, at no time should phone usage be permitted to interrupt the efficient operation of an office or department. Public pay phones are provided for student and visitor use.

Requests for additional phones should be submitted through appropriate administrative channels to Information Technology via a HelpDesk request. Requests for phone repair service should be submitted directly to Information Technology via a HelpDesk request. Funding for phone service should be included in fiscal year budget requests. Budget formulas for phone service are determined on an annual basis by the Office of Administrative Services.

(j) **Policy enforcement.** Failure to follow the Information Technology Resources guidelines may lead to the suspension of resource privileges or other disciplinary action. Faculty and staff should refer to Chapter IV, Section II, Instructional policies and procedures, Sec. 6-1(a)(4) in the College *Policies and Procedures Manual* regarding failure to follow College policy. Students should refer to the section of Rules and Regulations in the College *Student Handbook*. Offenders may also be prosecuted under federal and state laws (not limited to but including, Oklahoma State Statutes: 21-1021, 21-1952, 21-1953, 21-1954, 21-1955, 21-1957, 21-1958 and 18 USC section 2252).

SECTION 6

EXTERNAL AFFAIRS

Note: For the External Affairs Department, see Chapter II, Sections 1-63, et seq. of this Manual.

Sec. 6-1. Office of External Affairs

The Office of External Affairs is responsible for providing professional development programs; economic and community development assistance; corporate solutions (including corporate learning and small business mentoring), and job placement services to students and the community and marketing solutions. Classes and services are offered through:

- (a) **Community Learning Center** offers non-credit programming to seniors, adults, and children through various programs developed in a variety of formats. Program areas include youth and teen camps and classes, personal enrichment, and online non-credit classes offered for citizens in the College's service area.
- (b) **Economic Development Services** are available to contribute to the economic growth, development, and prosperity of local communities. Assistance is offered to municipal governments, chambers of commerce, and other related organizations to assist with economic, community, and workforce development.
- (c) **Oklahoma Environmental Training Center** was established in 1975 by gubernatorial appointment to provide environmental training for municipalities, businesses, and agencies throughout the State. The Center offers a broad range of environmental, safety, and water and wastewater treatment system operator certificate classes.
- (d) **Professional Training Center** develops contractual agreements to provide professional training to various business and industry entities such as Tinker Air Force Base.
- (e) **Small Business Development Center** provides confidential, high-quality, one-to-one business management advising, small business training, and partnership facilitation services.
- (f) **Innovation Station** is a collaborative resource and meeting space designed to cultivate innovation, creativity, and networking through noteworthy learning opportunities and leveraged corporate, academic, and entrepreneurial partnerships.
- (g) **The Oklahoma Manufacturing Alliance** provides diversified services to foster and promote sustainable and innovative manufacturing operations.
- (h) **The Office of Marketing** provides internal and external resources to promote events supporting the efforts of Rose State College to include academics, Workforce Development, and continuing education.

SECTION 7

GOVERNMENT AND MILITARY RELATIONS

Note: For the Government and Military Relations Department, see Chapter II, Sections 1-88, et seq. of this Manual.

Sec. 7-1. Office of Government and Military Relations

(a) **Purpose.** The Office of Government and Military Relations is responsible for collaborating with federal, state, and local governments to cultivate partnerships and garner support to advance the College's missions and priorities. The mission of the Office is to build awareness and understanding of Rose State College and advocate programs to sustain and increase political, military, and community support. The Office will inform and advise the College of the relevant actions, policies, and proposals in public arenas. Additionally, the Vice President of Government and Military Relations will serve as a special assistant to the President for collegiate and community events and activities.

(b) **Responsibilities.** The responsibilities of the Office of Government and Military Relations, are listed below and include, but are not limited to, the following:

- (1) Represent the President at assigned governmental, military, and community events and activities.
- (2) Serve as an advisor to the President on government and military policies, issue, and events.
- (3) Serve as liaison to Oklahoma's military institutions.
- (4) Serve as liaison with elected and appointed officials, their staffs, and government bodies on issues that may affect Rose State College.
- (5) Assess the potential impact of federal and state legislative and policy proposals.
- (6) Serve as campus advisor for military and governmental protocol.
- (7) Champion and assist with economic development projects that impacts the College.
- (8) Serve on the Oklahoma State Regents' Economic Development Council and related activities.
- (9) Develop and edit the College's new government relations website.
- (10) Facilitate responses to inquiries from legislative offices, ranging from policy questions to informational items and constituent concerns.
- (11) Facilitate engagement and collaboration between the institutional, community, and elected leaders

CHAPTER III

AFFIRMATIVE ACTION COMPLIANCE PROGRAM PLAN

(The Personnel Manual was merged into this document July 1, 1997)

SECTION 1: POLICY STATEMENTS

Sec. 1-1. Statement of administrative policy

- (a) **No discrimination.** The President and staff reaffirm the policy that no discrimination on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, or status as a veteran will exist in any area of the academic or employment practices of the College.
- (b) **Compliance with equal employment opportunity.** Rose State College reaffirms its commitment to the continuation and expansion of programs to ensure compliance with its equal employment opportunity policy.
- (c) **Affirmative action.** The institution will take affirmative action to ensure that applicants and employees are treated in a non-discriminatory manner. This commitment embraces the development and maintenance of the Affirmative Action Compliance Program Plan involving necessary additional efforts which include, but are not limited to, employment, training, transfer, demotion, promotion, recruitment or recruitment advertising, layoff, tuition assistance, termination, rates of pay, and other forms of compensation.
- (d) **Employee protection.** All employees or applicants for employment are assured that they are protected from coercion, intimidation, or discrimination for filing a complaint or assisting in an investigation under any of the Equal Employment Opportunity Regulations.
- (e) **Regulations, programs, and documents.** All regulations, programs, and documents required by these EEO Regulations are available for inspection in the Human Resources/AAO Office of Rose State College during regular business hours of the College. Interested persons may contact the Senior Director, Human Resources/Affirmative Action Officer or their designee at Rose State College; 6420 S. E. 15th Street; Midwest City, Oklahoma 73110.
- (f) **Responsibility for implementation.** The College President, as Chief Executive Officer, assumes the responsibility for implementation of these programs. The responsibility for development, implementation, update and monitoring of these programs has been assigned to the Senior Director, Human Resources/Affirmative Action Officer who reports directly to the President on affirmative action matters.

Sec. 1-2. Equal Employment Opportunity Statement

Rose State College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational programs, activities, or services. The person designated to handle inquiries regarding the nondiscrimination policies, including issues of noncompliance, is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. Complaints and

grievances will be handled in accordance with the College's Grievance Procedures which are located at IV-7, Grievance Procedures.

Sec. 1-3. Employment selection

Employment selection continues to be an essential element of the Rose State College Affirmative Action Compliance Program Plan and provides opportunities for personnel in all job groups, administrative/executive/managerial, professional, faculty, and classified staff, to be promoted or transferred without discrimination on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran. The College is committed to equal opportunity employment and to employment of only United States citizens and aliens authorized to work in the United States.

Sec. 1-4. Dissemination of administrative policy

The College will disseminate its administrative policy in the following ways:

(a) Within Rose State College:

- (1) **Policy manuals.** Include it in the institution's Policies and Procedures Manual.
- (2) **Publications.** Publicize it in institutional newspapers, magazines, annual reports, and other media.
- (3) **Special meetings.** Conduct special meetings with executive, administrative, managerial, and supervisory personnel to explain intent of policy and each individual's responsibility for effective implementation.
- (4) **Special meetings with all other employees.** Schedule special meetings with all other employees to discuss policy and explain individual employee responsibilities.
- (5) **Discussion of policy.** Discuss the policy thoroughly in both employee orientation and management training programs.
- (6) **Nondiscrimination clauses.** Include nondiscrimination clauses in all union agreements and review all contractual provisions to ensure they are nondiscriminatory.
- (7) **Institutional publication.** Publish articles covering affirmative action programs, progress reports, promotions, etc., of minority and female employees in institutional publications.
- (8) **Posting of policy.** Post the policy on institutional bulletin boards.
- (9) **Photographs.** When employees are featured in student recruitment brochures, employee handbooks, or similar publications, both minority and non-minority men and women should be pictured.
- (10) **Communication to employees.** Communicate to employees the existence of the institution's affirmative action programs and make available such elements of these programs as will enable employees to know of and avail themselves of their benefits.
- (11) **Dissemination.** Disseminate the Affirmative Action Compliance Program Plan within the institution with reference copies readily available to staff and students upon request.
- (12) **Copies on file.** The Rose State College Affirmative Action Compliance Program Plan, guidelines for implementation, and supporting data are public documents. Copies are on file in the following offices:

- (A) Office of the President
- (B) Offices of the Vice Presidents

- (C) Offices of the five Divisions:
 - (i) Business and Information Technology
 - (ii) Engineering and Science
 - (iii) Health Sciences
 - (iv) Humanities
 - (v) Social Sciences
 - (D) Office of Admissions and Records
 - (E) Office of Human Resources/Affirmative Action
 - (F) Learning Resources Center
 - (G) Tom Steed Center
 - (H) Office of Student Engagement
 - (I) Office of External Affairs and Marketing
 - (J) "15th Street News" (Campus Newspaper)
 - (K) Office of Student Resources
 - (L) Office of the Oklahoma State Regents for Higher Education.
- (13) **Transmit the Affirmative Action Compliance Program Plan.** The President; Vice Presidents; Senior Director, Human Resources/Affirmative Action Officer; Deans; and the Affirmative Action Compliance Committee transmit the Affirmative Action Compliance Program Plan and contents therein to all personnel involved in employment procedures and decision making.
- (b) **Outside Rose State College:**
- (1) **Information in recruiting.** Inform all recruiting sources verbally and in writing of institutional policy stipulating that these sources actively recruit and refer minorities and women for all positions listed;
 - (2) **Incorporation of clause in documents.** Incorporate the Equal Opportunity clause in all purchase orders, leases, contracts, etc., covered by Executive Order 11246 as amended and its implementing regulations.
 - (3) **Notification.** Notify minority and women's organizations, community agencies, community leaders, secondary schools, and other colleges of institutional policy, preferably in writing;
 - (4) **Communication to prospective employees.** Communicate to prospective employees the existence of the institution's affirmative action program and make available such elements of this program as will enable prospective employees to know of and avail themselves of its benefits;
 - (5) **Photographs.** When employees are pictured in help wanted advertising, both minority and non-minority men and women should be shown;
 - (6) **Posting of positions.** External affirmative outreach/recruitment procedures involve transmission (postings) by the Human Resources/AAO office of position vacancies to the following:
 - (A) Traditionally African American Institutions of Higher Education;
 - (B) Traditionally White Institutions of Higher Education;
 - (C) Central Office, Oklahoma City Public Schools;
 - (D) Central Office, Midwest City/Del City Public Schools;
 - (E) Women's Organizations;
 - (F) Minority Organizations;
 - (G) *Chronicle of Higher Education* (as appropriate)*;

(H) Traditionally White Newspapers (as appropriate)*;

(I) Traditionally African American Newspapers (as appropriate)*;

NOTE: *Refers to a difference in the level of positions such as President, Vice President, Dean, or other position vacancies where applicant pool is not adequate or variances occur, as defined by the Senior Director, Human Resources/Affirmative Action Officer. Some faculty positions are advertised through these sources, if from an area where recruitment is difficult; and other positions are advertised as appropriate.

Sec. 1-5. Responsibilities of the Senior Director, Human Resources/Affirmative Action Officer.

The responsibilities of the Senior Director, Human Resources/Affirmative Action Officer are listed below and include, but are not limited to, the following:

- (a) **Policy statements and affirmative action programs.** Developing and recommending policy statements and affirmative action programs;
- (b) **Miscellaneous responsibilities.** Identifying strengths, deficiencies, goals, adverse impact, protected classes, and determining the extent to which institutional affirmative action goals and objectives are met;
- (c) **Development and maintenance.** Developing and maintaining accurate workforce records: transfers, promotions, terminations, job groups, job descriptions, and others as appropriate.
- (d) **Reviewing reports.** Reviewing reports as requested by the Oklahoma State Regents for Higher Education (Unitized Data), EEO Reports, 1000 Series Reports, and others as appropriate;
- (e) **Liaison.** Serving as liaison between the College, State Regents for Higher Education, and all enforcement agencies in matters involving affirmative action programs;
- (f) **Information.** Keeping all personnel information on the Affirmative Action Compliance Program Plan;
- (g) **Problem areas and goals and objectives.** Assisting in the identification of problem areas and establishment of affirmative action goals and objectives at the College;
- (h) **Involvement with organizations.** Active involvement with local minority organizations, women's organizations, community action groups, and community service programs;
- (i) **Auditing.** Periodic auditing of training program and promotion patterns to remove impediments to the attainment of goals and objectives;
- (j) **Regular discussions.** Regular discussions with administrators, faculty, and staff to be certain the institution's policies are being followed;
- (k) **Review.** Review of the qualifications of all employees to insure that minorities and women are given full opportunities for transfers and promotions;
- (l) **Career counseling.** Career counseling for all employees.
- (m) **Compliance audits.** Periodic audit to insure that each location within the institution is in compliance in areas such as:
 - (1) **Posters.** Posters are properly displayed.
 - (2) **Facilities.** All facilities, including housing which the institution maintains for the use and benefit of its employees, are in fact desegregated both in policy and use. If the institution provides facilities such as dormitories, locker rooms, and restrooms, they must be comparable for both sexes.

- (3) **Minority and female employees.** Minority and female employees are afforded a full opportunity and are encouraged to participate in all institutionally sponsored educational, training, recreational, and social activities.
 - (n) **Supervisor performance appraisals.** Inform supervisory personnel of their responsibility for equal opportunity efforts and results;
 - (o) **Prevention of harassment.** Inform supervisory personnel of their responsibility to prevent harassment of employees.
- The Senior Director, Human Resources/Affirmative Action Officer processes, maintains, and monitors the following:
- (p) **Job Applicant flow.** Maintains applicant flow by race, age, sex, national origin, including referral into the College;
 - (q) **New hires.** Monitors new hires by race, sex, and job qualifications. Information secured from Applicant Profile, if available;
 - (r) **Maintains screening process of applicants.**
 - (s) **Monitors recommendation procedure for each position vacancy.**
 - (t) **Maintains personnel requests.**
 - (u) **Maintains personnel recommendations.**
 - (v) **Conducts affirmative outreach/recruitment.**
 - (w) **Prepares and monitors certification of applicant pools.**
 - (x) **Prepares and monitors certification of equal/even access within applicant pools.**
 - (y) **Ex-officio.** Serve as ex-officio member of all search committees; orient and direct search committees related to legal matters.
 - (z) **Other duties, as appropriate.**

Sec. 1-6. Employment-recruitment program

- (a) **Open recruitment.** The College pursues a program of open recruitment of affirmative outreach.
- (b) **The Equal Opportunity Recruitment Program.** The Equal Opportunity Recruitment Program includes, but is not limited to, the following: advertising in state newspapers and professional journals, as appropriate.
 - (1) **Internal postings of position vacancies:**
 - (A) **Office of the President**
 - (B) **Offices of the Vice Presidents**
 - (C) **Offices of the five Divisions**
 - (D) **Office of Admissions and Records**
 - (E) **Office of Human Resources/AAO**
 - (F) **Learning Resources Center**
 - (G) **Community Learning Center**
 - (H) **Office of Director, Student Engagement**
 - (I) **Office of External Affairs Marketing**
 - (J) **15th Street News (Campus Newspaper)**
 - (K) **Office of Career Services**
 - (2) **External postings:** In addition to the Colleges and Universities:
 - (A) **Oklahoma State Employment Agencies**
 - (B) **Business Schools**
 - (C) **Urban League**

- (D) **NAACP**
- (E) **YWCA (Metropolitan)**
- (F) **Others, as appropriate**
- (3) **External announcements of position vacancies:**
 - (A) **Postings for position vacancies.** All postings for position vacancies are prepared in the Office of Human Resources/AAO from the information provided on the Personnel Request form by the employing area of the College. The position announcement is transmitted to external sources that can refer minorities and women.
 - (B) **Placement offices.** Executive/Administrative/Managerial, Professional, and Faculty job groups (minorities and women) are recruited from placement offices throughout the State of Oklahoma and the United States.
- (4) **Referral.** The Senior Director, Human Resources/Affirmative Action Officer encourages minority faculty and staff to refer minorities and women for position vacancies at the College.

Sec. 1-7. Institutional Affirmative Action Compliance Committee

- (a) **Meetings.** The Rose State College Institutional Affirmative Action Compliance Committee meets with the Senior Director, Human Resources/Affirmative Action Officer. The Committee monitors the Affirmative Action Compliance Program Plan and assists in disseminating information related to all aspects of the Plan to the College Community, or, upon request, to others. The Committee advises the Senior Director on matters and advises the President, through the Senior Director, on any matters or conditions requiring institutional attention related to the Plan.
- (b) **Members.** Members of the Institutional Affirmative Action Compliance Committee will be assigned by the Senior Director, Human Resources/Affirmative Action Officer and the President.

Sec. 1-8. Stating reasons for selection and rejection

To ensure compliance with Executive Order 11246, a statement of the reason an applicant was not hired shall be included with the personnel documents. This statement should contain greater explanation than "not qualified," "person selected better qualified," etc.

Sec. 1-9. Testing as a part of selection process

Tests are defined to mean any device used to screen applicants in the selection process and may include performance and written tests. Federal regulations require that there be a correlation between test performance and job performance. Therefore, no test may be used which has not been approved by the Human Resources/AAO Office. As a general rule, tests or test results from other agencies are not accepted.

Sec. 1-10. Job classifications

Job classifications are defined in accordance with the maintenance of records for the Oklahoma State Regents for Higher Education, Affirmative Action, and IPEDS (formerly called EEO-6 reports).

Sec. 1-11. Hiring procedures

- (a) **Executive, administrative, managerial, faculty, professional, and classified institutional support staff classifications.** All requests for regular, full-time positions are submitted in writing on the Personnel Request form as part of a Routing Memo. This Routing Memo is transmitted from the immediate supervisor of specified employment area to the appropriate Vice President. The Vice President transmits the Routing Memo to the Senior Director, Human Resources/Affirmative Action Officer who in turn transmits it to the President.
- (b) **Classified classification.** All requests for full-time positions are submitted in writing on the Personnel Request form as part of a Routing Memo. Procedural steps for transmitting the Routing Memo are the same as those listed under Executive/Administrative/Managerial, Faculty, and Professional classifications. (Rev. 07/17)

Sec. 1-12. Vacancies

- (a) **Posted dates for vacancies.** The posted dates (opening and closing) for the five major classifications of personnel are a minimum of five working days for and a maximum of twenty days for postings. College holidays, Saturdays, and Sundays are not counted. Positions that are specialized and/or are difficult to fill with qualified applicants may be posted "until filled," upon approval of the Senior Director, Human Resources/Affirmative Action Officer. Temporary personnel must formally request consideration for any position opening through the Human Resources/AA office before the closing deadline. The immediate supervisor and appropriate Vice President work in concert related to applicants.
- (b) **Extensions of application deadlines.** Requests for extensions of application deadlines are transmitted from immediate supervisors to the appropriate Vice President. The Vice President transmits requests to the Senior Director, Human Resources/Affirmative Action Officer. The extension deadline is for a period of time no less than ten working days. All requested extensions must be approved by the Senior Director, Human Resources/Affirmative Action Officer.

Sec. 1-13. Qualifications

Refers to education and experience. Minimum qualifications address what is needed or required for the job. Desired qualifications reflect the optimum education and experience. Both are determined by the supervisory personnel, in concert with the appropriate Vice President and the President.

Sec. 1-14. Description of duties

To the very best of the supervisory personnel's opinion, duties are listed for the specific job position. These are bona-fide occupational duties. However, it is almost impossible to list every single duty and spell out divisions of labor within employment area in all details. So long as the major duties are recorded in this category, it is expected that other duties will occur as appropriate. It is not expected that duties would be imposed on an employee unrealistically in this category having no relationship to the position. Some leeway is given to the supervisory personnel with the position. Duties on the posting are not all inclusive.

Sec. 1-15. Application, Screening and Referrals

Job seekers are referred to the HR office to obtain instructions for completing the on-line application.

The electronic application and all other materials submitted by the applicant are electronically stored, maintained and shared with hiring managers, as appropriate. Applications determined to be incomplete or deficient will not be forwarded. Applications are considered active for one year upon receipt and are then maintained for an additional year as inactive applications before being destroyed.

Applicants who apply for a particular posting constitute the applicant pool.

Sec. 1-16. Job selection report

The Job Selection Report is a document required for each candidate in the applicant pool. The Job Selection Report is scanned into each applicant's file upon submission of the Recommendation for Employment Routing Memo.

CHAPTER IV

PERSONNEL

SECTION 1: GENERAL POLICIES

Sec. 1-1. Drug-Free Campus Policy

(a) **Drug-Free Campus Policy.** As an educational and public service institution, Rose State College (RSC) recognizes its responsibility to promote a productive learning and work environment. The Drug Free Workplace Act of 1988 and The Drug Free Schools and Communities Act Amendment of 1989 required the establishment of anti-drug programs and prohibited the use of illicit drugs in the workplace of an educational institution that received federal funds. In order to meet its responsibilities, the College has established the following policy:

- (1) **Illicit drugs.** The illegal manufacture, distribution, possession or use of illicit drugs or alcohol on the campus or anywhere else as any part of the College's activities is strictly prohibited.
- (2) **Safety and security.** An employee is forbidden to perform safety-sensitive, security-sensitive or image-sensitive functions while a prohibited drug is in his/her system or possession.
- (3) **Criminal conviction.** An employee must notify his or her supervisor of a criminal conviction or Plea of Guilty or No Contest for drug-related or alcohol-related offenses no later than five calendar days following the conviction or Plea of Guilty or No Contest.
- (4) **Referral.** A referral service for drug or alcohol counseling and treatment is available through the Student Affairs and Student Resources area to all students and employees. Treatment and rehabilitation programs will be conducted at the direction and the expense of the student or employee. Sick leave or other appropriate benefits may be available for treatment or rehabilitation services for benefits-eligible RSC employees. Seeking help from these services, or being referred to or from these services, is confidential and will not, by itself, result in disciplinary action. Individual privacy will be maintained in any counseling/rehabilitation process. Satisfactory completion of a treatment or rehabilitation program may entitle the student or employee to reenter a campus program of study or employment.
- (5) **Testing.** Drug and alcohol testing of applicants for regular positions (50% or more) and current employees shall be conducted in accordance with applicable federal and state law. RSC requires all job applicants for regular positions (50% or more), who have received a conditional offer of employment, to undergo drug and alcohol testing prior to employment. Also, RSC may require or request current employees to undergo testing under the following circumstances: For-cause testing; Post-accident testing; Random testing; Scheduled, periodic testing; and Post-rehabilitation testing. The above stated circumstances are explained in Section 1-1(b) Alcohol and Drug Testing Policy Applicable to RSC Employees and Applicants.
- (6) **Condition of Employment.** Employees and students are required to abide by the terms of this policy as a condition of employment or matriculation.

(7) **Notification.** Students and employees will receive notification of the College's policy, applicable legal sanctions, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

(8) **Violation of Policy.** A violation of this policy will be considered a major offense, which may result in an immediate recommendation for dismissal of an employee or expulsion of a student. Employees may be required to demonstrate satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violation of this policy.

(b) **Alcohol and Drug Testing Policy applicable to RSC employees and applicants.** Student and employee safety is of paramount concern to the RSC Board of Regents. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. The Board of Regents hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. Drug and alcohol testing of employees shall be conducted in accordance with applicable federal and state law.

(c) **Definitions.** The following words and terms when used in this policy shall have the following meaning unless the context clearly indicates otherwise.

"Alcohol" means ethyl alcohol or ethanol.

"Alcohol test" means a breath or saliva test administered for the purpose of determining the presence or absence of alcohol or its metabolites in a person's bodily tissue, fluids, or products. Testing of RSC employees is conducted and evaluated by qualified individuals and facilities licensed by the Oklahoma State Department of Health (OSDH) in accordance with Standards for Workplace Drug and Alcohol Testing Act. [40 O.S. § 551 – 565]

"Applicant" means any person making application for initial hire of a regular position (50% or more). Rose State College, upon conditional offer of employment, requires the applicant to undergo alcohol and drug testing.

"Conditional offer of employment" means an offer made to an applicant for employment with RSC, conditioned upon successful completion of a drug and alcohol test prior to the start of employment.

"Confirmation test" means an alcohol or drug test, conducted in accordance with Drug and Alcohol Testing Rules, as amended, adopted by OSDH, to substantiate the results of a prior alcohol or drug test. For urine or hair, the test is performed on the same sample or a split sample.

"Drug" means any controlled substance approved for hair or urine testing by OSDH, including amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of the substances listed herein.

"Drug Test" means a hair or urine test administered for the purpose of determining the presence or absence of a drug or its metabolites in a person's bodily tissue, fluids, or products. Testing shall conform to the Drug and Alcohol Testing Rules, as amended, adopted by OSDH. The testing of RSC employees is conducted and evaluated by qualified individuals and facilities licensed by OSDH in accordance with Standards for Workplace Drug and Alcohol Testing Act. [40 O.S. § 551 – 565]

"Employee" means anyone employed by RSC, whether designated as executive, administrative, managerial, faculty, professional, classified, probationary, or temporary.

"For-cause testing" means a belief that an employee is using or has used drugs or alcohol in violation of RSC's written policy. For-cause is drawn from specific, objective, and articulable

facts and reasonable inferences drawn from those facts in light of experience, and may be based upon but not limited to:

- (1) Observable phenomena, such as: (a) the physical symptoms or manifestations of being under the influence of a drug or alcohol while at work or on duty, or (b) the direct observation of drug or alcohol use while at work or on duty;
- (2) A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated;
- (3) Evidence that an individual has tampered with a drug or alcohol test during his/her employment with RSC;
- (4) Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on RSC's premises or operating RSC's vehicle, machinery, or equipment.

“Random Testing” means an objective mechanism for selecting employees for alcohol and drug testing, which results in an equal probability any employee from a group of employees will be selected.

“Review officer” means a physician certified pursuant to Standards for Workplace Drug and Alcohol Testing Act [40 O.S. § 551 – 565] who reviews positive alcohol and drug test results and contacts each individual having a positive alcohol or drug test to determine if there is a medical reason for the positive test result.

(d) **Persons subject to alcohol and drug testing are:**

- (1) All applicants for regular positions (50% or more), who have received conditional offers of employment, are required to take a pre-employment drug and alcohol test. A confirmed positive test result, or a refusal to be tested, is a basis for refusal to hire;
- (2) All employees of RSC are subject to for-cause drug and alcohol testing; post-accident drug and alcohol testing; and post-rehabilitation testing; and
- (3) Employees of RSC engaged in activities which directly affect the safety of others are subject to random alcohol and drug testing and scheduled periodic alcohol and drug testing.
- (4) Employees of RSC who work in direct contact with inmates in the custody of the Department of Corrections or work in direct contact with juvenile delinquents or children in need of supervision in the custody of the Department of Human Services are subject to random alcohol and drug testing and scheduled periodic alcohol and drug testing.

(e) **Notice of communication.** The President, or the President's designee, shall ensure a copy of the policy is:

- (1) Provided to all employees;
- (2) Provided to employees 30 days prior to the initial implementation or implementation of changes;
- (3) Conspicuously posted in all prominent employee access areas; and
- (4) Provided to each applicant upon his/her receipt of a conditional offer of employment. Each employee of Rose State College is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy.

(f) **Types of testing.**

- (1) **Applicant testing.** RSC requires all job applicants for regular positions (50% or more), who have received a conditional offer of employment, to undergo drug and alcohol testing prior to employment. The applicant will be informed of the pre-employment drug and alcohol test requirements by Human Resources. Upon receiving a conditional offer of employment,

the applicant will be notified by Human Resources of the scheduled appointment to report to the drug testing facility.

The applicant shall not be hired if he/she refuses to test. Refusals include, but are not limited to: (1) failure to appear at the test collection site for the sample collection at the designated time; (2) failure to provide satisfactory identification to the person responsible for sample collection; (3) refusal to provide a specimen; (4) failure to remain at the testing site until the collection is completed; or, (5) tampering with or contaminating the urine specimen. At the drug testing facility, the applicant is required to follow all instructions given by the person responsible for the collection of the urinalysis sample testing or for evidential breath testing.

Substances tested shall be for drugs and alcohol as defined in the Standards for Workplace Drug and Alcohol Testing Act, including controlled substances approved for testing by rule by the State Commissioner of Health. All positive results will be reviewed by a review officer. Any applicant who tests positive will not be hired.

Test results and related documentation shall be kept confidential and maintained by the Human Resources/Affirmative Action office for use only in employment related matters. An applicant may inspect and/or obtain all information and records related to that individual's testing.

(2) Current Employees' testing.

(A) RSC may request or require all current employees to undergo testing under the following circumstances:

(i) **For-cause testing.** RSC may request or require an employee to undergo drug or alcohol testing if the employer, including the supervisor or department head, has for-cause reasoning that the employee has violated RSC's written policy. For-cause means a belief that an employee is using or has used drugs or alcohol in violation of RSC's written policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience, and may be based upon but not limited to:

(I) Observable phenomena, such as: (1) the physical symptoms or manifestations of being under the influence of a drug or alcohol while at work or on duty, or (2) the direct observation of drug or alcohol use while at work or on duty, or (3) as reported by a trained supervisor on the For-Cause/Reasonable Suspicion Checklist; (*Rev. 05/16*)

(II) A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated;

(III) Evidence that an individual has tampered with a drug or alcohol test during his employment with RSC;

(IV) Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while on duty or while on RSC's premises or operating RSC's vehicle, machinery, or equipment.

(ii) **Post-accident testing.** RSC may require an employee to undergo drug or alcohol testing if the employee or another person has sustained a work-related injury or RSC's property has been damaged, including damage to equipment, in an amount reasonably estimated at the time of the accident to exceed Five Hundred Dollars (\$500).

(iii) **Post-rehabilitation testing.** RSC may request or require an employee to undergo drug or alcohol testing without prior notice for a period of up to two (2) years commencing with the employee's return to work, following a confirmed positive test or following participation in a drug or alcohol dependency treatment program under an employee benefit plan or at the request of RSC.

(B) RSC may request or require all employees engaged in activities that directly affect the safety of others, or who work in direct contact with inmates in the custody of the Department of Corrections, or who work in direct contact with juvenile delinquents or children in need of supervision in the custody of the Department of Human Services, to undergo testing under the following circumstances:

(iv) **Random testing.** RSC may request or require an employee, whose job functions meet the criteria set forth in (2)(B), to undergo drug or alcohol testing on a random selection basis.

Random testing means an objective mechanism for selecting employees for alcohol and drug testing that results in an equal probability any employee from a group of employees covered by this type of testing will be selected.

Random alcohol and drug testing is administered at a minimum annual rate of 20 percent of employees. Tests are unannounced and are conducted throughout the calendar year. The Human Resources/AAO Office provides to the contracted testing vendor a regularly updated list of the names, employee I.D. numbers, and work locations for all employees covered by this type of testing.

(v) **Scheduled, periodic testing.** RSC may request or require an employee, whose job functions meet the criteria set forth in (2)(B), to undergo drug or alcohol testing if the test is conducted as a part of a routinely scheduled employee fitness-for-duty medical examination or is scheduled routinely for all members of an employment classification or group.

Scheduled, periodic testing may be required of employees in certain academic programs such as those in the Health Sciences Division when required by contractual agreements with clinical sites and to protect against substance abuse in clinical settings. When required, the testing will occur during the months of April, July, and December of each calendar year.

(g) **Overview of process.** When one or more of the following circumstances stated above occur, RSC may request or require an employee to undergo testing. Employees suspected of being under the influence of illegal drugs or alcohol will be driven to the testing facility by a designated RSC employee. Any drug or alcohol testing by RSC shall occur during or immediately after the employee's regular work period and shall be deemed work time.

An employee's refusal to undergo drug or alcohol testing may result in immediate suspension with pay pending investigation and may result in further disciplinary action, up to and including discharge. Refusals include, but are not limited to: (1) failure to appear at the test collection site for the sample collection at the designated time; (2) failure to provide satisfactory identification to the person responsible for sample collection; (3) refusal to provide a specimen; (4) failure to remain at the testing site until the collection is completed; or, (4) tampering with or contaminating the urine specimen.

At the drug testing facility, the employee is required to follow all instructions given by the person responsible for the collection of the urinalysis sample testing or for evidential breath testing.

Substances tested shall be for drugs and alcohol as defined in the Standards for Workplace Drug and Alcohol Testing Act, including controlled substances approved for testing by rule by the State Commissioner of Health. All positive results will be reviewed by a review officer.

(h) **Disciplinary action.**

(1) **Disciplinary action for illegal drug involvement or usage.** Discharge proceedings may be initiated for a RSC employee:

(A) With a confirmed positive result for a drug test not resulting from legitimate medical use of prescribed medication. No employee may be discharged as a result of a positive test result unless confirmed by a second test using gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy, approved by Drug and Alcohol Testing Rules (40 OS §559); or

(B) Who enters a guilty or nolo contendere plea for, or who is found guilty of the on or off duty sale, distribution, possession, or the manufacture of illegal drugs.

In all cases of confirmed positive test results, employees will have the opportunity to explain the result and to substantiate the explanation with medical evidence, which could include requesting a retest of the same sample. An employee requesting a retest of a sample to challenge the results of a positive test shall pay all costs of the retest. If the retest reverses the findings of the challenged positive test, RSC shall reimburse the employee for the costs of the retest.

(2) **Disciplinary action for positive alcohol test results.** RSC follows progressive discipline for employees with positive alcohol test results. However, aggravating circumstances, such as the concurrent violation of other RSC policies or serious injuries or fatalities due to or contributed to by the use of alcohol, can result in more serious disciplinary action, including discharge.

(A) An employee's first incident of having an alcohol level from .02 to .039 results in a written reprimand.

(B) An employee's first incident of having an alcohol level from .04 to .079 results in a two-day involuntary suspension without pay.

(C) Discharge proceedings may be initiated for any incident when an employee is tested for alcohol and has an alcohol level of .08 or higher.

(D) Discharge proceedings may be initiated for an employee's second positive test for alcohol within 24 consecutive calendar months of the first positive test result, regardless of the alcohol levels for either incident.

(3) **Refusal to submit.** Discharge proceedings are initiated for any employee who refuses to submit to an alcohol or drug test.

(i) **Confidentiality.** Test results and related documentation shall be kept confidential and maintained separate from general personnel records by the Human Resources/AAO office. Release of test results and related documentation is prohibited except with the employee's written permission and as may be required by law. An employee may inspect and/or obtain all information and records related to that individual's testing.

(j) **Additional Employee Drug and Alcohol Testing Procedures.** RSC shall comply with the Omnibus Transportation Testing Act of 1991, which helps to prevent accidents and injuries

resulting from misuse of alcohol and controlled substances by employees whose duties require a commercial driver's license. For purposes of this policy, a "Driver" is defined as any employee, or casual intermittent or occasional driver, or independent contractor who may be under contract with RSC, who drives a RSC vehicle in circumstances that require the driver to be licensed with a commercial driver's license.

(k) **Additional academic program procedures.**

(1) **Substance abuse.** Additional procedures may be required of students in certain academic programs such as those in the Health Sciences Division to protect against substance abuse in clinical settings. Such procedures will be approved by the President for inclusion in appropriate student clinical handbooks.

(2) **Criminal background check procedure.** All Health Sciences Division faculty and program students will be required to undergo an Oklahoma state and/or comparable criminal background check prior to participation of any clinical assignments or clinical faculty employment.

Copies of the Rose State College policy on Criminal Background Checks will be maintained in the Division and Health Sciences Program offices. The policy on Criminal History Background Checks will be reviewed annually by the Dean of the Health Sciences Division and the Rose State College Board of Regents.

Sec. 1-2. Drug-Free Campus Committee

In accordance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989 (P.L. 101-226), the Drug-Free Campus Committee has the responsibility of:

(a) **Recommend.** Making recommendations to the appropriate administrative office regarding:

(1) **Conduct.** Standard of conduct.

(2) **Testing.** Drug-testing procedures.

(3) **Discipline.** Disciplinary sanctions for students and employees.

(4) **Legal sanctions.** Applicable legal sanctions under local, state, or federal law.

(5) **Information.** Dissemination of appropriate information to students and employees.

(6) **Counseling.** Available drug or alcohol counseling, treatment, or rehabilitation or reentry programs.

(b) **Review.** Conducting a biennial review of the College drug-free campus program to determine its effectiveness, recommend implementation of needed changes, and monitor disciplinary sanctions to ensure consistent enforcement.

(c) **Drug-Free Campus Committee Membership.**

(1) **Chairperson.** Senior Director, Human Resources/Affirmative Action Officer.

(2) **Coordinator, Safety, Security and Risk Management.**

(3) **Coordinator, Wellness Program.**

(3) **Faculty.** Three faculty members selected by the Faculty Senate (three-year terms).

(4) **Professional/Administrative.** Two professional/administrative staff members selected by the Professional/Administrative Staff Association; one must be selected from the Student Affairs and Student Resources area (two-year terms).

(5) **Classified.** Two classified staff members selected by the Classified Staff Association (two-year terms).

- (6) **Student.** Two students selected by the Student Senate.
- (7) **Vice President.** One Vice President selected by the President, ex officio.
- (8) **Advisory members.**
 - (A) Executive Director, Foundation and Resource Development
 - (B) Director, Financial Aid.

Sec. 1-3. Nepotism

- (a) **Related persons and employment.** Unless otherwise prohibited by law, a person shall not be denied employment or advancement with the College because s/he is related to a College employee. However, no persons related within the third degree shall be employed into a regular position so that one is directly responsible for making determinations or recommendations regarding promotions, salary or tenure for the other.
- (b) **Third degree of relationship.** Relatives who are within the third degree of relationship to an employee, by blood or marriage, are as follows: Spouse, parent, grandparent, or great grandparent; parent, grandparent, or great-grandparent of spouse; brother or sister; brother-in-law or sister-in-law; uncle or aunt; uncle or aunt of a spouse; niece or nephew; spouse of niece or nephew; son or daughter; son-in-law or daughter-in-law; granddaughter or grandson or their spouse; and great-grandson or great-granddaughter or their spouse.

Sec. 1-4. Outside employment

The College regards full-time employment with the College as a primary professional obligation. Any other employment or enterprise is regarded as secondary to the employee's work at the College.

Sec. 1-5. Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy and Grievance Procedure

- (a) **Statement.** Rose State College (College) is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student or applicant for employment on the basis of gender. Furthermore, the College condemns the sexual misconduct, sex discrimination and/or unlawful harassment of students, faculty and staff, to include:
 - (1) Domestic Violence;
 - (2) Dating Violence;
 - (3) Stalking;
 - (4) Sexual Assault;
 - (5) Sexual Harassment; and/or
 - (6) Any other form of sexual misconduct as defined by law and available at www.oscn.net.
- (b) **Positions of authority.** Since some members of the College community hold positions of authority that may involve the legitimate exercise of power over others, they have the responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional

relationship. The responsibility of faculty and supervisors is to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive or exploitive.

(c) **Consensual relationships.** Consensual romantic or sexual relationships are not appropriate or allowed when they occur between any faculty member or other employee of the institution and any student for whom that employee has a professional responsibility. This includes students enrolled in courses for credit and student-workers.

(d) **Management responsibilities.** Employees or agents who (a) supervise other employees, contractors or agents; (b) teach or advise students; or (c) have management authority related to a College sponsored activity, student program or activity are required to:

- (1) Engage in appropriate measures to prevent violations of this policy; and
- (2) Promptly notify the Human Resources/Affirmative Action Office after being informed of or having a reasonable basis to suspect a policy violation. In instances where the supervisor has taken independent action, the supervisor shall notify the Human Resources/Affirmative Action Office as soon as possible after taking such action. Additionally, any action taken may not disadvantage the complaining party.

(e) **Environment of study and work.** The College is committed to providing an environment of study and work free from sexual misconduct, sex discrimination and unlawful harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual misconduct, sex discrimination and unlawful harassment.

(f) **Definitions.** Offenses prohibited under the College's policy include, but are not limited to: sexual harassment; sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination); non-consensual sexual intercourse (or attempts to commit same); non-consensual sexual contact (or attempts to commit same); sexual coercion; domestic/dating violence; stalking; and sexual exploitation (or attempts to commit same).

(1) Sex Discrimination:

(A) Includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or institutional benefits, on account of sex or gender (including sexual orientation, gender identity and gender expression discrimination). It may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

(B) Pregnancy Discrimination:

(i) The College prohibits discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. Discrimination on the basis of pregnancy should be reported in accordance with this policy. Employees, students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the Office of Human Resources, 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104, (405) 733-7979. For complaints arising under this policy, please report to the Senior Director, Human Resources/AAO.

(2) Sexual Harassment:

(A) Sexual harassment is a form of sex discrimination. Sexual harassment is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive or persistent,

objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving an individual of educational, institutional or employment access, benefits, activities or opportunities. Students, employees and visitors who are subject to or who witnesses unwelcome conduct of a sexual nature are encouraged to report the incident(s) to the Senior Director, Human Resources/AAO.

(i) Hostile Environment Sexual Harassment includes conduct that is sufficiently severe, pervasive or persistent, objectively and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to:

- (a) The frequency of the conduct;
- (b) The nature and severity of the conduct;
- (c) Whether the conduct was physically threatening;
- (d) Whether the conduct was deliberate, repeated humiliation based upon sex;
- (e) The effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
- (f) Whether the conduct was directed at more than one person;
- (g) Whether the conduct arose in the context of other discriminatory conduct;
- (h) Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
- (i) Whether the speech or conduct deserves constitutional protections.

(ii) Quid Pro Quo Sexual Harassment exists when individuals in positions of authority over the complainant:

- (a) Make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- (b) Indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the victim's submission to such activity.

(B) For the purpose of this policy, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- (i) Submission to the conduct is made either an explicit or implicit condition of employment or academic instruction/standing;
- (ii) Submission to or rejection of the conduct is used as a basis for employment or academic decisions affecting the harassed employee or student;
- (iii) The conduct, either by intent or by effect, creates an intimidating, hostile or offensive work or learning environment; or

- (iv) Submission to or rejection of the conduct is used as a basis for providing the College's services or participation in the College's programs.
 - (C) Sexual harassment can occur in a variety of circumstances, including but not limited to:
 - (i) The individual who is sexually harassed, as well as the harasser, may be female or male and does not have to be of the opposite sex from the harasser;
 - (ii) The harasser can be the supervisor or the individual who is sexually harassed, an agent of the employer, a supervisor in another area, a coworker, a subordinate, a professor or a non-employee;
 - (iii) The individual who is sexually harassed does not have to be the specific person to whom the harasser directs the conduct which constitutes sexual harassment but must be a person who was directly affected by the offensive conduct of the harasser; and
 - (iv) Unlawful sexual harassment may occur without economic injury to or discharge of the individual who is sexually harassed.
- (3) Sexual Violence:
 - (A) Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, which includes, but is not limited to: rape, sexual assault, sexual battery, sexual misconduct and sexual coercion.
 - (i) Non-Consensual Sexual Intercourse is defined as any sexual intercourse or penetration of the anal, oral, vaginal or genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct and sexual violence.
 - (ii) Non-Consensual Sexual Contact is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.
 - (iii) Sexual Coercion is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.
- (4) Sexual Exploitation:
 - (A) Occurs when a person takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior may not otherwise constitute one of the other sexual misconduct offenses.

- (i) Examples of sexual exploitation include, but are not limited to:
 - (a) Non-consensual video or audio-taping of any form of sexual activity;
 - (b) Going beyond the boundaries of consent (such as letting a person or people hide in the closet to watch an individual have consensual sex without their partner's knowledge or consent);
 - (c) Sexually-based stalking or bullying;
 - (d) Engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point;
 - (e) Knowingly transmitting a sexually transmitted disease or illness to another;
 - (f) Exposing one's genitals in a non-consensual circumstance or inducing another to expose his or her genitals;
 - (g) Prostituting another person; and
 - (h) Other forms of invasion of sexual privacy.
- (5) Domestic and Dating Violence:
 - (A) Dating violence is violence between individuals in the following circumstances:
 - (i) The party is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (ii) The existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) Length of the relationship;
 - (b) Type of relationship;
 - (c) Frequency of interaction between the persons involved in the relationship.
 - (B) Domestic Violence under College policy means violence committed by a:
 - (i) Current or former spouse of the victim;
 - (ii) A person with whom the victim shares a child in common;
 - (iii) A person who is cohabitating with or has cohabitated with the victim as a spouse;
 - (iv) A person similarly situated to a spouse of the victim under Oklahoma domestic or family violence laws;
 - (v) Any other person against an adult or youth victim who is protected from that person's acts under Oklahoma domestic or family violence laws.
 - (C) For purposes of this section, "prior pattern of physical abuse" means three (3) or more separate incidences, including the current incident, occurring on different days, where all incidences occurred within the previous twelve (12) month period, and each incident relates to an act constituting assault and battery or domestic abuse committed by the defendant against a current or former spouse, a present spouse of a former spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is in a dating relationship, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, a person living in the same household as the defendant, a current intimate partner or former intimate partner, or any combination of such persons, where proof of each incident prior to

the present incident is established by the sworn testimony of a third party who was a witness to the alleged physical abuse or by other admissible direct evidence that is independent of the testimony of the victim (Oklahoma Penal Code, § 21-644, www.oscn.net).

(6) Sexual Assault:

(A) Assault as applied to an act when committed in a sexual context, in furtherance of sexual demands or based on sex stereotyping is defined in Oklahoma Penal Code as any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another (Oklahoma Penal Code, § 21-641, www.oscn.net).

(B) Battery as applied to an act when committed in a sexual context, in furtherance of sexual demands or based on sex stereotyping is defined in Oklahoma Penal Code as any willful and unlawful use of force or violence upon the person of another (Oklahoma Penal Code, § 21-642, www.oscn.net).

(C) Aggravated Assault and Battery as applied to an act when committed in a sexual context, in furtherance of sexual demands or based on sex stereotyping is defined in Oklahoma Penal Code as:

(i) An assault and battery becomes aggravated when committed under any of the following circumstances:

(a) When great bodily injury is inflicted upon the person assaulted; or

(b) When committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined in Section 641 of Title 21 (Oklahoma Penal Code, § 21-641, www.oscn.net).

(ii) For purposes of this section "great bodily injury" means bone fracture, protracted and obvious disfigurement, protracted loss or impairment of the function of a body part, organ or mental faculty or substantial risk of death (Oklahoma Penal Code, § 21-646, www.oscn.net).

(7) Stalking:

(A) Any person who willfully, maliciously and repeatedly follows or harasses another person in a manner that:

(i) Would cause a reasonable person or a member of the immediate family of that person as defined in subsection D of this section to feel frightened, intimidated, threatened, harassed or molested; and

(ii) Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested.

(B) Any person who violates the provisions of subsection A of this section when:

(i) There is a permanent or temporary restraining order, a protective order, an emergency ex parte protective order or an injunction in effect prohibiting the behavior described in subsection A of this section against the same party, when the person violating the provisions of subsection A of this section has actual notice of the issuance of such order or injunction; or

(ii) Said person is on probation or parole, a condition of which prohibits the behavior described in subsection A of this section against the same party or under the conditions of a community or alternative punishment; or

(iii) Said person, within ten (10) years preceding the violation of subsection A of this section, completed the execution of sentence for a conviction of a crime involving the use or threat of violence against the same party, or against any member of the immediate family of such party.

(C) Evidence that the individual continued to engage in a course of conduct involving repeated unconsented contact, as defined in subsection D of this section, with the victim after having been requested by the victim to discontinue the same or any other form of unconsented contact, and to refrain from any further unconsented contact with the victim, shall give rise to a rebuttable presumption that the continuation of the course of conduct caused the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

(D) For purposes of this section:

(i) "Harasses" means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of Title 21 (Oklahoma Penal Code, § 21-1173, www.oscn.net) and conduct prohibited by Section 850 of Title 21 (Oklahoma Penal Code, § 21-1173, www.oscn.net). Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;

(ii) "Course of conduct" means a pattern of conduct composed of a series of two (2) or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct";

(iii) "Emotional distress" means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;

(iv) "Unconsented contact" means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of "unconsented contact." Unconsented contact includes, but is not limited to:

(a) Following or appearing within the sight of that individual;

(b) Approaching or confronting that individual in a public place or on private property;

(c) Appearing at the workplace or residence of that individual;

(d) Entering onto or remaining on property owned, leased or occupied by that individual;

(e) Contacting that individual by telephone;

(f) Sending mail or electronic communications to that individual; and

(g) Placing an object on, or delivering an object to, property owned, leased or occupied by that individual.

- (v) "Member of the immediate family," for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months (Oklahoma Penal Code, § 21-1173, www.oscn.net).
- (8) Other Misconduct:
- (A) Other forms of misconduct based on one's gender also constitute violations of this policy including, but not limited to: threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person;
 - (B) Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
 - (C) Harassment, defined as unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or that is sexual in nature that has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional or employment access, benefits, activities or opportunities;
 - (D) Gender-based intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
 - (E) Gender-based hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Campus community, when related to the admission, initiation, pledging, joining or other group-affiliation activity;
 - (F) Gender-based bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment);
 - (G) Violence, including assault, battery or other physical abuse between those in an intimate or dating or romantic relationship with each other;
 - (H) Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family members of the community.
- (9) Consent:
- (A) Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what behavior they are providing consent. Under this policy, "No" always means "No," and the absence of "No" may not mean "Yes."
 - (i) Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
 - (ii) Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.

(iii) Previous relationships or consent does not imply consent to future sexual acts.

(iv) Consent cannot be procured by use of physical force, compelling threats, intimidating behavior or coercion. Coercion is unreasonable pressure for sexual activity.

(v) In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age or use of alcohol, drugs, medication and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent (e.g. to understand the “who, what, when, where, why or how” of their sexual interaction). Incapacity may result from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. It is less severe than alcohol poisoning or overdose. Whether a person is incapacitated is a subjective determination that will be made after the incident and in light of all facts available. Individuals reach incapacitation at different points and as a result of different stimuli [and] exhibit incapacity in different ways. Note: Indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.

(B) Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.

(g) **Examples of prohibited conduct.** Conduct prohibited by this policy may include, but is not limited to:

(1) Unwelcome conduct of a sexual nature.

(A) Conduct of a sexual nature may include, but is not limited to:

(i) Verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances and/or propositions of a sexual nature;

(ii) Touching, pinching, patting or brushing against;

(iii) Unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including greeting cards, articles, books, magazines or cartoons;

(iv) Comments regarding physical or personality characteristics of a sexual nature;

(v) Sexually-oriented “kidding,” “teasing,” double meanings and jokes; and

(vi) Sexual assault.

(2) Conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, either orally or by his or her conduct, that it is unwelcome.

(3) If a person has initially welcomed such conduct by active participation, the person must give specific notice to the alleged harasser that such conduct is no longer welcome in order for the subsequent conduct to be deemed unwelcome.

- (h) **State Law Definitions.** In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), please be advised that the following definitions are applicable should an individual wish to pursue Oklahoma state criminal or civil actions. These definitions may differ from the College's administrative policy definitions noted above. The College's administrative system and disciplinary procedures are separate and distinct from those available to someone in a state civil or criminal action. Individuals may seek administrative remedies in accordance with this policy and also may seek state or federal civil or criminal remedies for the same incident through the applicable systems. The definitions set forth below are reviewed and verified annually; for a more frequently updated resource, please consult Oklahoma's State Court Network site (<http://www.oscn.net>).

(1) Oklahoma Criminal Law Definition of Rape Oklahoma Penal Code, §21-1111:

(A) Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

- (i) Where the victim is under sixteen (16) years of age;
- (ii) Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
- (iii) Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
- (iv) Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
- (v) Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
- (vi) Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
- (vii) Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or
- (viii) Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school or public vocational school and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.

- (B) Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.
- (2) Definition of Consent under Oklahoma Criminal Law Oklahoma Penal Code, §21-1114A, provides lack of consent in rape cases where:
 - (A) Rape committed by a person over eighteen (18) years of age upon a person under fourteen (14) years of age;
 - (B) Rape committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
 - (C) Rape accomplished where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
 - (D) Rape accomplished where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
 - (E) Rape accomplished with any person by means of force, violence or threats of force or violence accompanied by apparent power of execution regardless of the age of the person committing the crime;
 - (F) Rape by instrumentation resulting in bodily harm is rape by instrumentation in the first degree regardless of the age of the person committing the crime; or
 - (G) Rape by instrumentation committed upon a person under fourteen (14) years of age.
- (3) Definition of Domestic/Dating Violence under Oklahoma Criminal Law Oklahoma Penal Code, §21-644 defines domestic and dating violence as any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant or a person living in the same household as the defendant shall be guilty of domestic abuse.
- (4) Definition of Stalking under Oklahoma Criminal Law Oklahoma Penal Code, §21-1173, defines stalking as:
 - (A) Any person who willfully, maliciously and repeatedly follows or harasses another person in a manner that:
 - (i) Would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed or molested; and
 - (ii) Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested.
- (5) Rape as defined by the Federal Bureau of Investigation's (FBI) updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System:
 - (A) The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- (i) **Bystander Intervention.** Rose State College seeks to promote the health, safety, security and wellbeing of all members of the College community. If an individual witnesses a violation of the Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy, or any behavior that may appear to be a violation of the policy, there are a range of options available including, but not limited to:

- (1) For emergency situations, contact the Midwest City Police Department (MWCPD) by calling 911.
 - (2) For non-emergency situations, contact the Campus Security Office by calling (405) 733-7313.
 - (3) For information regarding nonviolent bystander intervention training and education, please contact the Office of Special Services located at 6420 S.E. 15th Street, Midwest City, OK 73110, Learning Resources Center, Room 106 or by calling (405) 733-7373.
- (j) **Anonymous requests for accommodations/support.** RSC Advocates is a group of staff advocates trained to respond if any of our community experiences any type of sexual assault, relationship violence, stalking or harassment. RSC Advocates is an anonymous, free and LGBTQAI friendly service. A Title IX complaint is not necessary to access the services available through the RSC Advocates program.
- (k) **Reporting sexual misconduct, sex discrimination and unlawful harassment to law enforcement, seeking outreach and reporting to College officials.** Please see Section 7, Grievance Procedures.
- (l) **Availability of other Complaint Procedures.** In addition to seeking criminal charges through local law enforcement, members of the Campus community may also file complaints with the following entities irrespective of whether they choose to file a complaint under this procedure:

Office of Civil Rights:

Kansas City Field Office: OCR.KansasCity@ed.gov
1-816-268-0550

Washington D.C.: OCR@ed.gov
1-800-421-3481

Equal Employment Opportunity Commission:

Oklahoma City Field Office: 1-800-669-4000

Washington D.C.: 1-800-669-4000
Eeoc.gov/contact/

State of Oklahoma Attorney General's Office:

Office of Civil Rights Enforcement: 405-521-2029
OCRE@oag.gov

*Definitions taken, in part, from the model policy of National Center for Higher Education Risk Management (NCHERM): www.ncherp.org. Effective September 01, 2014

Sec. 1-6. Americans with Disabilities Act (ADA)

Rose State College will comply fully with the requirements of the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADAAA). Students, employees, and the general public requiring reasonable accommodation should make their requests to the Coordinator, Student Access Services/Counselor; their immediate supervisor; and/or the

Senior Director, Human Resources/AAO; and the appropriate College official responsible for the event or service, respectively.

(a) **Employee Grievance Procedure.** Employees, who have been denied a request for reasonable accommodation for an alleged or actual disability, may appeal to the Senior Director, Human Resources/AAO (who is also the designated ADA Coordinator). The ADA Coordinator may be reached at 6420 SE 15th Street ADM Room 104, Midwest City, OK 73110 and at (405) 733-7979. The complaints shall be handled in accordance with IV-7, Grievance Procedures.

Sec. 1-7. Affirmative Action/Civil Rights Policy

Rose State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADAAA); Genetic Information Nondiscrimination Act of 2008 (GINA); and other federal laws and regulations, does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to: admissions, employment, financial aid, and educational programs, activities or services. The Affirmative Action Officer is the Senior Director, Human Resources/AAO and may be reached at 6420 SE 15th Street ADM Room 104 Midwest City, OK 73110 and at (405) 733-7979.

(a) **Employee Grievance Procedure.** In support of Rose State College's Affirmative Action Compliance Program, procedures have been established to resolve allegations of prohibited discrimination. The complaints shall be handled in accordance with the discrimination grievance procedure. (See Section IV-7, Grievance Procedures)

SECTION 2: CLASSIFICATION OF PERSONNEL

Sec. 2-1. Personnel major classifications

(a) **College personnel.** College personnel are divided into four major classifications. The reference to a position as being nine-, ten-, eleven-, or twelve-month refers to that period of time during the fiscal year in which that position is active and is used for purposes of pay calculation and budgetary allocation.

- (1) **Executive, administrative, or managerial**
 - (A) **Regular full-time**
 - (B) **Temporary full-time**
 - (C) **Temporary part-time**
- (2) **Faculty**
 - (A) **Regular full-time**
 - (B) **Temporary full-time**
 - (C) **Temporary part-time**
 - (D) **Adjunct professor**
 - (E) **Adjunct instructor**
- (3) **Professional nonteaching or with teaching**
 - (A) **Regular full-time**
 - (B) **Temporary full-time**
 - (C) **Temporary part-time**
- (4) **Classified**
 - (A) **Regular full-time**
 - (B) **Temporary full-time**
 - (C) **Temporary part-time**

(b) **Status of appointments.** Within the four major personnel classifications, status of appointments is as follows:

- (1) **Regular full-time, all classifications**
- (2) **Temporary full-time, all classifications**
- (3) **Temporary part-time, all classifications**
- (4) **Temporary adjunct professor, faculty classification**
- (5) **Temporary adjunct instructor, faculty classification**
- (6) **Regular probationary, full-time or part-time**

Sec. 2-2. Definitions of the four major classifications

(a) **Executive, administrative, managerial** (typically includes the President's staff and members of the Administrative Council). An administrator is an individual appointed to a position which requires assignment duties at a designated management/direction/supervision level of responsibility and performs jobs such as Vice President, Associate Vice President, Executive Director, Senior Director, Director, Dean and Associate Dean. (*Rev. 05/16*)

- (1) **Regular full-time.** The personnel are regular, full-time, nine-, ten-, eleven-, or twelve-month employees; nontenured track; and eligible for appeals processes only after the completion of the first year of their probationary period.

- (2) **Temporary full-time.** The personnel are temporary full-time, nine-, ten-, eleven- or twelve-month employees, nontenured track, ineligible for appeals processes, and employed only for duration of need.
 - (3) **Temporary part-time.** Temporary part-time includes personnel employed less than temporary full-time, ineligible for appeals processes, and employed only for duration of need.
- (b) **Faculty**
 - (1) **Regular full-time.** Regular full-time faculty includes academic personnel assigned regular full-time for nine, ten, eleven, or twelve months, tenured/tenured track, and eligible for appeals processes only after the completion of the first year of their probationary period.
 - (2) **Temporary full-time.** Temporary full-time faculty includes personnel assigned temporary full-time teaching responsibilities for nine, ten, eleven, or twelve months, nontenured track, not eligible for appeals processes, and employed only for duration of need.
 - (3) **Temporary part-time.** Temporary part-time faculty includes personnel assigned temporary part-time (less than full-time) teaching responsibilities for nine, ten, eleven, or twelve months, nontenured track, ineligible for appeals processes, and employed only for duration of need.
 - (4) **Adjunct professor.** Adjunct professors are temporary personnel employed as needed to provide instructional service to supplement full-time faculty teaching. The adjunct professors are employed for duration of need, nontenured track, and not eligible for appeals process.
 - (5) **Adjunct instructor.** Adjunct instructor includes personnel appointed to assist full-time faculty with teaching, for duration of need, nontenured track, and not eligible for appeals processes.
- (c) **Professional nonteaching or with teaching**
 - (1) **Staff positions with degree status.** Personnel employed in staff positions with degree status performing jobs such as coordinators, advisors, technicians, librarians. These employees are nine-, ten-, eleven-, or twelve-month employees, nontenured track, and eligible for appeals processes.
 - (2) **Professional with teaching assignment.** Professional with teaching includes counselors with major assignments in Student Resources area and some teaching assignment in the academic area for nine, ten, eleven, or twelve months, nontenured track, but eligible for appeals processes.
 - (3) **Temporary full-time and temporary part-time.** Temporary full-time and temporary part-time includes personnel employed for a specific time as need presents itself, nontenured track, and ineligible for appeals processes.
- (d) **Classified personnel**
 - (1) **Regular full-time.** Regular full-time includes secretaries, accountants, clerks, receptionists, maintenance, security, technicians, as designated, employed nine, ten, eleven, or twelve months, nontenured track, but eligible for appeals processes.
 - (2) **Temporary full-time.** Classified personnel, temporary full-time includes personnel employed nine, ten, eleven, or twelve months for a specified time as need presents itself, nontenured track, and ineligible for appeals processes.

- (3) **Temporary part-time.** Classified personnel, temporary part-time includes personnel employed nine, ten, eleven, or twelve months, for a specified time as need presents itself, nontenured track, and ineligible for appeals processes.

Sec. 2-3. Regular and temporary assignments

- (a) **Regular full-time and regular part-time assignment.** The regular full-time and part-time assignment category is subject to the budget balancing amendment of the Oklahoma Constitution.
- (b) **Regular probationary full-time or part-time.** Includes all regular personnel (except the President) hired on probation, nontenured track, and ineligible for appeals processes.
- (c) **Temporary assignments (all).** Positions in this category are offered only for duration of need. Assignment carries nontenured track and ineligibility for appeals processes. This includes temporary hourly and student personnel.

Sec. 2-4. Determination of major classification

In case of doubt concerning the class in which an employee belongs, the President of the College shall make the determination, subject to the authority of the Board of Regents to make the determination on appeal, on reference, or on its own initiative.

SECTION 3: HIRING PROCEDURES

Sec. 3-1. Personnel policy statement in compliance with Senate Joint Resolution Number 23

Rose State College adheres to the following provisions which are in compliance with Senate Joint Resolution Number 23.

(a) **Faculty**

(1) **Appointment.** All faculty are appointed by the Board of Regents upon completion of the job selection process.

(2) **Renewal and nonrenewal of appointment.** All new professors appointed to regular full-time positions are employed on a probationary basis for a minimum of five years. Probationary employment carries no obligation for continuance, and employment is on an annual basis. Administrative officials must annually make the decision to recommend rehiring to the Board of Regents. No recommendation for an individual means that no employment is offered to that person for the new academic year.

(3) **Promotion.** Promotion for faculty is synonymous with tenure as there is no designation of rank other than that of professor.

(4) **Dismissal.** Any faculty member may be removed from his/her position of employment at any time at the recommendation of the President and appropriate administrative officials with subsequent approval of the Board of Regents for the good of the College. Further explanation and procedures are contained in this Chapter.

(5) **Retirement policy.** Retirement policy shall be as stated in Chapter II, Section 3-6 of the "Policies and Procedures Manual."

(b) **Administrators and professionals.** All administrative and professional employees are appointed by the Board of Regents upon completion of the job selection process.

Sec. 3-2. Specified executive and administrative positions

Employment procedures for the administrative positions of President, Vice Presidents, and Academic Deans will include the formation of a search committee if the vacancy is not filled through employee promotion. Although the memberships of the committees will vary according to the working relationships which are an integral part of each position, the responsibilities and the basic procedures of the committees will be the same. The President may appoint other member(s) as appropriate. Equal employment procedures outlined in the preceding parts of this section will be followed in all instances.

(a) **Committee membership:**

(1) **Presidential search committee**

(A) A minimum of three members of the Rose State College Board of Regents, appointed by the Chairman.

(B) One faculty member, elected by majority vote of the full-time faculty in general meeting.

(C) One student, elected by majority vote of the Student Senate.

(D) Consideration may also be given to forming three advisory subcommittees: for the Regents, five administrators, one of whom will be the Senior Director, Human Resources/Affirmative Action Officer; for the faculty members, five additional faculty members, one from each division; for the students, five additional Student Senate members. The committee will select a chairperson from among its

members. In addition, it is recommended that the Senior Director, Human Resources/Affirmative Action Officer serve as coordinator for the committee to handle advertising, applications, scheduling, etc.

(2) **Vice presidential search committee**

- (A) One student, elected by majority vote of the Student Senate.
- (B) One Dean, appointed by Vice President for Academic Affairs (if position in question is Academic Affairs, President will appoint).
- (C) Two faculty members, elected by majority vote of the full-time faculty in general meeting.
- (D) One Vice President, appointed by the President.
- (E) One professional staff member from the area under consideration, elected by majority vote of that staff.
- (F) One classified staff member from the area under consideration, elected by majority vote of that staff.
- (G) The committee will select a chairperson from among its members. The Senior Director, Human Resources/Affirmative Action Officer will be an ex-officio, non-voting member of the committee.

(3) **Dean search committee**

- (A) Three faculty members of the appropriate division, appointed by the President in consultation with the Vice President for Academic Affairs and other appropriate administrative personnel.
- (B) One Administrative Council member, appointed by the President.
- (C) One Dean, appointed by the Vice President for Academic Affairs.
- (D) One Student Affairs and Student Resources representative, appointed by the Vice President for Student Affairs.
- (E) One student, elected by a majority vote of the Student Senate.
- (F) For the Health Sciences Division, one Program Director selected by the President in consultation with the Vice President for Academic Affairs.
- (G) The committee shall select a chairperson from its members. Ex-officio, non-voting members will be the Vice President for Academic Affairs; Senior Director, Human Resources/Affirmative Action Officer; and Associate Vice President for Academic Affairs and Institutional Effectiveness.

(b) **Committee responsibilities.** The primary responsibilities of the Search Committee are the search, preliminary screening, and recommending of applicants to the appropriate person(s). In the event a consensus cannot be reached, employment procedures will be reinitiated, beginning with recruitment of applicants. The following guidelines have been set for the committee to follow in fulfilling its responsibilities:

- (1) **Establish criteria.** Establish criteria, using the position announcement, the job description, and affirmative action guidelines, and qualifications provided by the Board of Regents, if any, for screening applications. In the event the position has not been previously announced, the qualifications (minimum, desired, and equivalent) and personal characteristics will be determined by the committee, with recommendations from the Senior Director, Human Resources/Affirmative Action Officer and Board of Regents, if any, and approval of the President being obtained prior to position announcement.
- (2) **Review form.** Construct a review form for applicants.
- (3) **Schedule.** Set a time schedule.

- (4) **Interview questions.** Construct a list of interview questions.
- (5) **Review.** Review completed applications.
- (6) **Candidates for interview.** Select candidates for interview; for President, not less than seven and no more than twelve.
- (7) **Notification.** Notify candidates selected for interview.
- (8) **Interview.** Interview candidates.
- (9) **Candidates for recommendation.** Select no more than five nor less than three candidates for recommendation in alphabetical order for final consideration:
 - (A) Presidential candidates recommended to Board of Regents.
 - (B) Vice Presidential candidates recommended to President.

Sec. 3-3. General guidelines on full-time employee selection procedures

Except as may be otherwise provided in this chapter, the following represent general guidelines in the employee selection process.

- (a) **Employment policy.** The Rose State College Board of Regents is the hiring authority for all full-time personnel. For this reason, all employment activities which lead to recommendations for full-time employment are recommendations only and are not to be considered as appointments until approved by the Board of Regents.
- (b) **Salary schedule.** The intent of the Rose State College entry-level salary schedule is to ensure that salaries and wages are competitive with others in similar job classifications as resources allow. Pay ranges reflect a minimum and maximum rate of entry-level pay. Exceptions to hiring at below or above the ranges require approval of the President. An equity analysis may be performed by Human Resources/AAO, as needed.
- (c) **Employment procedures.** Rose State College utilizes a uniform selection procedure in matters of employment. The College employs the best qualified applicants. The following procedures assist with implementation of and selection of the best qualified applicants in an equal manner.
- (d) **Posting of Job Announcements.** All approved positions are posted electronically on the College's on-line application system, which, in turn, posts to higheredjobs and Indeed. Notices of new postings are also sent via e-mail to an EEO Contact List, including community and partner minority service agencies. The HR/AAO office monitors postings to ensure adherence to applicable personnel request details.
- (e) **Qualified persons within the College.** Whenever an executive/administrative/managerial, professional, or classified position becomes vacant, the College or administrative unit, with the President, considers qualified persons from within the College or administrative unit. If it is determined by the President that the position will not be filled by promotion or transfer, the vacancy is then posted.
- (f) **Most qualified candidates.** Open positions are filled by the most qualified candidates after a full and fair search which affirmatively seeks candidates of minority groups and females for full consideration.
- (g) **Initial selection.** The College or administrative unit, with the President, makes the initial selection of the person, subject to confirmation by the Senior Director, Human Resources/Affirmative Action Officer that proper procedures have been followed in announcement of a vacancy and that internal candidates who applied have been given proper consideration for the vacancy.

- (h) **Promotions.** Promotions are recommended by the Vice Presidents to the President with concurrence by the Senior Director, Human Resources/Affirmative Action Officer.
- (i) **Employee's interest in a job opening.** An employee's indication of interest in a job opening does not jeopardize an employee's current status.
- (j) **Applicant pools, interviews and recommendations.**
 - (1) **Applicant pools.** After receiving a completed application for a full-time job opening under one of the four major classifications, the Human Resources/AAO Office will build an applicant pool by scanning and filing essential application information.
 - (2) **Screening.** The Human Resources/AAO Office will complete a screening log, as required, to determine qualified applicants within the applicant pool. The applicant pools are verified by the Senior Director, Human Resources/Affirmative Action Officer. The Senior Director, Human Resources/Affirmative Action Officer, or their designee, electronically transmits applicant pools to the immediate employment area supervisor. Hiring managers, supervisors and other screening panel members identified on the personnel request, determine which applicants will be interviewed. For example, Deans work with professors in their divisions for assistance in selection of the most suitable candidates within the pool.
 - (3) **Interviews.** Supervisors develop interview questions for HR/AAO approval and then interview the top candidates. Job Selection Reports (JSR's) are completed for all applicants, regardless if they are interviewed.
 - (4) **Selection.** Supervisors and hiring managers assess the interviewed candidates to determine the top three candidates. Hiring managers select the top three applicants best suited to the requirements of the position.
 - (5) **Recommendations.** A Recommendation for Employment form is filled out listing the top three applicants in alphabetical order. All forms, along with the applications of the top three applicants, are forwarded, via a Routing Memo, to the appropriate Vice President.
 - (6) **Vice President interview and recommendation.** The Vice President or their designee interviews all three applicants; and, if agreeing with the recommendations, he/she forwards the signed recommendation form and all Job Selection Report forms to the Human Resources/AAO Office via a Routing Memo. In some situations there may not be three applicants sufficiently qualified to warrant three recommendations: for example, positions that are highly specialized. In those situations where there are not three qualified candidates warranting recommendation, a fewer number, or none, may be submitted with a written explanation for the lesser number. In such cases, the Vice President or President may request that the process be reviewed and reconsidered and may take action as appropriate.
 - (7) **Verification of employment procedures.** After verifying that equal employment procedures have been adhered to and that the selection is in keeping with the goals of the Affirmative Action Compliance Program Plan, the Recommendation for Employment form is signed by the Senior Director, Human Resources/Affirmative Action Officer. The recommendation form with the three applications attached are then forwarded via a Routing Memo to the College President or designee, who interviews each full-time applicant who is recommended for employment, at his or her discretion. If the President agrees with the ranking of the applicants, then he or she presents the recommendation to the Board of Regents for their approval. The Rose State College Board of Regents is the

only body authorized to employ personnel. Upon final approval, the hiring department notifies the applicant.

(8) **Completion of employment process.** All new employees must report to the Human Resources/AAO Office on or before the first day they report to work in order to complete the employment process. This applies to all new appointments and reinstatements, to include full-time, part-time, regular, temporary, probationary, hourly, Work-Study, and adjunct professors. Before being released for processing in the Payroll Office, the new employee must fill out an Employment Eligibility Verification Form (form I-9), which verifies employment eligibility to work in the United States in accordance with the Immigration Reform and Control Act of 1986. Upon completion of paperwork, the new employee will return to the immediate supervisor with a Release to Work Form indicating the employee's approval status.

(9) **Records pertaining to filling a position.** All records pertaining to the filling of a position must be kept for a period of three years from the time of appointment.

(k) **Probationary period for regular personnel.** Except for the President, employees hired as a result of the institutional selection procedure are placed on probationary status. Classified staff will serve a six-month probationary period. Administrative/professional staff, including those designated as 50% teaching and 50% other duties, e.g.: coaches, associate deans, and program directors, will serve a one (1) year probationary period. Non-tenured faculty will serve a one (1) year initial probationary period. However, the institution is not required to retain probationary employees for the length of the probationary period. The probationary period is an extension of the selection process. It is a time for the employee to demonstrate the skills and abilities to perform the duties assigned and for the supervisor to evaluate whether the employee meets the performance standards required by the position. Probationary employees are not eligible for appeal under the Rules and Procedures set forth in the policy on Appeals Procedures.

Following a promotion to a new classification, reclassification resulting in a significant change in duties, a transfer, or a demotion, employees may be placed on a six-month probationary period to allow the department sufficient time to measure the efficiency and productivity of the probationary employee. However, the institution is not required to retain probationary employees for the length of the probationary period. If there is an interruption of service during the probationary period, the time lapse during the interruption shall not be included as part of the probationary period.

During the last month of the probationary period, the supervisor will conduct a performance appraisal. Before completion of the probationary period and after consulting with the probationary employee, the supervisor will present a written recommendation for regular employment or termination through the appropriate administrative channels to the Senior Director, Human Resources/Affirmative Action Officer. Probationary employees are not eligible for appeal under the rules and procedures set forth in the policy on Appeals Procedures. The recommendation will be forwarded to the President by the Senior Director, Human Resources/Affirmative Action Officer. The President will notify the employee in writing of his/her change of employment status. The original evaluation instrument will be stored in the Office of Human Resources/AAO, and a copy will be forwarded to the employee's file in the Office of the President or appropriate vice president.

An employee may be dismissed without prior notice at any time during the probationary period. Recommendations for dismissals will be made to the President and reported to the Senior Director, Human Resources/Affirmative Action Officer.

Probationary periods do not affect an employee's eligibility for accrual or use of College benefits. Personnel are discouraged from holding office in College-approved organizations and clubs and serving on College approved committees until such time as the probationary period is completed.

(I) **Professor competence in written and oral communication.** Rose State College diligently strives to provide students with professors who have competence in written and oral communication. A careful review of application statements and a series of interviews, with an emphasis on the applicant's language skills, enable this College to recommend professors who display a proficiency in English. This policy was established in response to the Oklahoma State Regents' Resolution No. 1703.

(1) **Procedures for evaluating use of the English language.** The following procedures are implemented for evaluating prospective faculty in their use of the English language:

(A) **Full-time professor procedure**

(i) During the initial application review, the appropriate Dean of the division and/or Program Director considers the applicant's college course work in composition, speech, and written statements on educational philosophy to begin an assessment of language strengths or weaknesses.

(ii) A committee, consisting of the Dean of the division and/or Program Director and his/her faculty members, interviews the applicant and, as an important component of the interview, evaluates the applicant's vocal delivery, voice quality, articulation, and pronunciation.

(iii) The Vice President for Academic Affairs interviews the three recommended applicants' use of language as an essential criterion for recommendation to the President.

(iv) The College President or designee interviews all full-time applicants recommended by the Vice President for Academic Affairs and evaluates the applicant's vocal clarity and language correctness before preparing the recommendation for the Board of Regents.

(B) **Adjunct professor procedure**

(i) Utilizing similar guidelines as those for full-time applicants, the Dean of the division or Associate Dean and/or Program Director reviews the applicant's academic preparation in English classes and writing adeptness on composition parts of the application.

(ii) The Dean of the division or Associate Dean and/or Program Director interviews the applicant and considers language usage as an integral factor in the evaluation process

(iii) The final recommendation interview is conducted by the Vice President for Academic Affairs or his/her designee, who evaluates the applicant's recommendation with the Dean before submitting it to the Vice President for Academic Affairs.

(iv) The Vice President for Academic Affairs and the College President or designee review the application and then send their recommendation to the Board of Regents.

Sec. 3-4. General Faculty qualifications, growth, supervision, and evaluation

(a) **Faculty qualifications.** Minimum qualifications for faculty are generally a master's degree in the teaching discipline or a master's degree with a minimum of 18 graduate hours in the discipline and two years college teaching experience. Community college teaching experience is desirable. In some specialized fields, equivalent certification credentials and professional experience may be accepted in place of the master's degree and college teaching.

(b) **Faculty growth requirements**

(1) **Professional progress.** Faculty members are expected to make continuous professional progress while on the faculty of Rose State College. Supervisory personnel are expected to review annually with each division member the nature and progress of his/her professional development and file a written report. Professors are expected to realize professional progress through such activities as the following: completion of additional college work, participation in professional organizations and meetings, seminars, workshops, special study groups, independent study groups, independent study or research, travel, work experience, private instruction, publishing, leadership in civic organizations, and other learning experiences.

(2) **Professional growth.** Professional growth will be considered a factor in the evaluation of teaching personnel.

(c) **Faculty supervision and evaluation**

(1) **Procedures and criteria.** The College Administration will be responsible for developing and maintaining, with the cooperation of all managerial and professional staff, procedures and criteria for the evaluation of all faculty employees. These procedures and criteria, found under Guidelines for Faculty Development and Evaluation, shall be the basis for recommended vertical classification on salary schedule, promotion, and salary increases. Immediate supervision of a professor will be the responsibility of the Dean of the division, and other administrative, managerial, and professional personnel where appropriate. To promote consistency, the Vice President for Academic Affairs and the Division Deans will discuss the evaluation procedure in the Academic Council meeting prior to the faculty evaluation process.

(2) **Professional Obligations and Contributory Services**

(A) **Professional obligations.** Professional obligations include those which are considered to be a part of the professor's performance with the College and are applicable in the evaluation procedures in regard to reappointment, tenure recommendation, and recommended salary increments. Professional obligations must be met before contributory services evaluation can be considered for recommendation for merit pay. These obligations are outlined in Sections 2-26 and 2-39 of the "Policies and Procedures Manual."

(B) **Contributory services.** Contributory services, which constitute the basis for the Dean's recommendation for merit pay, include quality teaching, professional growth, community service, and college service.

(i) Quality Teaching includes the attributes and activities which lead to improvements in instruction while demonstrating knowledge of subject matter, the ability to inspire and motivate students through traditional teaching methods or newer techniques, contributions toward course and curriculum development, assistance to students both inside and outside the classroom, self-improvement through additional graduate study,

institutional research related to improvements in teaching and in course or curriculum development, evidence of a professional and cooperative attitude, and willingness to accept responsibility.

(ii) Professional Growth includes activities such as participation in professional organizations and meetings, seminars, workshops, and special study groups, independent study groups, independent study, research, publishing, study-related travel, work experience, private instruction, leadership in civic organizations, and other learning experiences.

(iii) Community Services include using College resources to satisfy a void in the community or service area that is not provided for in regular academic programs or services. Although faculty participation in community service can be in a variety of ways, continuing education is the area in which faculty most often participate. Continuing education courses are usually considered to be those scheduled to meet a particular need. Consulting, conducting surveys, research concerning community problems, coordinating special projects, evaluating and testing, and conducting workshops and seminars are other ways in which a faculty or staff member can participate in community services.

(iv) College Services include performance above and beyond his/her stated duties and responsibilities such as participation on special committees, consultation to College administrators, and sponsorship of student activities and projects.

(3) **Guidelines for faculty development and evaluation.** The following procedures are offered as guidelines for faculty development and evaluation procedures, although the College may modify the procedures where appropriate or necessary.

(A) **Student evaluations.** Evaluation for Instructional Development through Student Evaluations (all nontenured faculty and tenure review):

(i) The Dean of the division, or Program Director where appropriate, and professor will:

(I) select at least two classes (different preparations if possible) for student evaluation of instruction between the 11th and 14th weeks of the 16-week session and during the 5th or 6th week of the 8-week session of the fall semester;

(II) repeat the procedure between the 9th and 12th weeks of the spring semester if deemed advisable by professor or Dean, or Program Director where appropriate.

(ii) The professor will:

(I) explain the evaluation procedure to the class;

(II) advise the students that s/he will not see the evaluations until after final grades are in.

(iii) The Office of Institutional Effectiveness will:

(I) generate the surveys from the Scantron Class-Climate system. The system will send an email to each student which contains a link to the survey.

(II) once all grades are posted, send professor reports to the Academic Dean and individual reports to each faculty member.

(B) **In-class visit.** Evaluation for Instructional Development through In-Class Visit (nontenured faculty):

(i) During the first semester of employment, new personnel with instructional responsibility will have in-class visitation(s). The visitation, which may be done individually or as a team, will be conducted by the Dean of the division and/or other administrative, managerial, or professional personnel where appropriate, and a minimum of two tenured faculty members or one program director and one tenured faculty member; if possible, the faculty member(s) should teach in the same discipline as the person being visited. Each visitor will complete a Classroom Visit form, and the results will be compiled by the Dean. A composite of the results and recommendations, prepared by the Dean, or other administrative, managerial, or professional personnel, will be presented to the evaluated professor during his/her evaluation conference with the Dean.

(ii) Probationary faculty will be visited during the first, third, and fifth years of employment and additionally at the discretion of the Dean of the division, or other administrative, managerial, or professional personnel where appropriate.

(C) **Online Class Self-Review and Observation.** Faculty who teach online courses (including hybrid formats) will ensure the quality, rigor and continuous improvement of distance-delivered offerings through Online Course Self-Reviews and Online Class Observations:

(i) Faculty with instructional responsibility for distance-delivered courses will complete a Self-Review of each unique online offering (each course, not each section) at least once every academic year. As part of the continuous improvement goals, the Self-Review will include a checklist of expected standards that should be included in each online course, as well as the faculty member's plans for improving his/her course(s) over the academic year.

(ii) Each unique online offering mentioned in section (i) will also have an Online Class Observation at least once every three years. The Division Dean will determine which courses will be observed and the timing of the observations. The Online Class observations may be conducted by the Dean, Associate Dean, Program Directors or QM Certified Peer Reviewers, as designated by the Dean.

(iii) Courses that receive less than 85% (50% next year) of the total possible points from the Online Class Observation will be observed on a more frequent basis. The objective of the more frequent observations is to generate ideas and feedback that will assist the faculty member in improving the online course to meet quality expectations. Ultimately, all courses should be able to obtain 85% or more of the total possible points after subsequent observations. Resources to help faculty with the expectations of an Online Class Observation (and other quality standards) include the Instructional Support Center, faculty who are Quality Matters Certified Peer Reviewers, and members of the Online Practices Committee.

(D) **Faculty evaluation for instructional development, reappointment, and contributory services.** Faculty evaluation for instructional development, reappointment, and contributory services (nontenured for all three aspects, tenured for reappointment and contributory services):

(i) **Faculty Data Sheet.** Each faculty member will complete a Faculty Data Sheet that includes relevant information covering the period from January 1 to December 31 of the previous year. Each faculty member should then submit the completed form to his/her supervisor after February 1 but no later than February 15.

(ii) The Dean of the division, or other administrative, managerial, or professional personnel where appropriate

(I) will complete the Faculty Performance Appraisal using appropriate evaluation material;

(II) will meet with each professor during the 2nd week in April;

(III) will assist the professor in formulating objectives for instructional improvement, if indicated;

(IV) will identify services the College may provide to assist the professor in meeting objectives;

(V) will document areas of concern.

(iii) If the professor disagrees with the evaluation(s), s/he should place an asterisk after his/her signature, which acknowledges that the evaluation conference has taken place, thus indicating the intention to write a memo(s) discussing the areas of disagreement. This memo(s) should be submitted to the Dean of the division, or other administrative, managerial, or professional personnel where appropriate, within one week, to be attached to the evaluation form, after which the evaluation will be discussed again.

(E) **Recommendations.** The Dean of the division, or other administrative, managerial, or professional personnel where appropriate, will make appropriate recommendations for reappointment through customary administrative procedures. The Dean will meet with the professor to discuss salary recommendations after the budget has been approved.

(F) **Retention of materials.** The original of all appraisal instruments for regular Faculty and Adjunct Faculty will be retained until five years after the contract expiration in the appropriate Division Dean's office.

(G) **Official forms.** Official forms for Faculty Performance Appraisal Sheet, Instructional Evaluation - Classroom Visit, and Student Evaluation of Professor and Instruction are available in the "Forms Handbook."

(4) **Guidelines for adjunct faculty development and evaluation.** The following procedures are offered as guidelines for adjunct faculty development and evaluation procedures, although the College may modify the procedures where appropriate or necessary.

(A) **Student evaluation.** The Dean of the division, or other administrative, managerial, or professional personnel, and the professor will select at least one class for student evaluation of instruction each year.

(B) **The professor will:**

(i) explain the evaluation procedure to the class;

- (ii) advise the students that s/he will not see the evaluations until after final grades are in;
- (C) **The Office of Institutional Effectiveness will:**
 - (i) generate the surveys from the Scantron Class-Climate system. The system will send an email to each student which contains a link to the survey.
 - (ii) once all grades are posted, send professor reports to the Academic Dean and individual reports to each faculty member.
 - (iii) deliver envelope to Learning Resources Center, first floor, Information Desk. The envelope will be transferred to Information Technology.
- (D) **The professor will** submit the completed Adjunct Faculty Self-Appraisal form to the Dean, Associate Dean, or appropriate Program Director.
- (5) **Guidelines for new adjunct faculty development and evaluation.** The following procedures are offered as guidelines for adjunct faculty development and evaluation procedures, although the College may modify the procedures where appropriate or necessary.
 - (A) **In-class visitation.** New adjunct faculty will have an in-class visitation by the Dean of the division, or other administrative, managerial, or professional personnel, who may be accompanied by a tenured faculty member, during the first semester of employment. Each visitor will complete a Classroom Visit form and return it to the Dean, Associate Dean, or appropriate Program Director. These forms will be filed confidentially in the Dean, Associate Dean, or Program Director's office;
 - (B) **Summary.** Deans of the divisions, or other administrative, managerial, or professional personnel, will summarize the Classroom Visit forms, and the results will be shared with the professor as soon as possible following the visit.
 - (C) **The Dean of the Division, Associate Dean, or Program Director will**
 - (i) arrange for in-class visitation during the first year of employment and thereafter at the discretion of the Dean of the division, Associate Dean, Program Director, or other designated personnel;
 - (ii) review Student Evaluations and the Adjunct Faculty Self-Appraisal form;
 - (iii) complete the Administrator Evaluation of the Adjunct Faculty form;
 - (iv) document areas of strengths and areas of concern;
 - (v) identify services the College may provide to assist professor in instructional improvement;
 - (vi) assist the professor in instructional improvement, if indicated;
 - (vii) maintain Adjunct Faculty Evaluation records.
 - (D) **The Administrator's Evaluation of Adjunct Professor form.** The Administrator's Evaluation of Adjunct Professor form is available in the "Forms Handbook."
 - (E) **Faculty Mentor Program.** In addition to the growth and supervision procedures outlined in the preceding section, Rose State College also provides the following Faculty Mentor Program.

(i) **Rationale.** The Rose State College Faculty Mentor Program is designed to help new full-time and adjunct faculty become acclimated to the institution as swiftly as possible with constructive support, to insure that they may be effective professors in the classroom, as well as good citizens in fulfilling their professional obligation to the institution.

(ii) **Procedures.**

(I) **Appoint a mentor.** The Dean of the division, to whom each new full-time and adjunct faculty member (where practical) is assigned, is to appoint a mentor for the new faculty person. The appointment is to be made as soon as possible and for a one-year period. At that time, the Dean of the division will explain the rationale of the program and distribute the checklist to each mentor and the new faculty member. It is suggested that the mentor be a tenured faculty member, teaching in the same discipline as the new faculty member and be assigned a similar teaching schedule. A follow up meeting of the Dean, mentor, and new faculty member is suggested at the beginning of the second semester.

(II) **Orientation.** The mentor will assist in the orientation of the new faculty member to Rose State College. The mentor will familiarize the new faculty member with the "Policies and Procedures Manual" and the "Forms Handbook."

(III) **Specific items.** The specific items to be addressed will vary, determined by the mutual agreement between the mentor and the new faculty member.

(IV) **Committee.** At the close of the school year, it is recommended that a committee composed of mentors and new faculty members be appointed by the Chairperson of Academic Affairs Committee (as well as a Mentor Committee Chairperson appointed from Academic Affairs) to evaluate the program, indicating the strengths and the areas of concern, along with suggestions for any changes in the program.

Sec. 3-5. Filling vacancies through promotions and transfers policies

(a) **Commitment, promotions, and transfers.** Rose State College commits itself to the value of promotions and transfers, where practicable.

(b) **Promotion.** Vacancies are filled, as far as practicable, by promotion of persons holding positions at lower levels. The posting of job vacancies is not intended for executive, administrative, managerial, professional, faculty, and classified staff to change from his/her present job to another job at the same level.

(1) **Eligibility.** Employees with less than six months of service in their present positions will normally not be eligible for promotions or transfers.

(2) **Four major classifications.** All College employees are divided into four major classifications: Executive/Administrative/Managerial, Professional, Faculty, and Classified.

- (3) **Priority consideration for vacancies.** All regular employees with appropriate classifications as Executive/Administrative/Managerial, Professional, Faculty, and Classified are given priority consideration for vacancies when possible.
- (4) **Requirements for promotions.** To be considered for promotion, an employee must first satisfy the educational (or equivalent) and experience requirements essential for the position.
- (5) **Qualification review.** Once these qualifications are satisfied, the College or administrative unit, with the President, shall review (but not be limited to):
- (A) **The employee's work history;**
 - (B) **Attendance record;**
 - (C) **Annual appraisal.** General appraisal of previous work performance (annual appraisal by supervisor);
 - (D) **Expanded responsibilities.** Ability to assume greater and expanded responsibilities of the position; and
 - (E) **Assessment of employee's ability.** An assessment of the employee's ability to understand and perform management and/or administrative functions, as applicable.
- (6) **Seniority.** Seniority should be a consideration when ability and qualifications are substantially equal.
- (7) **Current employees.** Current employees for whom selection to a position would constitute a promotion are given preference, if equally qualified, over transfers and outside candidates.
- (8) **Employee study.** Employees who have successfully completed study (if available) for a given position, have preference, if qualified, over transfers and outside candidates.

SECTION 4: PROMOTIONS, TRANSFERS AND CHANGES OF ASSIGNMENTS

Sec. 4-1. Promotion of employees

An employee who is interested in being considered for a posted position which would constitute a promotion should:

- (a) **Satisfy requirements.** Ensure that he/she meets the minimum educational and experience requirements as posted;
- (b) **Supervisor.** Visit with his/her supervisor;
- (c) **Apply for the position.**
- (d) **Employment selection procedure.** General guidelines in the employee selection process are followed.
- (e) **Distribution.** Upon approval of the promotion by the President, a copy of the signed memorandum will be distributed as appropriate.

Sec. 4-2. Transfers

A transfer is a personnel action that changes an employee's work assignment from one employing area to another at the same, or in some cases, a lower basic job classification and pay range level. An employee may be transferred at any time by the President when such transfer is determined to be for the good of the College. A transfer is accompanied by an equal or lower rate of pay as provided in the job group classification and pay plan. Final pay determinations are to be decided by the President of the College.

- (a) **Types of transfers**
 - (1) **Lateral transfers.** A lateral transfer is a personnel action that changes an employee's work assignment to a position in the same classification at a similar level of responsibility.
 - (2) **Demotional transfers.** A demotional transfer is a personnel action that changes an employee's work assignment to a position in another classification at a lesser level of responsibility. A demotional transfer resulting from an employee applying for a lower level posted position is accompanied by a lower rate of pay as provided in the job group classification and pay scale. The number of pay grades below the present classification will determine the decrease in pay.
- (b) **Faculty eligibility for transfers.** A faculty member is assigned to a regular teaching position. If transfer is applicable, the President of the College will make such determination and implement the transfer or change of assignment.

4-3. Changes of Assignment.

Occasionally, management may decide a change in workload is warranted due to an area's reorganization, for instance. Some of these changes are significant enough to require revisions to job descriptions. In those cases, a current employee who meets the minimum qualifications of the new position may be asked to serve in the new capacity.

Supervisors should:

- (a) Ensure the employee meets the minimum qualifications for the new position
- (b) Contact HR for instructions and assistance in:
 - (1) Revising the job description

(2) Preparing the Change of Assignment Memo for the President's approval Distribution. Upon the president's approval of the change of assignment, a copy of the memorandum will be distributed as appropriate.

SECTION 5: APPRAISALS AND EVALUATIONS

Sec. 5-1. Statement of purpose

Since the health of any organization depends on the vitality of all parts and their effective interaction, regular appraisal of each part of the system is beneficial and ultimately essential. Appraisal encourages a multi-faceted constituency to evaluate the functioning of each member of the system. Reflecting the learning/teaching mission of the comprehensive community college, appraisal is designed to be a valuable learning tool for improving the functioning of the system as a whole. Rose State College recognizes the importance of performance appraisal for all personnel that applies stated standards of performance, acknowledges goal setting and attainment, and encourages personal and task objectives.

Sec. 5-2. Administrator, Professional and Classified Staff Appraisals

The appraisal of administrative, professional and classified staff employees entails the following:

(a) **Evaluation of performance compared to the job description.** Supervisors may request a current job description from Human Resources.

- (1) Supervisor will evaluate the **Administrative Employee** in the areas of:
 - (A) Knowledge and Proficiency
 - (i) Quality, quantity and timeliness of efforts and results
 - (ii) Understanding of higher education and state regents' current and long term initiatives
 - (iii) Understanding of organizational structure and management
 - (B) Resource Utilization
 - (i) Adherence to effective utilization of budget, facility, personnel and policy resources
 - (ii) Problem solving, strategic improvement, skillful staff management, appropriate delegation of tasks
 - (C) Commitment to College's Mission, Vision, Goals and Objectives
 - (i) Efforts and initiatives toward strategic improvement, event planning, support and attendance, community involvement, etc.
 - (ii) Ambassadorial efforts on behalf of the College
 - (iii) Personally involved and engaged with the campus and community
- (2) Supervisor will evaluate the **Professional Employee** in the areas of:
 - (A) Knowledge and Proficiency
 - (i) Supports and communicates goals and policies
 - (ii) Expends effort commensurate with position needs
 - (iii) Exercises fairness and reason and is impartial
 - (B) Resource Utilization
 - (i) Plans, leads and facilities programs' budgets and staffs
 - (ii) Manages time to ensure accessibility
 - (iii) Finds answers
 - (C) Commitment to College's Mission, Vision, Goals and Objectives
 - (i) Professional attitude
 - (ii) Accepts and follows through with commitments
 - (iii) Involved with institutional activities

- (3) Supervisor will evaluate the **Classified Institutional Staff Employee** in the areas of:
- (A) Knowledge and Proficiency
 - (i) Produces an acceptable volume and quality of work
 - (ii) Learns and adjusts to new assignments
 - (iii) Presents facts and ideas
 - (B) Resource Utilization
 - (i) Arrives and departs in compliance with designated schedule
 - (ii) Works effectively with others
 - (iii) Utilizes equipment and supplies safely and efficiently
 - (C) Commitment to College's Mission, Vision, Goals and Objectives
 - (i) Eager, interested and cooperative
 - (ii) Customer-service oriented
 - (iii) Involved in campus activities
- (b) **Assignment of Ratings.** Both the employee and the supervisor participate in determining appropriate ratings of Meets, Needs Improvement and Does Not Meet, as appropriate.
- (c) **Improvement and Strengths.** Identification and commendation of strengths reinforces those contributions most beneficial to the College. Defining areas for improvement and recommending professional assistance for improvement ensures a perpetuating opportunity for improvement, even for the most successful employees.
- (d) **Periodic Reassessment.** Following successful initial probation, annual and triennial reviews are available to provide comprehensive but flexible options to employees and supervisors.
- (e) **Assistance and Support for Correction of Performance.** 'Needs Improvement' ratings are monitored closely until performance meets minimum standards. Instances of 'Does Not Meet' ratings are closely monitored to ensure the best outcome for the employee and the College.
- (1) 'Needs Improvement' Reviews – Ratings of Needs Improvement on any annual appraisal are reviewed at 90 days and re-evaluated at 6 months. Open communication and feedback between employee and supervisor are keys to sustained performance improvement. Immediate and lasting improvement is desirable since persistent 'Needs Improvement' ratings or those that cannot be improved upon may eventually lead to 'Does Not Meet' ratings.
 - (2) 'Does Not Meet' Reviews – 'Does Not Meet' ratings are concerning indicators, and as such, are re-evaluated every 30 days. Persistent 'Does Not Meet' ratings or those that cannot be overcome are eventually referred for corrective action, up to and including termination.
- (f) **Responsible Employees.** Immediate supervisors are responsible for administering, recording and record-keeping of annual and triennial appraisals as well as re-evaluations.

Sec. 5.3. Faculty Appraisals. Policy and procedures for faculty appraisals and the tenure process are covered in Section II-2.

SECTION 6: ADVERSE PERSONNEL ACTIONS

Sec. 6-1. Reasons for dismissal or other adverse action and applicability

(a) **Reasons.** Any employee may be removed from his/her position of employment or subject to other adverse action at any time for the good of the College by the President or the President's designee. Reasons may include, but are not limited to:

(1) **Responsibilities and obligations.** Failure to fulfill one's responsibilities and obligations.

(2) **Illness or impairment.** Permanent or chronic physical or mental illness or impairment that detracts from one's ability to perform his/her duties.

(3) **Adverse actions or activities.** Actions or activities adversely affecting the institution's relationship and rapport with outside agencies, offices, organizations, institutions, constituents, or the general public.

(4) **Instructional policies and procedures.** Failure to follow instructional policies and procedures or unwillingness to accept supervision or failure to follow administrative directives, written or oral, when such administrators are acting within their province of authority.

(5) **Conduct.** Personal misconduct, unethical or unprofessional conduct, or conduct which materially and adversely affects one's value or usefulness to the College. Further, the College President shall have the right to suspend, with or without pay, any employee formally accused of a felony.

(6) **Responsibilities or requirements.** Failure or incompetence to perform the responsibilities or requirements of the position.

(7) **Drugs or alcohol.** Improper or illegal use of drugs or alcohol. (*Rev. 04/16*)

(b) **Faculty.** A tenured faculty member may be removed from employment with no restriction of time period, fiscal, or academic year when such termination is for just cause which may include, without limitation, those reasons set forth in Section 6-1(a). For infractions of any of the foregoing list of reasons for dismissal of tenured faculty, the faculty member may be returned to probationary status as an alternative to dismissal or subject to other adverse action. A nontenured faculty member may be removed from employment regardless of time period, fiscal, or academic year when such termination is for the good of the College. Reasons may include, but are not limited to those denoted in Section 6-1(a).

(c) **Administrative, managerial, and professional.** Any administrative member may be removed from his/her position of employment at any time without restriction of time period, fiscal, or academic year, by the President, when such removal is determined to be for the good of the College. Reasons for removal may include, but are not limited to, those denoted in Section 6-1(a).

(d) **Classified.** Any classified member may be removed from his/her position of employment at any time, without restriction of time period, fiscal, or academic year, by the President, when such removal is determined to be for the good of the College. Reasons for removal may include, but are not limited to, those denoted in Section 6-1(a).

(e) **Non-appealable Terminations.** The following termination decisions are final, and as such, not eligible for appeal consideration.

(1) **Abandonment of position.** No employee will be retained on payroll after s/he has failed to report to work without notification to his/her supervisor for three consecutive workdays. Such employees will be considered to have abandoned their position, and the position will be declared vacant. No appeals procedures are available to

employees in these situations. The “no appeal” provision of this termination shall not apply when the employee, through emergency circumstances and through no fault of his/her own, is unable to provide said notification. Determination of such circumstances will be at the discretion of the President.

- (2) **Lack of Need.** Bona fide lack of need for one’s services; as determined by the President or President’s designee.
- (3) **Financial retrenchment.** Bona fide loss of College revenue so severe that approved fiscal year budget cannot be sustained; as determined by the President. *(Rev. 04/16)*

SECTION 7: GRIEVANCE PROCEDURES

Sec. 7-1. General Statement

This Policy covers the complaint and grievance procedure for all forms of discrimination, harassment, retaliation, or violence (whether on-campus or off-campus) that occur in conjunction with a College activity, athletic program, educational program, employment, or in conjunction with an application for enrollment or employment as well as administrative redress for employee grievances not in the aforementioned categories. All students, faculty, staff, guests, vendors, and visitors are required to comply with this Policy.

Rose State College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational programs, activities, or services. If discrimination, including harassment or retaliation, occurs, the College will take prompt and appropriate corrective and remedial action.

The person designated to handle inquiries regarding the nondiscrimination policies, including issues of noncompliance, is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. This designee, in addition to handling inquiries regarding nondiscrimination policies, including issues of noncompliance, also coordinates the College's Title IX Investigative Staff to ensure services to students, employees and guests of the College. Coordinator duties include periodic assessment of the College's Title IX compliance, overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints, annual review of the College's anti-discrimination statement, policies, and complaint procedures, and leadership of the investigative and record-keeping requirements set forth in this policy. The Title IX coordinator or designee will be available to meet with students as needed and to provide assistance to College law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

A. General Duty to Report

Rose State College encourages any person who believes that he or she has experienced discrimination, harassment, retaliation, or violence based on a protected status in conjunction with a College activity, athletic program, educational program, employment, or in conjunction with an application for enrollment or employment, to report that complaint to the Senior Director, Human Resources/AAO, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979.

Where violations of sexual misconduct, harassment, and discrimination may have occurred, all Rose State College employees who have witnessed or who have been advised of such alleged violations have a duty to report claims of sexual misconduct, harassment, and discrimination to the Title IX Coordinator or a Deputy Title IX Coordinator. The campus Title IX Coordinator is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. The campus Title IX Coordinator is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. The Deputy Title IX Coordinators are the Senior Director for Student Life, 6420 SE 15th St, Midwest City, OK 73110, Student Services Building (SSB) Room 208, the Student Conduct Officer, 6420 SE 15th Street, Midwest City, OK 73110, Student Services Building (SSB) Room 208, (405) 736-0355, and the Coordinator for Safety, Security and Risk Management, 1808 Hudiburg Drive, Midwest City, OK 73110, Susan Loveless Center Room 102, (405) 736-0213.

The only employees who do not have a duty to report are employees who are statutorily prohibited from reporting because of a privilege recognized under Oklahoma law – e.g., attorney-client privilege, physician- and psychotherapist-patient privilege, religious privilege, etc. Such a privilege would negate the duty to report only when the employee receiving the complaint is acting in the privileged capacity.

Employees must promptly (i.e., within 24 hours of receiving information) report knowledge of sexual misconduct, discrimination, and harassment to the Title IX Coordinator or a Deputy Title IX Coordinator. Failure to do so may result in disciplinary action up to and including termination. College employees, supervisors and administrators who receive a complaint of discrimination, harassment or retaliation must provide the complainant with information about filing such a complaint, including providing the complainant with the Discrimination/Harassment Complaint Form, if requested, and providing the complainant with contact information of the Title IX and Deputy Title IX Coordinators. The campus Title IX Coordinator is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. The Deputy Title IX Coordinators are the Student Conduct Officer, 6420 SE 15th Street, Midwest City, OK 73110, Student Services Building Room 211, (405) 736-0355 and the Director for Residence Life, 1704 Hudiburg Drive, MWC, OK, 733110, (405) 733-7490.

If the College knows, or reasonably should know, about possible sexual misconduct, discrimination, and harassment, the College must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

B. Duty to Report Child Abuse

Oklahoma law requires every person having reason to believe that an unmarried child under the age of 18 is a victim of abuse (including sex abuse) or neglect to report the matter promptly to the Oklahoma Department of Human Services. Under Oklahoma law, “abuse” means harm or threatened harm or failure to protect the health, safety, or welfare of a child by a person responsible for the child’s health, safety, or welfare. This includes, but is not limited to, non-accidental physical or mental injury, sexual abuse, or sexual exploitation. Under Oklahoma law, no privilege or contract shall relieve any person of this duty to report. The duty to report is individual, and no employer, supervisor, or administrator shall interfere with any person’s reporting duties or in any manner discriminate or retaliate against any person who in good faith reports suspected child abuse or neglect.

C. Reporting Cases of Sexual Violence

1. Who to Contact

Any person who has experienced or witnessed sexual violence, including sexual assault, sexual battery, sexual coercion or another sex offense, should immediately contact the Campus Title IX Coordinator/Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979.

Any person who has experienced or witnessed sexual violence, including sexual assault, sexual battery, sexual coercion or another sex offense, may also contact:

- Midwest City Police Department (MWCPD) at 911
- College’s Security Office located at 6420 S.E. 15th Street, Midwest City, OK 73110, Susan Loveless Center Room 117 or by calling (405) 733-7313 and/or
- any campus faculty member or administrator.

2. Suggested Resources/Additional Contacts for Victims

In addition to services available from reporting contacts above, victims are encouraged to seek additional support from campus/community resources such as:

- Rose State College Advocates Program • (405) 208-3748
- Domestic Violence/Sexual Assault • (800) 522-7233 or (405) 917-9922 (917-YWCA)
- Rape Crisis Center • (405) 943-7273 (943-RAPE)
- YWCA DVVP (for VPO Assistance and Information) • (405) 297-1139
- Professional Counseling Services available on campus @ (405) 736-0266

Sec. 7-2. Complaint Procedure and Investigation

A. The Initial Complaint

When the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, receives notice, either from the complainant or from any other source, that a violation of Policy has occurred, the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, will:

- a. initiate any necessary actions to ensure the safety of the complainant as well as the campus at large;
- b. determine the identity and contact information of the complainant (whether that be the reporting party, the alleged victim, a College representative, or other party);
- c. identify the portions of this Policy allegedly violated;
- d. advise the complainant that he or she need not participate in informal resolution;
- e. notify the person bringing the complaint of his or her right to file a formal complaint and explain the procedure for doing so;
- f. assure the complainant that he or she will not be required to confront, or work out problems with, the person accused of prohibited conduct;
- g. advise the complainant that he or she may file a non-employment based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction;
- h. if the complaint is employment-related, advise the complainant that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) where such a complaint is within that agency's jurisdiction; and
- i. if the complainant alleges abuse or neglect of a child under the age of 18, report the matter promptly to the Oklahoma Department of Human Services (no privilege or contract shall relieve any person from this requirement, and failure to report is a misdemeanor under Oklahoma law).

B. Qualifications for Title IX and Deputy Title IX Coordinators and Investigators of Complaints Involving Sexual Discrimination, Sexual Harassment, or Sexual Violence

1. Complaints Involving Sexual Discrimination or Sexual Harassment

A complaint involving allegations of sexual discrimination, sexual harassment, or sexual violence shall be reviewed, handled, investigated, and adjudicated only by persons with training or experience in:

- handling complaints involving sexual discrimination or sexual violence;
- the College's relevant grievance procedures; and
- relevant confidentiality requirements.

2. Complaints Involving Sexual Violence

A complaint alleging sexual violence, including sexual assault or sexual coercion, shall be reviewed, handled, investigated, and adjudicated only by persons with adequate training or knowledge regarding sexual violence.

C. Submitting a Complaint

1. Timeliness

Generally, any complaint should be filed with the College within 180 calendar days of the alleged discrimination, harassment, or retaliation, to facilitate the process of gathering facts and evidence. Complaints that are filed after that time will be reviewed, but a lengthy lapse of time may make an investigation difficult.

2. Obtaining the Complaint Form

Complaint Forms (ADM 44 - *Discrimination/Harassment Complaint Form*) are available online through the intranet Forms Handbook and from the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate. The complaint shall include the following information:

- a. the complainant's name and address;
- b. the name and title of the person(s) against whom the complaint is made;
- c. a statement of the accused's specific acts that allegedly violated this Policy;
- d. the specific dates on which those actions allegedly took place;
- e. a clear and concise statement of any other facts that form the basis of the complaint;
- f. if the complainant is not the alleged victim, the complainant's relationship, if any, to the person who experienced the prohibited conduct;
- g. a clear and concise statement of the remedy the complainant seeks; and
- h. the complainant's signature.

3. Submitting the Complaint Form

The signed complaint form may be submitted to the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, by mail, electronic mail or in person.

The campus Title IX Coordinator is the Senior Director, Human Resources/Affirmative Action Officer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979, anutter@rose.edu. The Deputy Title IX Coordinators are the Senior Director for Student Life, 6420 SE 15th St, Midwest City, OK 73110, Student Services Building (SSB) Room 208, (405) 733-7387, kharzman@rose.edu, the Student Conduct Officer, 6420 SE 15th Street, Midwest City, OK 73110, Student Services Building (SSB) Room 208, (405) 736-0355, elogan@rose.edu and the Coordinator for Safety, Security and Risk Management, 1808 Hudiburg Drive, Midwest City, OK 73110, Susan Loveless Center Room 102, (405) 736-0213 jhughes@rose.edu.

4. Review of the Complaint

Within 5 business days of receiving the complaint, the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, shall review the complaint to determine whether:

- the written complaint is complete;
- the written complaint alleges conduct prohibited by Policy; and
- the complainant experienced the alleged conduct or is a personal representative of someone who experienced the alleged conduct, witnessed the alleged conduct, or is a faculty member or staff member who learned of the alleged conduct in his or her official capacity.

5. Defective Complaint

If the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, determines that the written complaint is defective, he or she shall return it to the complainant within 5 business days of the defective determination, with a complete written explanation of why an investigation will not be initiated. This explanation shall state that:

- the complaint does not meet the requirements of this policy;
- the manner in which the complaint is defective; and
- the fact that the complainant may submit a rewritten complaint. The complainant may submit a rewritten complaint within ten (10) business days of receiving written notice of the defective complaint unless the complainant provides good cause for extending this deadline.

D. Investigation of the Complaint

1. Selection of the Investigator

If the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, determines the written complaint is sufficient, he or she, in his or her discretion, within 2 business days, may assign the investigation to a qualified internal designee. The Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, may also elect to investigate the complaint personally.

In cases of sexual discrimination, sexual harassment, or sexual violence, the investigator must meet the qualifications established in II.B of this Policy.

In all cases, the investigator selected will be a neutral, disinterested individual. The selected individual should not be a party to the complaint, the complainant or the accused, nor should the selected individual have a vested interest in the outcome of the investigation.

2. Notification of the Accused

Within 5 business days of the complaint being reviewed and determined to be a sufficient, valid complaint, the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, shall inform the accused of the filing and the general nature of the complaint in a manner that is appropriate under the circumstances. The Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, shall advise the accused:

- that the accuracy of the allegations has not been assessed;
- that the accused will have an opportunity to present his or her side of the matter; and
- that any conduct that could be viewed as retaliatory against the complainant or witnesses is strictly prohibited and would constitute a separate violation of this policy.

3. Start of and Timeliness of the Investigation

Once an investigator has been selected, he or she shall conduct the investigation in a timely manner and shall complete it expeditiously (usually within 30 calendar days or less) unless the matter is informally resolved or the complainant withdraws the complaint.

4. Relation of the Investigation to Law Enforcement Investigation

The investigation conducted pursuant to this Policy may be concurrent with an investigation by law enforcement officers, but it is not dependent on any law enforcement investigation. Further, the College will not delay investigation of complaints to allow law enforcement's investigation to conclude. If the written

complaint alleges sexual discrimination, sexual harassment (including sexual violence), or retaliation for claims of sexual discrimination and sexual harassment, the law enforcement investigation does not relieve the College of its independent obligation under Title IX to investigate. The College is not obliged to notify law enforcement of an alleged violation of this policy at any time, including prior to, during or at the conclusion of an investigation under the purview of this policy; however, as explained in Sections 7.5.A and 7.5..B. of this policy, the College may refer cases involving serious misconduct such as sexual assault to local law enforcement for possible criminal prosecution.

E. Protection for the Complainant during an Investigation of Sexual Harassment or Sexual Violence

1. Protection of the Complainant:

Once the College has notice of allegations of sexual harassment or violence, the College shall immediately take steps to protect the complainant as necessary, including notifying the complainant of his or her options to avoid contact with the alleged perpetrator. The College may prohibit the alleged perpetrator from having any contact with the complainant during the investigation. The College will minimize the burden placed on the complainant for avoiding the alleged perpetrator. The College will provide the complainant with information about how to obtain services from resources available on and off campus, including those listed in 7.1.C.2. The College may also consider steps, such as but not limited to, transfer to classes in similar sections, housing transfers to different buildings/floors, security escorts to and from parking areas, classes, housing and activities, etc. These remedies and actions will be implemented, as appropriate, on a case-by-case basis.

2. Anonymity and Confidentiality

The College does not reveal information about complaints of discrimination except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the College to respond.

If a complainant insists that his or her name not be revealed, the responsible officer should take all reasonable steps to investigate while maintaining the complainant's confidentiality and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees. The responsible officer may also refer the complainant to the Rose State College Advocates program; see Section 7-1 (c).

Sec. 7-3. Rights of the Parties

A. Right of Representation

Complainants and the accused shall be entitled to be accompanied by a representative or advocate (such as a colleague, parent, student advocate, etc.) of their choosing at all complaint meetings. All representatives or advocates are prohibited from disclosing any information concerning the content of a meeting or hearing. Representatives and advocates are also prohibited from any retaliatory conduct related to information disclosed during a meeting or hearing.

Legal advisors and attorneys may be present during any meetings or hearings but cannot participate directly in the process.

B. Rights of the Complainant(s)

A complainant has the right:

- to object to behavior that is perceived as hostile, threatening, or intimidating;
- to be informed when an investigation begins of the allegations, any known facts surrounding the allegations, and a proposed timeline for resolving the complaint;
- to seek counseling and advice from the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate;
- to seek services and resources from the Rose State College Advocates program; see Section 7-1(c);
- to present relevant witnesses, evidence, and information at any meeting or hearing;
- to have access to any information, to the extent permitted by the Family Educational Records and Privacy Act (FERPA) and by rules of privilege and confidentiality, that will be used at any meeting or hearing;
- not to be personally questioned or cross-examined by the accused;
- to the College's taking reasonable steps to maintain the complainant's reputation during the entire process and/or to restore the complainant's reputation if it is damaged during any proceeding;
- to be protected against retaliation from the accused or from other persons during or after the complaint process;
- to a prompt and equitable resolution of the complaint; and
- to receive a written notice of the outcome of the investigation.

C. Rights of the Accused

A person accused of violating this Policy has the right:

- to be informed by the complainant, either directly or indirectly through a third party, verbally or in writing, that a particular behavior was objectionable to the complainant; see Section 7.2.E.2 for possible exceptions;
- to be informed of the identity of the complainant(s), in most cases; see Section 7.2.E.2 for possible exceptions;
- to be informed when an investigation begins of the allegations, any known facts surrounding the allegations, and a proposed timeline for resolving the complaint;
- to seek counseling and advice from the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate;
- to present relevant witnesses, evidence, and information at any meeting or hearing;
- to have access to any information, to the extent permitted by FERPA and by the rules of privilege and confidentiality, that will be used at any meeting or hearing;
- not to be personally questioned or cross-examined by the complainant;
- to the College's taking reasonable steps to maintain the accused individual's reputation during the entire process and/or to restore the accused's reputation if it is damaged during any proceeding; if appropriate;
- to be protected against retaliation from other persons during or after the complaint process;
- to a prompt and equitable resolution of the complaint; and
- to receive a written notice of the outcome of the investigation.

Sec. 7-4. Resolution of the Complaint

A. The Investigative Report

1. Preparation

Within 5 calendar days of completion of an investigation, determination that the complaint is defective, or completion of Further Proceedings, see Section 7.4.B.4., the Senior Director HR/AAO (also the campus Title IX Coordinator), a Deputy Title IX Coordinator, or assigned Title IX investigator, as appropriate, shall prepare a complete written report..

2. Contents of Report

The investigative report shall:

- explain the decision of the Senior Director HR/AAO (also the campus Title IX Coordinator) or Deputy Title IX Coordinator, as appropriate, to determine the complaint to be defective, and therefore, the absence of an investigation (if applicable), along with the return of the complaint to the complainant
- clearly state the complainant's decision to withdraw the complaint, and therefore, the absence of further investigation (if applicable)
- describe the circumstances giving rise to the complaint;
- summarize the statements provided by each witness, including the complainant, the accused and any witnesses identified by the complainant in the complaint or offered subsequently by the accused;
- analyze any relevant data or other evidence collected during the investigation;
- specifically state, under the 'preponderance of the evidence standard', whether the investigator finds it more likely than not, that the accused committed prohibited discrimination, harassment, or retaliation regarding each allegation in the complaint;
- state the investigator's proposed resolution of the complaint, including, if appropriate, proposed sanctions against the accused; and
- state, as appropriate, the right of the complainant or the accused to bring further proceedings under 7.4.B.4. of this Policy (Further Proceedings).

B. Notification and Distribution of the Investigative Report

1. Notification to Parties

The Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, will provide both parties with a written notification of the findings of the investigation within 5 calendar days of completing the investigative report. For defective complaints, the returned complaint will serve as the notice to the complainant. The notification will include a summary of the complaint, the findings of the investigation, remedies requested by the complainant and the decision and explanation of the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate to grant or not grant requested remedies.

The notification will afford the complainant or the accused the option, within 5 business days, to accept the findings and decisions of the Senior Director HR/AAO (also the campus Title IX Coordinator) or Deputy Title IX Coordinator, as appropriate, or the option for the investigative process and findings to be reviewed under Further Proceedings; see Section 7.4.B.4. of this policy.

2. Distribution, as appropriate

Unless unusual or complex circumstances exist, the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, shall

complete and distribute the investigative report to the General Counsel, President, and any other Dean or Vice President deemed by the Senior Director HR/AAO (also the campus Title IX Coordinator) or a Deputy Title IX Coordinator, as appropriate, to have a need to know of the findings of the Report within 60 days of the filing of the complaint.

a. In cases of alleged employment discrimination

The Senior Director HR/AAO, or his or her designee, shall complete the investigative report within 90 days of the filing of a formal written complaint and within that time will distribute the report and make the notifications described above. The complainant also has the right to file a complaint with the EEOC or state agency where the case is within the jurisdiction of that agency.

b. If the Accused is a Student

The Family Educational Rights and Privacy Act (FERPA) generally prohibits the nonconsensual disclosure of personally identifiable information from a student's educational record. However, FERPA permits the College to disclose to a harassed student information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. This information includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or that the harasser transferred to other classes or another residence building. Disclosure of other information in the accused student's "education record," including information about sanctions that do not relate to the harassed student, may result in a violation of FERPA.

When harassing conduct involves a crime of violence or a non-forcible sex offense, FERPA permits the College to disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the College concluded that a violation was committed. Additionally, the College may disclose to anyone – not just the alleged victim – the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the College's rules or Policies.

In addition, the College is subject to the federal Clery Act, which requires that "both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense." Compliance with this requirement does not constitute a violation of FERPA. Furthermore, the FERPA limitations on re-disclosure of information do not apply to information that the College is required to disclose under the Clery Act. Accordingly, the College may not require a complainant to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of this information.

3. Lack of Objection to the Findings

If neither the complainant nor the accused objects, in writing, to the investigative findings within 5 business days after receiving notice of those findings, the investigative report's findings and the proposed resolution shall become final and binding.

4. Further Proceedings

1. Right to Further Proceedings/Review of Findings

The parties to a complaint may initiate further proceedings, within 5 business days of receiving the notification of findings, if a party is not satisfied with the findings of the College's investigation. The Further Proceedings request must be in writing and is

submitted to the Senior Director/Human Resources/AAO. The requesting party must state one of the following grounds for further proceedings resulting from the investigation:

- There is new evidence that could have affected the decision that was not reasonably known prior to the issuance of the notification of findings;
- The investigation or findings exhibited prejudice, bias or other unfair treatment that affected the outcome of the case; or
- The institution's stated Policies and procedures were not followed

2. Rights of parties during Further Proceedings

The Senior Director/Human Resources/AAO will inform the opposing party of the Further Proceedings request within 5 business days of receiving the request, and will afford the opposing party the opportunity to submit, within 5 business days, a written response to the request for further proceedings.

3. Decision of the Executive Vice President

- The Executive Vice President will review the original complaint, the investigative process and report, the notification, and the party's request for Further Proceedings.
- The Executive Vice President may schedule meetings, as needed, with any party or advisor, to arrive at a decision to either uphold the investigation's findings and remedies, or overturn all or a portion of the findings or remedies.
- If personal appearances, evidence and witness statements are granted to the requesting party during Further Proceedings, equitable opportunity, under a reasonable timeframe (5 business days) will be granted to the opposing party.
- The Executive Vice President will issue a final decision in the matter within 30 days after receiving the request for Further Proceedings.
- The Executive Vice President's decision is final. The Executive Vice President, or designee, will inform both parties, in writing, of the Executive Vice President's decision. Once the requesting party is notified of the Executive Vice President's final decision, all administrative actions have been exhausted.

Sec. 7-5. Sanctions for Violations of this Policy

A. Faculty/Staff/Employee Sanctions for Violations of this Policy

In accordance with the College's policies and procedures, the College may impose sanctions such as verbal reprimands, mandatory enrollment in seminars pertaining to prohibited discrimination and sexual harassment issues, written reprimands, demotions, suspensions without pay, and termination of employment. Referral to law enforcement may be appropriate as set out in section 7.1.C.1. above or as required by law.

B. Student Sanctions for Violations of this Policy

In accordance with the College's student disciplinary procedures, the College may impose sanctions such as verbal reprimands, mandatory enrollment in seminars pertaining to prohibited discrimination and sexual harassment issues, written reprimands, dismissal from class and/or other College activities, suspension or expulsion, depending upon the severity of the act. Referral to law enforcement may be appropriate as set out in section 7.1.C.1. above or as required by law.

C. Interim Suspensions

In extraordinary circumstances, where potentially serious and immediate harm may result to persons affiliated with the College and after consultation with the President, the Executive Vice

President may relieve, reassign, or remove students, employees, faculty and/or staff members or administrators from their current positions/environment at any time during or after the investigation period.

Sec. 7-6. Records Retention

A confidential file of all materials, including the complaint, interview and investigation notes and records relating to the investigation of the complaint will be maintained in the Human Resources Office. The campus Title IX Coordinator, or a Deputy Title IX Coordinator, as appropriate, will be the only persons who have access to the file. The file will then be handled in a manner consistent with applicable state and federal guidelines for maintaining records for this type of complaint. Nothing will be placed in the accused person's official College files, including employment, contract or student records, unless disciplinary action is taken against the person.

Sec. 7-7. Prohibition of Retaliation

Consistent with the law and this policy, the College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Any attempt to retaliate against a person for filing a complaint or participating in the investigation of a complaint may be treated as a separate violation of this policy.

SECTION 8: APPEALS

Sec. 8-1. Appeals procedure: faculty

In the event of dismissal, return to probationary status or denial of tenure, suspension without pay, or demotion resulting in pay reduction, proper appeals procedures are provided to ensure an effective faculty rights, responsibilities, and tenure system. Upon the occurrence of such events, the Rose State College appeals system is set forth below.

(1) **Adverse Action and Appellate Authorities.** For most employees, adverse actions will be imposed by the Director, Senior Director, Associate VP, Dean or Associate Dean. In those cases, the employee's final appeal authority will be the Vice President. For employees who report directly to a Vice President, the Vice President will administer the adverse action, and the employee's final appeal authority will be the President.

(2) **Procedure. An employee may appeal to the Appellate Authority via a personal appearance or documentation only.** Employees' appeals to events identified in Chapter 4, Sec. 6-1 must be submitted in writing within ten (10) calendar days of receiving the notification of event by submitting a written request to the Senior Director, Human Resources/AAO. The written request will specify the complainant's appeal to the Vice President or President, as appropriate, as either personal appearance or documentation only. Only one method of appeal is available.

(A) **Personal Appearance.** Statements from the appealing employee and the appropriate College administrators will be presented to the Appellate Authority within 10 days of the submission of the Request, who then will set the personal appearance with both parties at a mutually agreeable date and time.

(a) **Potential witness and counsel information & exchange of evidentiary documentation.** The appealing employee (complainant) and the College are required to provide the following information to the Senior Director, Human Resources/Affirmative Action Officer within five (5) calendar days of the scheduled appearance: (i) The names and contact information of witnesses or counsel expected to provide input, along with a brief statement of the expected input; and (ii) One (1) complete hardcopy of all evidentiary documents expected to be presented during the appearance. Potential witness/counsel information and evidentiary documentation shall be exchanged with the other party within three (3) calendar days of the appearance. The exchange of the College's evidentiary documents with the complainant is dependent upon the complainant's submission of hardcopy evidentiary documents to the College. The exchange of potential witness/counsel information and evidentiary documentation is typically accomplished via e-mail or during a preliminary meeting, if needed, which is held at least three (3) calendar days before the scheduled appearance.

(b) **Presentation during the Personal Appearance.** During the presentation before the Appellate Authority, the employee may:

- i. be represented by counsel of his/her choice
- ii. present witnesses on his/her behalf
- iii. confront and cross-examine opposing witnesses

- iv. know the name and to have access to any legal deposition of an opposing witness who cannot attend the scheduled appearance
- v. respond orally to charges made against him/her
- vi. have findings and recommendations made on each of the charges
- vii. be given a copy of the minutes of the appearance.

(c) Representation and position of the College and Appellate Authority.

The role of the Appellate Authority is to serve as a disinterested, neutral party. As such, the Appellate Authority may consult legal Counsel for advice.

(d) Following the Personal Appearance. The Appellate Authority will consider all input from the personal appearance and will render a final decision within a reasonable timeframe. The decision of the appellate authority is final.

(B) Documentation Only. Statements from the appealing employee and the appropriate College administrators will be presented to the Appellate Authority within 5 calendar days of the submission of the Appeal Request. The Appellate Authority will review all materials and render a final decision in a reasonable timeframe.

(3) Note about Faculty. If the employee is a tenured faculty member, the burden of proof is upon the administration to show that the adverse personnel action was undertaken for the good of the College. If, however, the employee is a non-tenured faculty member (has completed one year of their probationary period), the burden of proof is upon the non-tenured faculty member, not the administration, to show that the adverse action was for reasons other than for the good of the College.

(4) The Appellate Authority's Decision. The Appellate Authority's decision will be relayed to the complainant. The Appellate Authority's decision is final and binding.

SECTION 9: SEPARATION FROM SERVICE

Sec. 9-1. Resignation

An employee who desires to resign from their full-time position of employment should submit written notification of their decision to resign in accordance with the procedures detailed below. As a professional courtesy, the resigning employee should provide the College at least two (2) weeks written notice prior to the employee's anticipated last date of employment. Faculty should provide the College with at least thirty (30) days written notice prior to their anticipated last date of employment.

(a) Procedure for Classified and Professional Staff.

- (1) The resigning employee will submit a signed letter of resignation to their immediate supervisor.
- (2) The immediate supervisor will sign the letter of resignation and forward the resignation letter to the appropriate administrators for review and signature.
- (3) Once reviewed and signed by the appropriate Vice President, the letter of resignation will be provided to the Office of Human Resources/AAO for review and subsequently forwarded to the President for review and signature.
- (4) The President's Office will distribute a copy of the approved, signed letter of resignation to the appropriate Vice President, Office of Human Resources/AAO and the Payroll/Benefits Office.

(b) Procedure for Faculty.

- (1) An employee seeking an early release from a faculty contract will submit a signed letter of request to their Division Dean thirty (30) days prior to the faculty member's anticipated last date of employment, exclusive of all paid leave.
- (2) The Division Dean will sign and forward the request to the Vice President for Academic Affairs.
- (3) Once reviewed and signed by the Vice President for Academic Affairs, the request will be provided to the Office of Human Resources/AAO for review and subsequently forwarded to the President for review and signature.
- (4) The President's Office will distribute a copy of the approved, signed request to Academic Affairs, Office of Human Resources/AAO and the Payroll/Benefits Office.
- (5) The faculty member should contact the Office of Humane Resources/AAO prior to their last working day in order to complete the appropriate forms.

Sec. 9-2. Request for retirement

An employee requesting retirement should submit a letter to the President of the College at least three months in advance of the desired retirement date. The President of the College will acknowledge the request for retirement and advise the employee to contact the Payroll/Benefits Office and the Office of Human Resources/AAO to complete the appropriate forms. The President's Office will forward a copy to the Vice President, Human Resources/AAO and Payroll/Benefits Office.

Sec. 9-3. Clearing records, turning in keys, etc.

A faculty or staff member who terminates employment should clear all records with the appropriate administrative offices by using the Personnel Checkout Sheet (see "Forms Handbook"). This includes such things as:

- (1) checking in all keys to the Business Office;
- (2) leaving forwarding address and phone number at the Payroll Office (and Division Dean for faculty);
- (3) turning in grade books; and
- (4) returning textbooks.

Sec. 9-4. IT Access.

Any employee (i.e. faculty, professional, classified, adjunct, part-time hourly, workstudy, etc.) who is no longer employed by the College must have their IT access removed.

Upon the completion of the employee's last working day, the immediate supervisor must request the removal of the employee's IT systems or services access (i.e. student records, financials, network drives, email accounts, etc.) by submitting an IT HelpDesk.

Sec. 9-5. Exit interview.

All regular faculty and staff members, who are resigning or retiring from the College, should contact the Senior Director, Human Resources/Affirmative Action Officer to schedule an exit interview before the employee's last physical work day.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE V	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$22,550	\$22,700	\$22,850	\$23,000	\$23,150
<u>II</u>	Associate's Degree or Equivalent	\$22,050	\$22,200	\$22,350	\$22,500	\$22,650
<u>III</u>	Diploma/Certificate Business School	\$21,750	\$21,900	\$22,050	\$22,200	\$22,350
<u>IV</u>	High School Only	\$21,550	\$21,700	\$21,850	\$22,000	\$22,150

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade V $\$21,550 + \$1,000 = \$22,550$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade V $\$21,550 + \$500 = \$22,050$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade V $\$21,550 + \$200 = \$21,750$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$21,550.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

REGULAR FACULTY RECOMMENDED ENTRY-LEVEL PAY SCALE - FY 2020*

(Based upon a 9-month Calculation Period)

EFFECTIVE - JULY 1, 2019

DEGREE QUALIFICATIONS	YEARS OF EXPERIENCE								
	0	1	2	3	4	5	6	7	8
**Master's Degree									
Base Salary	\$39,525	\$40,025	\$40,525	\$41,025	\$41,525	\$42,025	\$42,525	\$43,025	\$43,525
Master's Degree									
+24/MFA***	\$40,125	\$40,625	\$41,125	\$41,625	\$42,125	\$42,625	\$43,125	\$43,625	\$44,125
(\$600 added)									
Master's Degree									
+48	\$40,825	\$41,325	\$41,825	\$42,325	\$42,825	\$43,325	\$43,825	\$44,325	\$44,825
(\$700 added)									
Doctorate									
(\$800 more added)	\$41,625	\$42,125	\$42,625	\$43,125	\$43,625	\$44,125	\$44,625	\$45,125	\$45,625

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. College teaching and administrative experience is evaluated for full credit if full time in related area.
3. Secondary school and university graduate assistant experience in related area is evaluated as one year of credit for two years of experience.
4. Prior work experience in related area may be evaluated as one year of credit for two years experience.
5. A maximum of eight years credit will be awarded for experience for entry-level salary consideration.
6. Entry pay for faculty with less than an **MA will be \$1,200 less than the 9-month or equated 10/11/12-month salary; entry for less than the BA will be determined on an individual basis.
7. Entry pay for the Master of Fine Arts will be considered equivalent to the Master's Degree plus 24.
8. To recruit and employ applicants within highly competitive, specialized and technical fields, the President may use his discretion to approve a salary above the regular faculty and professional staff entry-level pay scale.
9. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.
- 10 Health Science Faculty salaries will be calculated normally, but will then be advanced one full education level on the pay scale.

*50 percent or more

***Master of Fine Arts

PROFESSIONAL STAFF RECOMMENDED ENTRY-LEVEL PAY SCALE - FY 2020*

(Based upon a 12-month Calculation Period)

EFFECTIVE - JULY 1, 2019

DEGREE QUALIFICATIONS	YEARS OF EXPERIENCE								
	0	1	2	3	4	5	6	7	8
**Bachelor's Degree									
Base Salary	\$43,750	\$44,250	\$44,750	\$45,250	\$45,750	\$46,250	\$46,750	\$47,250	\$47,750
(\$600 added)									
Master's Degree									
Base Salary	\$44,950	\$45,450	\$45,950	\$46,450	\$46,950	\$47,450	\$47,950	\$48,450	\$48,950
(\$1,200 added)									
Master's Degree									
+24/MFA***	\$45,550	\$46,050	\$46,550	\$47,050	\$47,550	\$48,050	\$48,550	\$49,050	\$49,550
(\$600 added)									
Master's Degree									
+48	\$46,250	\$46,750	\$47,250	\$47,750	\$48,250	\$48,750	\$49,250	\$49,750	\$50,250
(\$700 added)									
Doctorate									
(\$800 added)	\$47,050	\$47,550	\$48,050	\$48,550	\$49,050	\$49,550	\$50,050	\$50,550	\$51,050

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Administrative experience is evaluated for full credit if full time in related area.
3. Directly related work experience may be evaluated as one year of credit for each year of experience.
4. No more than one year of credit will be evaluated for a one-year period of time.
5. A maximum of eight years credit will be awarded for experience for entry-level salary consideration.
6. Entry pay for professional staff with less than a **bachelor's degree will be determined on an individual basis.
7. Entry pay for the Master of Fine Arts will be considered equivalent to the Master's Degree plus 24.
8. To recruit and employ applicants within highly competitive, specialized and technical fields, the President may use his discretion to approve a salary above the regular faculty and professional staff entry-level pay scale.
9. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

*50 percent or more

***Master of Fine Arts

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT)
RECOMMENDED ENTRY GRADE AND PAY SCALE -- FY 2020
(Based upon a 12-month calculation period) -- July 1, 2019

GRADE I

\$19,100 -- \$20,700

Conference Site Assistant
Custodian
Facility Assistant, Auxiliary Enterprises & Services
Library Audiovisual Services Assistant
Mail Rate/Copy Service Clerk
Maintenance Delivery Person
Office Assistant
Switchboard Operator

GRADE II

\$19,475 -- \$21,075

Academic Advisement Assistant
Administrative Assistant I
Admissions Assistant
Customer Service Assistant
Financial Aid Assistant
Graduation and Career Services Assistant
Housekeeper

GRADE III

\$20,250 -- \$21,850

Accounting Clerk
Administrative Assistant II
Public Relations Assistant
Student Center Assistant
Student Center/Events Assistant

GRADE IV

\$20,975 -- \$22,575

Distance Education Assistant
Library Technical Assistant-Circulation
Library Technical Assistant-Public Services
Library Technical Assistant-Reference
Maintenance Worker I
Maintenance Worker/Custodian
Maintenance Worker/Grounds
Maintenance Worker/Mechanic
Reading Lab Specialist
Senior Admissions Assistant

GRADE V

\$21,550 -- \$23,150

Application/Transcript Assistant
Administrative Assistant III
Assistant Supervisor, Math Lab
Business Office Assistant/Travel

GRADE V (Continued)

Driver/Vehicle Maintenance Assistant
Library Technical Assistant-Acquisitions
and Serials Records Management
Library Technical Assistant-Copy Cataloging/Technical
Services Processes
Maintenance Painter
Maintenance Receiving/Inventory Clerk
Maintenance Worker II
Maintenance Worker/Driver
Payroll Clerk
Physical Plant Operations Specialist
Senior Accounting Clerk
Training Center Assistant

GRADE VI

\$22,325 -- \$23,925

Office Manager, Admissions and Records
Office Manager, Financial Aid
Office Manager, Enrollment Management
Office Manager, Payroll/Benefits Office
Office Manager, Health Sciences
Office Manager, Marketing & Public Relations
Supervisor, Building Maintenance/Welder
Supervisor, Custodians/Maintenance Worker
Supervisor, Fleet Maintenance
Transcript Specialist

GRADE VII

\$24,275 -- \$25,875

Accounting Representative/Buyer
Accounting Specialist
Billing Specialist
Business Travel Specialist
Information Technology Services Support Assistant
President's Office Assistant
Student Affairs Assistant
Testing Center Technician

GRADE VIII

\$24,775 -- \$26,375

Office Supervisor, Physical Plant
Supervisor, Mail Center/Print Shop

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT)
RECOMMENDED ENTRY GRADE AND PAY SCALE -- FY 2020
(Based upon a 12-month calculation period) -- July 1, 2019

GRADE IX

\$26,400 -- \$28,000

Administrative Assistant to the Vice President
Assistant Supervisor, Computer Lab
Library Audiovisual Services Specialist
Payroll Specialist
Resource Development Specialist
Supervisor, Grounds Maintenance
Supervisor, Maintenance Heat and Air
Supervisor, Renovations/Remodels

GRADE X

\$27,475 -- \$29,075

Admissions Specialist
Clinical Support Specialist
Graduation Services Specialist
Laboratory Support Specialist, Chemistry
Laboratory Support Specialist, Physical Sciences
Systems Account Controller
Veterans Services Specialist

GRADE XI

\$28,725--\$30,325

Business Development Specialist
Publication Coordination Specialist
Computer Support Specialist I
Job Coach, EmPower, Temporary, Subject to Funding
Recruiter
Scholars Program Advisement Specialist, Temporary,
Subject to Funding
Senior Accounting Specialist
Technical Assistant, Theatre

GRADE XII

\$30,025 -- \$31,625

Career Specialist, EmPower, Temporary, Subject to
Funding
Purchasing Specialist
Supervisor, Student Financials
Ticket to Rose Advisement Assistant
Web Master

GRADE XIII

\$31,450 -- \$33,050

Benefits Specialist
Computer Support Specialist II
Graphic Designer
Reconciliation Specialist
Senior Human Resources Specialist
Software Training Assistant
Supervisor, Computer Lab
Supervisor, Tutoring Center

GRADE XIV

\$32,850 -- \$34,450

Electronics Technician
Video Engineer

GRADE XV

\$34,375 -- \$35,975

Academic Affairs Specialist
College Liaison/GEAR UP Coach, Temporary,
Subject to Funding
Electronics and Systems Technician
Inventory Control Specialist
Network Support Specialist
Proposal Development Specialist

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE I	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$20,100	\$20,250	\$20,400	\$20,550	\$20,700
<u>II</u>	Associate's Degree or Equivalent	\$19,600	\$19,750	\$19,900	\$20,050	\$20,200
<u>III</u>	Diploma/Certificate Business School	\$19,300	\$19,450	\$19,600	\$19,750	\$19,900
<u>IV</u>	High School Only	\$19,100	\$19,250	\$19,400	\$19,550	\$19,700

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade I $\$19,100 + \$1,000 = \$20,100$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade I $\$19,100 + \$500 = \$19,600$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade I $\$19,100 + \$200 = \$19,300$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$19,100.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE II	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$20,475	\$20,625	\$20,775	\$20,925	\$21,075
<u>II</u>	Associate's Degree or Equivalent	\$19,975	\$20,125	\$20,275	\$20,425	\$20,575
<u>III</u>	Diploma/Certificate Business School	\$19,675	\$19,825	\$19,975	\$20,125	\$20,275
<u>IV</u>	High School Only	\$19,475	\$19,625	\$19,775	\$19,925	\$20,075

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade II \$19,475 + \$1,000 = \$20,475.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade II \$19,475 + \$500 = \$19,975.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade II \$19,475 + \$200 = \$19,675.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$19,475.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
(Based upon a 12-month Calculation Period)
EFFECTIVE - JULY 1, 2019

GRADE III	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$21,250	\$21,400	\$21,550	\$21,700	\$21,850
<u>II</u>	Associate's Degree or Equivalent	\$20,750	\$20,900	\$21,050	\$21,200	\$21,350
<u>III</u>	Diploma/Certificate Business School	\$20,450	\$20,600	\$20,750	\$20,900	\$21,050
<u>IV</u>	High School Only	\$20,250	\$20,400	\$20,550	\$20,700	\$20,850

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade III $\$20,250 + \$1,000 = \$21,250$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade III $\$20,250 + \$500 = \$20,750$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade III $\$20,250 + \$200 = \$20,450$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$20,250.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE IV	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$21,975	\$22,125	\$22,275	\$22,425	\$22,575
<u>II</u>	Associate's Degree or Equivalent	\$21,475	\$21,625	\$21,775	\$21,925	\$22,075
<u>III</u>	Diploma/Certificate Business School	\$21,175	\$21,325	\$21,475	\$21,625	\$21,775
<u>IV</u>	High School Only	\$20,975	\$21,125	\$21,275	\$21,425	\$21,575

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade IV $\$20,975 + \$1,000 = \$21,975$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade IV $\$20,975 + \$500 = \$21,475$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade IV $\$20,975 + \$200 = \$21,175$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$20,975.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE VI	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$23,325	\$23,475	\$23,625	\$23,775	\$23,925
<u>II</u>	Associate's Degree or Equivalent	\$22,825	\$22,975	\$23,125	\$23,275	\$23,425
<u>III</u>	Diploma/Certificate Business School	\$22,525	\$22,675	\$22,825	\$22,975	\$23,125
<u>IV</u>	High School Only	\$22,325	\$22,475	\$22,625	\$22,775	\$22,925

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade VI $\$22,325 + \$1,000 = \$23,325$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade VI $\$22,325 + \$500 = \$22,825$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade VI $\$22,325 + \$200 = \$22,525$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$22,325.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE VII	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$25,275	\$25,425	\$25,575	\$25,725	\$25,875
<u>II</u>	Associate's Degree or Equivalent	\$24,775	\$24,925	\$25,075	\$25,225	\$25,375
<u>III</u>	Diploma/Certificate Business School	\$24,475	\$24,625	\$24,775	\$24,925	\$25,075
<u>IV</u>	High School Only	\$24,275	\$24,425	\$24,575	\$24,725	\$24,875

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade VII $\$24,275 + \$1,000 = \$25,275$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade VII $\$24,275 + \$500 = \$24,775$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade VII $\$24,275 + \$200 =$
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$24,275.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE VIII	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$25,775	\$25,925	\$26,075	\$26,225	\$26,375
<u>II</u>	Associate's Degree or Equivalent	\$25,275	\$25,425	\$25,575	\$25,725	\$25,875
<u>III</u>	Diploma/Certificate Business School	\$24,975	\$25,125	\$25,275	\$25,425	\$25,575
<u>IV</u>	High School Only	\$24,775	\$24,925	\$25,075	\$25,225	\$25,375

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade VIII $\$24,775 + \$1,000 = \$25,775$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade VIII $\$24,775 + \$500 = \$25,275$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade VIII $\$24,775 + \$200 = \$24,975$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$24,775.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$27,400	\$27,550	\$27,700	\$27,850	\$28,000
<u>II</u>	Associate's Degree or Equivalent	\$26,900	\$27,050	\$27,200	\$27,350	\$27,500
<u>III</u>	Diploma/Certificate Business School	\$26,600	\$26,750	\$26,900	\$27,050	\$27,200
<u>IV</u>	High School Only	\$26,400	\$26,550	\$26,700	\$26,850	\$27,000

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade IX \$26,400 + \$1,000 = \$27,400.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade IX \$26,400 + \$500 = \$26,900.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade IX \$26,400 + \$200 = \$26,600.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$26,400.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE X	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$28,475	\$28,625	\$28,775	\$28,925	\$29,075
<u>II</u>	Associate's Degree or Equivalent	\$27,975	\$28,125	\$28,275	\$28,425	\$28,575
<u>III</u>	Diploma/Certificate Business School	\$27,675	\$27,825	\$27,975	\$28,125	\$28,275
<u>IV</u>	High School Only	\$27,475	\$27,625	\$27,775	\$27,925	\$28,075

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade X $\$27,475 + \$1,000 = \$28,475$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade X $\$27,475 + \$500 = \$27,975$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade X $\$27,475 + \$200 = \$27,675$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$27,475.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE XI	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$29,725	\$29,875	\$30,025	\$30,175	\$30,325
<u>II</u>	Associate's Degree or Equivalent	\$29,225	\$29,375	\$29,525	\$29,675	\$29,825
<u>III</u>	Diploma/Certificate Business School	\$28,925	\$29,075	\$29,225	\$29,375	\$29,525
<u>IV</u>	High School Only	\$28,725	\$28,875	\$29,025	\$29,175	\$29,325

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade XI $\$28,725 + \$1,000 = \$29,725$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade XI $\$28,725 + \$500 = \$29,225$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade XI $\$28,725 + \$200 = \$28,925$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$28,725.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
(Based upon a 12-month Calculation Period)
EFFECTIVE - JULY 1, 2019

GRADE XII	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$31,025	\$31,175	\$31,325	\$31,475	\$31,625
<u>II</u>	Associate's Degree or Equivalent	\$30,525	\$30,675	\$30,825	\$30,975	\$31,125
<u>III</u>	Diploma/Certificate Business School	\$30,225	\$30,375	\$30,525	\$30,675	\$30,825
<u>IV</u>	High School Only	\$30,025	\$30,175	\$30,325	\$30,475	\$30,625

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade XII $\$30,025 + \$1,000 = \$31,025$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade XII $\$30,025 + \$500 = \$30,525$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade XII $\$30,025 + \$200 = \$30,225$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$30,025.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE XIII	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$32,450	\$32,600	\$32,750	\$32,900	\$33,050
<u>II</u>	Associate's Degree or Equivalent	\$31,950	\$32,100	\$32,250	\$32,400	\$32,550
<u>III</u>	Diploma/Certificate Business School	\$31,650	\$31,800	\$31,950	\$32,100	\$32,250
<u>IV</u>	High School Only	\$31,450	\$31,600	\$31,750	\$31,900	\$32,050

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade XIII $\$31,450 + \$1,000 = \$32,450$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade XIII $\$31,450 + \$500 = \$31,950$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade XIII $\$31,450 + \$200 = \$31,650$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$31,450.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE XIV	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$33,850	\$34,000	\$34,150	\$34,300	\$34,450
<u>II</u>	Associate's Degree or Equivalent	\$33,350	\$33,500	\$33,650	\$33,800	\$33,950
<u>III</u>	Diploma/Certificate Business School	\$33,050	\$33,200	\$33,350	\$33,500	\$33,650
<u>IV</u>	High School Only	\$32,850	\$33,000	\$33,150	\$33,300	\$33,450

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade XIV $\$32,850 + \$1,000 = \$33,850$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade XIV $\$32,850 + \$500 = \$33,350$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade XIV $\$32,850 + \$200 = \$33,050$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$32,850.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

ROSE STATE COLLEGE
9CLASSIFIED INSTITUTIONAL SUPPORT (NON-EXEMPT) RECOMMENDED ENTRY-LEVEL PAY SCALE FOR FY 2020
 (Based upon a 12-month Calculation Period)
 EFFECTIVE - JULY 1, 2019

GRADE XV	EDUCATIONAL LEVEL	NO EXPERIENCE	STEP (1)	STEP (2)	STEP (3)	STEP (4)
<u>I</u>	Bachelor's Degree or Equivalent	\$35,375	\$35,525	\$35,675	\$35,825	\$35,975
<u>II</u>	Associate's Degree or Equivalent	\$34,875	\$35,025	\$35,175	\$35,325	\$35,475
<u>III</u>	Diploma/Certificate Business School	\$34,575	\$34,725	\$34,875	\$35,025	\$35,175
<u>IV</u>	High School Only	\$34,375	\$34,525	\$34,675	\$34,825	\$34,975

PROCEDURES FOR IMPLEMENTATION:

1. The entry-level salary or pay provisions as posted for positions shall apply to institutional entry-level scales and shall not be applicable to current or returning employees.
2. Classified Personnel with a Bachelor's Degree and no experience enters at a base pay of Grade XV $\$34,375 + \$1,000 = \$35,375$.
3. Classified Personnel with an Associate's Degree and no experience enters at a base pay of Grade XV $\$34,375 + \$500 = \$34,875$.
4. Classified Personnel with a Business Diploma or Certificate and no experience enters at a base pay of Grade XV $\$34,375 + \$200 = \$34,575$.
5. Classified Personnel with a High School Diploma and no experience enters at a minimum base pay of \$34,375.
6. Every two (2) years of experience equals one (1) step.
7. Upon employment, Classified Personnel, who have a Master's Degree, may receive an additional \$1,200 to their salary calculated at the Bachelor's Degree or equivalent range. Classified Personnel, who earn a Master's Degree during employment, may have \$1,200 added to their present salary on July 1 or January 1 upon receipt of degree conferring transcript or appropriate documentation.
8. Educational salary adjustments may be awarded July 1 or January 1 upon receipt of business school diploma/certificate, degree conferring transcript or appropriate documentation. Educational salary adjustments are based on the successful completion of additional college credit hours, business school diploma/certificate or degree as shown on the salary scale.
 - (a) The employee is to submit a copy of the degree conferring transcripts to their immediate supervisor who will draft a memorandum to the appropriate Vice President requesting an educational increase in accordance with College policy.
 - (b) The memorandum and copies of the degree conferring transcripts are then to be forwarded to the Senior Director, Human Resources/AAO for review and analysis prior to being submitted to the President for final approval.

Rose State College
CLASSIFIED TEMPORARY HOURLY AND STUDENT RECOMMENDED PAY
SCALE -- FY 2020
July 1, 2019

Support Classification	Hourly Rate
Clerical and Secretarial	
Attendant, _____ Name of Department/Area	\$7.25
Clerk, _____ Name of Department	7.25
Computer Clerk	7.25
Computer Clerk, 15th Street News	7.55
Data Input Operator	7.25
Office Assistant, _____ Name of Center or Area	7.25
Payroll Clerk	8.00
Receptionist	7.25
Switchboard Operator	7.25
Kids College	
Kids College Assistant Instructor	10.72
Kids College Counselor	7.25
Kids College Instructor	30.00
Kids College Water Safety Instructor	10.72
Professional/Instructional	
Academic Advisor	13.05
Adjunct Trainer (Community Learning Center)	30.00
Clinical Simulation Support Specialist	23.75
EmPower Substitute Classroom Instructor	20.00
Environmental Training Assistant	10.72
Program Manager	25.00-50.00
PTEC Adjunct Trainer	55.00
PTEC Environmental Adjunct Trainer	55.00
Service and Maintenance	
Attendant, _____ Front Desk/Whirlpool	7.25
Banquet Waitress	7.25
Banquet Waitress/Cashier	7.25
Cashier	7.25
Cook	7.55
Cook, Assistant	7.25
Cook, Fry	7.25
Custodian	7.25
Dishwasher/Bus	7.25
Housekeeper	7.25
Lifeguard/Attendant	7.50
Maintenance Worker, _____ Area	7.25
Maintenance Worker, Auto Shop	7.25
Maintenance Worker/Custodian	7.25
Maintenance Worker, Grounds	7.25
Waitress/Bus	7.25

Rose State College
CLASSIFIED TEMPORARY HOURLY AND STUDENT RECOMMENDED PAY
SCALE -- FY 2020
July 1, 2019

Support Classification	Hourly Rate
Technical	
Academic Testing Center Technician w/Proctor Duties	\$10.55
Adaptive Technology Specialist	9.05
Admissions Assistant I (0-59 credit hours)	7.25
Admissions Assistant II (Associate Degree or Equivalent)	7.55
Admissions Assistant III (BS or MS)	7.85
Admissions Information Assistant	7.55
Assistant Laboratory Technician (HS Division)	8.05
Assistant Manager, Telephone Enrollment	9.40
Assistant to the Coordinator, Aquatics	10.00
Circulation Manager	7.55
Computer Lab Assistant	7.25
Computer Lab Assistant, Audiovisual Services	7.55
Computer Operations Technician	7.25
Computer Operator	7.25
Computer Support Specialist	10.55
Computer Support Technician	7.25
Conference Assistant, Continuing Ed	7.25
Cyber Security Assistant	8.00
Drama Production Crew Member	7.25
Editor, _____ Assistant/News/On-line	7.55
Editor, Assignment	7.55
Editor-in-Chief	8.05
Electronics & Telecommunications Technician Assistant	7.85
Enrolled Registration Assistant I (Workforce Development) (0-59 credit hrs.)	7.25
Enrolled Registration Assistant I (Workforce Development) (Assoc or equiv.)	7.55
Enrolled Registration Assistant I (Workforce Development) (Bach. or above)	7.85
Evening Audio-Visual Supervision	8.05
Graphic Artist	7.55
Information Assurance Specialist	12.00
Information Technology Technician	7.25
Interpreter (LRC)	8.05
Lab Aide, Health Sciences	7.25
Lab Assistant, _____ Name of Department	7.25
Lab Assistant, Bridges to Baccalaureate	10.00
Lighting Director	7.25
Makeup Artist	7.25
Manager, Telephone Enrollment	12.45
Online Learning LRC Helpdesk Technician	8.05
Operator, _____ Name of Department	7.25

CLASSIFIED TEMPORARY HOURLY AND STUDENT RECOMMENDED PAY
SCALE -- FY 2020
July 1, 2019

Support Classification	Hourly Rate
Technical (Continued)	
Photographer, _____ Name of Department	7.55
Photographer, Assistant	7.55
Photographer, Chief	8.05
Public Relations Writer	15.00
Registration Assistant I (0-59 credit hrs)	\$7.25
Registration Assistant II (Associate Degree or Equivalent)	7.55
Registration Assistant III (BS or MS)	7.85
Reporter	7.55
Scholarship Assistant (Enrollment Management)	7.55
Technical Aide, _____ Name of Department	7.25
Technical Assistant, _____ Name of Department	7.25
Technician, _____ Name of Department	7.25
Testing Assistant I (0-59 credit hrs)	7.25
Testing Assistant II (Associate Degree or Equivalent)	7.55
Testing Assistant III (BS or MS)	7.85
Testing Center Proctor (Associate Degree or Equivalent)	12.55
Testing Center Specialist IV, E&S Division (Bachelor's Degree or Equivalent + Related Experience or Master's Degree)	13.05
Tutor I (No degree)	7.85
Tutor II (Associate's)	8.45
Tutor III (Bachelor's)	9.05
Tutor IV (Master's)	9.65
Tutor V (Doctorate)	10.25
Tutor, Cyber Security	8.00
Video Production Specialist	9.05
Virtual Lab Systems Assistant	15.00
Web Developer Assistant	9.55
Wellness Specialist	12.50
Wellness Technician	7.50

APPENDIX 1

CONSTITUTION

ROSE STATE COLLEGE FACULTY ASSOCIATION AND FACULTY SENATE

as amended, March 1981, April 1989, and March 2007, November 2009, April 2011, and May 2013

PREAMBLE

The faculty of Rose State College believes that they, together with administrators and governing boards, share a joint responsibility for creating and maintaining academic excellence. In order for Rose State College to have a continuing body to represent the faculty, the Rose State College Faculty Association and Faculty Senate are hereby established. In approving this constitution, the faculty forms an organization which can be effective in improving the academic life at Rose State College.

ARTICLE I -- NAME AND OBJECTIVES OF ORGANIZATION

Section 1. Faculty Association of Rose State College shall be the name of the primary organization of faculty members.

Section 2. Faculty Senate of Rose State College shall be the name of the body to represent the Faculty Association members. If any one of the offices of the Faculty Senate or all of the offices of Faculty Senate—President, President-Elect, Secretary, Treasurer and/or Parliamentarian—cannot be filled by a member or members of the Faculty Senate, then current members of the Faculty Association may be nominated by a sitting Faculty Senate member to fill any or all vacant positions. Nominated candidates must have served on Faculty Senate at least three years. In accordance with the Constitution, this officer or these officers shall be voted upon by the Faculty Association.

Section 3. The OBJECTIVES of the Faculty Association shall be:

- A. Promotion of professional attitudes and ethical conduct among its members.
- B. The pedagogical development of its membership and the continuous study of the problems of the profession.
- C. Promotion of communication and mutual understanding among the faculty, administration, and other groups having to do with the welfare of the College.
- D. Fostering good fellowship among the Rose State College faculty, administration, and student body.
- E. Communicate to college administration and faculty association members the results of the Rose State College faculty assessment of the performance of administrative officers who lead and direct the College. Administrators to be evaluated in an anonymous survey: President, Vice President of Academic Affairs, Vice President of Administrative Services, Vice President of Information

Technology, Vice President for Workforce and Community Development, and the Vice President of Student Affairs.

ARTICLE II -- MEMBERSHIP

Section 1. All faculty members who teach at least half time, and also receive benefits from the college, and whose duties do not include evaluating other faculty members, are eligible to pay dues and, thereby, become members of the Faculty Association. Adjunct faculty are encouraged to attend and participate in activities as guests of the Faculty Association.

Section 2. Faculty Senate members shall be elected by the Faculty Association membership and shall represent the Faculty Association. Each academic division of the College shall serve as an election unit, and the Faculty Association members within each division shall elect three Faculty Senate members and two alternates by March 1 each year.

Section 3. The Faculty Senate President shall appoint an Adjunct Faculty representative to the Faculty Senate to provide input and advice from the adjunct faculty.

ARTICLE III --- OFFICERS ELECTION AND DUTIES - TERMS OF OFFICE

Section 1. The Faculty Senate officers shall be elected from members of the Faculty Senate and shall be President, President-Elect, Secretary, Treasurer, and Parliamentarian. If any one of the offices of the Faculty Senate or all of the offices of Faculty Senate—President, President-Elect, Secretary, Treasurer, and/or Parliamentarian—cannot be filled by a member or member of the Faculty Senate, then current members of the Faculty Association may be nominated by a sitting Faculty Senate member to fill any or all vacant positions. Nominated candidates must have served on Faculty Senate at least three years. In accordance with the Constitution, this officer or these officers shall be voted upon by the Faculty Association.

Section 2. Elections shall be conducted as follows:

- A. Election of senators by divisions by March 1.
- B. Nominations for Senate officers presented by the nominating committee to the Association membership by last week in March.
- C. Election of Faculty Senate officers during second week of April. Election will be by ballot which will be distributed to the divisions by the President-Elect. Within three working days, the ballots will be collected from the division offices by the President-Elect and counted by the nominating committee.
- D. Association members will be notified of results.
- E. Resignations: If the office of President-Elect becomes vacant, a President for the following year shall be elected at the regular election in April. If any other Faculty Senate office becomes vacant, the Faculty Senate shall have the option of electing a replacement from the Faculty Senate or of requesting the President to appoint a replacement from the Faculty Senate.

Section 3. Duties of the Officers shall be as follows:

- A. The President shall:
 - 1. Preside at all meetings of the Faculty Senate and Faculty Association.
 - 2. Be responsible for establishing the agenda and determining the order of business of each meeting.
 - 3. Ensure that regular meetings are held; call additional meetings when he/she deems it proper or upon written petition signed by 10 percent of the Faculty Association members; and ensure, along with the Secretary, that the membership is adequately informed as to the time, place, and agenda of each meeting.
 - 4. Appoint standing and ad hoc committees as necessary to facilitate work and advance the purposes of the Association.
 - 5. Serve as an ex officio member of all standing committees.
 - 6. Serve as a liaison between the Faculty Senate and the Administration.
 - 7. Pass all material accumulated during the term of office to the succeeding President as soon as reasonably possible.
 - 8. Perform other duties as necessitated by the office.
- B. The President-Elect shall:
 - 1. Serve as President the following year.
 - 2. Act as President in the absence of the President.
 - 3. Serve as President if the office of President becomes vacant.
 - 4. Serve as an ex officio member of all standing committees.
 - 5. Serve as chairman of nominating committee for Senate officers.
 - a. Send report of nominating committee to membership by last week in March.
 - b. Distribute ballot to divisions second week in April.
 - c. Collect ballots from divisions within three working days. Ballots counted by nominating committee.
 - d. Notify membership of results.
 - 6. Pass all materials accumulated during the term of office to the succeeding President-Elect as soon as reasonably possible.
 - 7. Perform other duties as necessitated by the office.
- C. The Secretary shall:
 - 1. Maintain a permanent record of the proceedings of all meetings.
 - 2. Distribute copies of the minutes of each meeting to all members of the Faculty Association within one week following their approval.
 - 3. Pass all material accumulated during the term of office to the succeeding Secretary as soon as reasonably possible.
 - 4. Perform other duties as necessitated by the office.
- D. The Treasurer shall:
 - 1. Collect dues and other monies and disburse funds.
 - 2. Distribute a written financial report to the entire Faculty Association at least twice a year.
 - 3. Pass all material accumulated during the term of office to the succeeding Treasurer as soon as reasonably possible.
 - 4. Serve as Chair of the Budget Committee.
 - 5. Perform other duties as necessitated by the office.

- E. The Parliamentarian shall:
 - 1. Assist the President in expediting the conduct of the meetings.
 - 2. Rule on whether or not correct procedures are being followed, based on Robert's Rules of Order, Newly Revised.
 - 3. Pass all material accumulated during the term of office to the succeeding Parliamentarian as soon as reasonably possible.
 - 4. Perform other duties as necessitated by the office.

Section 4. The term of office for the Faculty Senate (representatives) members and elected officers shall be as follows:

- A. The term of office for the Faculty Senate members shall be for three years, beginning July 1, with the exception that the President-Elect may serve for one additional year to complete a term as President. The Faculty Senate members first elected under the constitution shall draw lots within each division to determine the one-year, two-year, and three-year terms. Thereafter, elections for one-third of the Faculty Senate will be held each year. Faculty Senate members may not hold consecutive terms.
- B. The term of office for Faculty Senate alternates shall be for one year, beginning July 1.
- C. The term of office for elected officers shall be for one year, beginning July 1.

ARTICLE IV -- MEETINGS

Section 1. The Faculty Senate shall meet twice monthly and as often thereafter as is necessary.

- A. Business Meeting - One of the regularly scheduled meetings of the Faculty Senate shall be for the regular conduct of business relating to faculty, such as committee reports, preparation of information to be distributed to the Faculty Association membership, etc. All Faculty Association members are encouraged to attend this meeting.
- B. Presidents Meeting - The other monthly meeting shall be with the President of Rose State College, for the purpose of:
 - 1. Discussing administrative decisions and policy changes that pertain to the faculty or academic affairs.
 - 2. Presenting recommendations of the Faculty Association regarding general policies for review and consideration by the College President.
 - 3. Acting in an advisory capacity to the College President, discussing matters that appear to need attention through means other than administrative channels.
- C. Senators are required to attend meetings or be represented by an elected alternate from their division.

Section 2. Other meetings may be called by the President of the Faculty Senate as needed. Upon written petition signed by 10 percent of the Faculty Association, the President shall call a special meeting to be held within one week after receipt of such petition.

Section 3. A quorum shall consist of no less than one-half (1/2) of the Faculty Senate members. A Faculty Senate member who must be absent shall designate an elected alternate from the same division to represent that division. The designated alternate will then be included in the quorum count.

Section 4. Agenda items must be submitted in writing to a Faculty Senator at least ten business days before the next scheduled Faculty Senate Meeting. Faculty Senators must submit any proposed agenda items to the Faculty Senate President at least three business days prior to publication of the agenda. Each agenda item must be signed by the submitting faculty member. The author may remain anonymous on the agenda or in the discussion at his/her request.

Section 5. The agenda for the meeting as described in Sec. 1.A. shall be prepared by the President and distributed to all Faculty Association members at least one week prior to the meeting. Matters not included on the prepared agenda shall not come before the meeting until all agenda items have been considered, at which time new business may be presented for consideration (by Faculty Association members only).

Section 6. Except as otherwise provided, *Robert's Rules of Order, Newly Revised* shall govern the conduct of all meetings.

ARTICLE V -- AMENDMENTS TO THE CONSTITUTION

Section 1. Between August 1 and March 31, proposed amendments shall be initiated by written petition of at least 25 percent of the Faculty Association membership and shall be presented at the meetings described in Article IV, Section 1.A.

Section 2. Amendments.

- A. Upon receipt of a proposed amendment, as defined in Section 1 above, the President of the Faculty Senate shall, within 30 days, call for a special election to be held by written, secret ballot.
- B. A copy of the proposed amendment shall be distributed to the Faculty Association membership at least five working days prior to the scheduled election.
- C. Ballots shall be distributed to all Faculty Association members (by mail delivery within each division) on the scheduled election day.
- D. Ballots must be returned to the designated polls within three working days after distribution of the ballots.
- E. The proposed amendment shall be ratified if it is approved by two-thirds of those voting, provided that at least sixty percent (60%) of the Faculty Association members have voted.
- F. Upon ratification, the amendment shall become part of the constitution.

**BYLAWS TO THE CONSTITUTION
ROSE STATE COLLEGE FACULTY ASSOCIATION AND FACULTY SENATE
as amended, March 1981, 1987, 1988 , April 1989, and March 2007**

ARTICLE I -- DUES

Section 1. Dues in the amount of \$10.00 shall be paid annually by each member of the Faculty Association.

Section 2. Due date for dues shall be October 1.

Section 3. Dues shall be used primarily for the furthering of professionalism, with expenditures for social activities being kept to a minimum. Expenditures exceeding \$500 shall be approved by a majority vote of the Faculty Association membership voting. Other expenditures may be approved by a majority vote of the Faculty Senate.

Section 4. While it is the intent that dues shall eliminate fund raising activities, tickets may be sold to such social events as the Christmas Party, etc.

ARTICLE II -- COMMITTEES

Section 1. The following standing committees shall be maintained:

- A. The Executive Committee shall consist of the President, President Elect, Secretary, Treasurer, Parliamentarian, and the immediate past President. The committee shall plan programs, develop policy proposals, formulate projects in professional organization work, and interpret the constitution.
- B. Faculty Development Committee – will consist of at least 5 faculty senate members (one member from each division) appointed by the Faculty Senate President. The Committee will identify and study ways to enhance faculty development. Term of office is one year. The Chairman is to be elected by committee members.
- C. The Nominating Committee shall consist of the President Elect and four senior senators (the President Elect representing his/her division and the senior senators representing the other four divisions). The President Elect will chair the committee. The committee will submit a proposed slate of officers to the membership by the last week in March.
- D. The Faculty Association Scholarship Committee, consisting of at least five members (one member from each division) appointed by the Faculty Senate President, shall establish the criteria and procedure for awarding the Faculty Association Scholarship and administer the selection of the recipient and awarding of the scholarship. Term of office is 3 years. Chairman to be elected by committee members.
- E. The Budget Committee – Will be appointed by the President and will consist of 3 to 5 faculty senate members. This committee will recommend the Faculty Association budget line items annually. The committee chair is the Treasurer. (See Article III, Section 3, D-4 in the Constitution). The Treasurer will set the schedule for the committee to meet.

Section 2. The Faculty Senate President, with the consent of the Executive Committee, may authorize ad hoc committees as needed.

Section 3. College committee appointments shall be made by the Faculty Senate by the April meeting for the following year.

ARTICLE III -- MEETINGS

Section 1. The Faculty Senate Business meeting date and times shall be determined at the first monthly business meeting. The Faculty Senate shall hold a minimum of six Business Meeting an academic year. Business meetings will take place one (1) time per month during the months of September, October, November, February, March and April.

Section 2. The Faculty Senate meeting with the Rose State College President shall be held monthly as determined by the Rose State College President and Faculty Senate President.

ARTICLE IV -- ATTENDANCE

Section 1. Faculty senators have consented to represent their division's teaching staff. It is expected of all faculty senators to attend all Faculty Senate business meetings. Senators missing three (3) business meetings in an academic year will be subject to removal from office. The Faculty Senate president shall declare a vacant seat and the position will be filled through a division election. The new senator will serve for the remainder of the term.

Section 2. In order to alleviate problems of attendance for the Faculty Senators in the Health Sciences Division, the following allowances will be made:

If the senator has missed three meetings, he/she should do the following prior to a fourth absence if the alternate senator cannot attend and a substitute cannot be found:

- A. A memo should be sent to the Faculty Senate indicating the reason for the absence and the people contacted who could not attend. This memo should be sent before the next normal meeting of the Faculty Senate.
- B. If a faculty member cannot be found for a replacement, a program director can be utilized as a substitute without voting privileges.
 - 1. The Faculty Senate will vote to accept or reject the absence and notify the senator of their decision.

ARTICLE V -- AMENDMENTS

Section 1. Proposed amendments to these Bylaws may be initiated by any Faculty Association member. The amendments shall be presented to the Faculty Senate at the meeting described in Article IV, Section 1. A. of the Constitution.

Section 2. Amendments to the Bylaws may be approved by a vote of 60 percent of the Faculty Senate members present, provided a quorum is present.

APPENDIX 2

BYLAWS CLASSIFIED STAFF ASSOCIATION ROSE STATE COLLEGE

**As amended, June 19, 1990, June 20, 1991, June 18, 1992,
June 16, 1994, April 27, 1995, April 30, 1998, May 28, 1998,
February 24, 2000, March 21, 2002, October 26, 2005, May 20, 2014**

ARTICLE I - NAME

The name of this organization shall be the Classified Staff Association of Rose State College, hereinafter referred to as the CSA.

ARTICLE II - PURPOSE

The purposes of this organization shall be

- a. To cultivate a professional relationship between the classified staff and the College,
- b. To provide opportunity for improvement of qualifications of the members for the mutual benefit of the individual members and the institution,
- c. To promote the welfare of classified staff members through suggestions to the College administration for improvements in working conditions and/or benefits,
- d. To promote fellowship among the classified staff members through enhanced social contact and service opportunities

ARTICLE III - MEMBERSHIP

Members of the CSA shall consist of those employees who are neither administrative, professional, nor faculty, or are not designated as student hourly. Non-student hourly employees are encouraged to participate in CSA activities, but they are not eligible to vote for officers, or be included on campus committees.

ARTICLE IV - OFFICERS AND DUTIES

The officers of the CSA shall consist of:

Section 1. President – The president shall preside over all regular or special CSA meetings and may attend committee meetings as an ex officio member (as observer, non-voting member). The president shall serve as liaison between the organization as a group, individual members, and the administration.

Section 2. Vice President – The vice president shall preside over all meetings during the absence (whether temporary or extended) of the president. If the position of the president becomes vacant, the vice president becomes the president until the end of that term.

Section 3. Secretary – The secretary shall be responsible for maintaining adequate records of activities of the CSA, keeping the minutes for all meetings, distributing copies of minutes and notices of meetings to all members and to the College President, and handling any correspondence that arises.

Section 4. Treasurer – The treasurer shall be responsible for maintaining records of monetary collections and expenditures and shall provide a financial report at all regular meetings and an annual report at the end of the fiscal year.

Section 5. Parliamentarian – The immediate past president shall serve as the parliamentarian, as advisor to the current officers.

ARTICLE V - ELECTIONS

Elections shall be held at the May meeting, and the officers shall assume their duties on the first day of July.

Section 1. A nominating committee, appointed by the president of the Classified Staff Association, and comprised of representatives from each area, shall be presented at the July meeting. A nominating committee will present a slate of candidates for each office at the March meeting. Additional names may be presented in writing to any member of the nominating committee by the end of April. Prior consent of willingness to serve if elected should be obtained from the person being nominated.

Section 2 Officers shall be elected by a simple majority of votes cast. Members will vote by electronic ballot during the week following the May meeting. Those without access to email or computer, will be provided a paper ballot to vote. No member may vote more than once. Ballots will be tallied by two members of CSA, along with one non-classified staff member, such as professional or faculty.

Section 3. In the case of any vacancy(ies) in office, the nominating committee will be declared active and will present nominees for an election at the next regular/special meeting.

ARTICLE VI - COMMITTEES

Section 1. The executive committee shall be composed of the elected officers and shall be authorized to make expenditures and to transact any necessary business that arises between meetings. The outgoing and incoming executive committees shall meet at the first of the fiscal year to conduct business necessary for transfer of duties.

Section 2. Standing Committees - Committees shall be chosen by the president or elected by CSA membership as stipulated.

The Activities Committee shall consist of either the Executive Committee or three association members appointed by the executive committee who shall present all activities for the fiscal year to be voted on by the Association. Additional activities may be considered by the Association during the fiscal year.

The CSA Professional Development Committee shall consist of the CSA president, vice president and three CSA members to develop and coordinate professional development activities.

The Hospitality Committee shall consist of three members, with the vice president serving as chairperson of the Committee. This Committee will be responsible for welcoming new classified staff members and acquainting them with the CSA. When a need exists for an expression of sympathy or concern for CSA members, this committee will be responsible for sending appropriate cards.

The Calling Committee shall consist of one or two persons from each area, appointed by the Vice President. The Calling Committee shall be responsible for contacting members concerning activities and meetings. The Vice President will chair the Calling Committee.

Section 3. Special Committees – shall consist of members appointed by the President as the need arises and shall be disbanded as soon as the need is met.

Section 4. College Committees – shall consist of members as stipulated by the College's Policy and Procedures Manual.

ARTICLE VII - FINANCING AND EXPENDITURES

Section 1. Activities of the Classified Staff Association will be financed through fund-raising projects when necessary, and when the occasion requires, through voluntary contributions.

Section 2. In the case of the death of a CSA member or a death in the member's immediate family, the Classified Staff Association treasurer, with approval of the Classified Staff Association president, shall be authorized to send a plant or flowers to the member or the member's family, or make a contribution to the Rose State College Foundation Classified Staff Association Scholarship Fund in memory of the deceased. Immediate family is defined as mother, father, spouse, and child. In other instances where a need exists for an expression of sympathy or concern, an appropriate card will be sent from the membership.

Section 3. Rose State College Foundation Classified Staff Association Scholarship. The purpose of the CSA Scholarship Fund is to assist eligible students with educational expenses.

ELIGIBILITY CRITERIA

1. The recipient must be enrolled in a minimum of six (6) credit hours per semester, be in good academic standing as outlined in the College policies, and have a minimum grade point average of 2.5.
2. The recipient must be a citizen or permanent resident of the United States.
3. The recipient must be a legal resident of the State of Oklahoma.
4. Only those students who have submitted appropriate, complete, and accurate applications will be considered.
5. Concurrently enrolled high school students are not eligible for this scholarship.

APPLICATION PROCEDURES

1. Applications must be submitted online at the Rose State College Foundation webpage.
2. The completed application and a RSC transcript should be submitted by April 15 for fall awards and November 15 for spring awards.
3. Prior to final approval, the Coordinator, Prospective Student Services will verify the student's standing with the Office of Student Financial Aid and will consult with the president of CSA.
4. Award letters will be mailed to the recipients from the Executive Director of the Rose State College Foundation. The recipient must notify the Foundation of his/her acceptance within ten (10) days of the date of the award letter.
5. The award funds may be applied to general enrollment fees, other fees, books, uniforms, or other necessary supplies. Unused portions of the scholarship award will remain with the RSC Foundation Classified Staff Association Scholarship Fund.

Section 4. Rose State College Foundation Classified Staff Association Achievement Award.

PURPOSE The purpose of the Classified Staff Association Achievement Award is to recognize and reward classified staff members who, through their service and contributions, have made Rose State College a better place. Criteria for this award will be demonstrated by professional competence, commitment to the College, and service to the campus community. The selected classified staff member will receive \$1,000 and a plaque.

SELECTION COMMITTEE The committee will be made up of the CSA Vice President and four classified staff to represent at least four of the following areas (Academic Affairs, Administrative Services, President's Office, Information Technology Services, Student Affairs and Enrollment Management, and Workforce and Community Development). Immediate family members may not serve on the committee if a family member is nominated. Selection committee members may not nominate members. In the event a committee member is nominated, an eligible CSA member will be appointed as a replacement. The committee must select a committee chair by the first working day of July.

ELIGIBILITY FOR AWARD The award will be for Rose State College classified staff who have been employed for at least two years of full time service or the equivalent (one part time year of employment equals 6 months full time employment). Award recipients will be ineligible to repeat for five years.

NOMINATIONS Nominations can be made by any faculty, professional staff, or classified staff member. Nomination forms will be available the last working day of May on the Classified Staff Association website or by contacting the current CSA president. Nominations made on the CSA website will be anonymous. The forms are to be submitted via the CSA website or to the CSA president by the last working day of March at 5:00 p.m.

NOTIFICATIONS The CSA president will forward all nominations to the Selection Committee Chair who will notify the nominees the first Friday following the nomination deadline. Nominees will be requested to return support materials to the Selection Committee Chair by the second Friday of April at 5:00 p.m. if they wish to be considered as a candidate for the award. The materials will include: a complete award application and two letters of recommendation.

SELECTION The Selection Committee will meet once to review the applications submitted to ensure compliance with the eligibility guidelines and support material requirements. Those applicants who comply will be considered as viable candidates. Committee members will be provided with applications for each candidate by the Selection Committee Chair and will be asked to complete a CSA Award Application Points Form outside of the meeting. The Points Form will consist of agreed upon criteria that demonstrate the service and contributions of the candidates and will have assigned values for each criterion. Values that the candidate may possess not listed on the points form should not be considered. Each member of the committee will submit a Points Form for each candidate to the Selection Committee Chair no later than the fourth Friday of April by 5:00 p.m. The points form can be found within the online Forms Handbook. The Committee Chair will average the points for each candidate on the Award Application Master Points Form and will total the points for each applicant.

RECOMMENDATION The Selection Committee Chair will present the points for each candidate to the selection committee at a meeting no later than the last working day of April. The Selection Committee will deliberate their decision and will recommend the top candidate to the College President. The recognition will be made at the Commencement Dinner and announced at the Commencement ceremony immediately following the dinner.

ARTICLE VIII - MEETINGS

Meetings of the CSA shall be held in the months of July, September, November, January, March, and May.

Special meetings may be called by the executive committee in case of an emergency. The CSA officers and committee chairman will meet with the College President as the need arises.

ARTICLE IX - AMENDMENTS

Amendments to the Bylaws shall be presented in writing in two consecutive regular meetings and shall be voted upon at the second meetings. The proposed amendment must state the original amendment, if one exists, the proposed amendment, and the rationale (reason for change, deletion, or addition). A two-thirds vote of the members present shall be necessary for ratification. Any member of the CSA may present amendments to the Bylaws in accordance with the above procedure.

ARTICLE X - PARLIAMENTARY AUTHORITY

Except as otherwise provided, Robert's Rules of Order, Revised shall govern the conduct of all meetings.

APPENDIX 3

ROSE STATE COLLEGE STUDENT SENATE CONSTITUTION

Revised and adopted 1987

Amended 1992, 1994, 1995, 1999, 2003, 2007, 2008, 2009, 2011, 2013, 2014, and 2015

--PREAMBLE--

We, the students of Rose State College, in order to establish a student government; promote student leadership and involvement; establish closer communication with the faculty and administration; establish good public relations with the surrounding community and its civic leaders; broaden the scope of student services and social activities; recommend and take action necessary to support our recommendations for the implementation of policies aimed at furthering the effectiveness of Rose State College as a center of learning; to help support and implement the policy of the administration and faculty that we as a representative of the student body feel are for the College's best interest; do hereby establish this constitution and its bylaws.

ARTICLE I

Section 1. Purpose

- A. The purpose of this organization shall be to offer unbiased representation for the students of Rose State College regarding extracurricular matters, to act as a guiding force in aiding students in establishing new clubs and organizations to fit their particular educational and social needs, to serve as an advisory group to the Director/Assistant Director of Student Engagement or the Vice President for Student Affairs, to make appointments to College committees, to act as liaison between student body and administration, and to recommend expenditures for student activity funds.

ARTICLE II

Section 1. The Student Senate shall be comprised of:

- A. Four Executives Officers
- B. Sixteen Senators
- C. One appointee from each major division (with voting privileges)

Section 2. Officers

- A. Executive
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
- B. Duties of Officers

President's Responsibilities

1. Preside over meetings. Make parliamentary rulings.
2. Accept nominations for appointments to fill all vacancies of office until the next scheduled election.
3. Serve as a liaison between the Student Senate and the Director/Assistant Director of Student Engagement, as well as the Vice President for Student Affairs.
4. Carry out those responsibilities directly related to the execution of this constitution.
5. Exercise the right to vote only when necessary to break a tie.

Vice President's Responsibilities:

1. Act as President if that office is vacated, to serve until the next scheduled election.
2. Preside over meetings of the Student Senate in the absence of the President; but at such a time the Vice President still retains the right to vote on all matters brought before the Student Senate for a vote.
3. Act as Chief-Sergeant-At-Arms at all meetings.

Secretary's Responsibilities:

1. Preside over meetings in the absence of both the President and the Vice President, but retain the right to vote.
2. Keep an accurate record of Student Senate proceedings.
3. Call roll for the convening of Student Senate meetings and roll call votes.
4. Keep an accurate record of attendance of Senators and Officers.
5. Distribute the minutes from the previous Student Senate meeting and pass out agendas for the present meeting.

Treasurer's Responsibility:

1. Preside over meetings in the absence of the President, Vice President, and the Secretary, but retain the right to vote.
2. Prepare all financial requests originating in the Student Senate.
3. Insure that no financial request is submitted to anyone outside the Student Senate without written approval from the Student Senate and the Director/Assistant Director of Student Engagement.
4. Serve as financial liaison between the Student Senate and the Director/Assistant Director of Student Engagement and then to and Vice President for Student Affairs.
5. Prepare reports on the Student Senate financial status to be presented at every meeting.

C. Duties of the Senators

Senator's Responsibilities:

1. Make recommendations on granting or revoking student club charters.
2. Conduct Student Senate elections.
3. Recommend the expenditures of Student Activity funds.
4. Recommend rules, or amendments to existing rules, to the Director/Assistant

- Director of Student Engagement and the Vice President for Student Affairs concerning the Student Body.
5. Coordinate activities planned by the student body with the Director/Assistant Director of Student Engagement and the Vice President for Student Affairs.
 6. Take any action, in accordance with the Rose State College rules, to further the success and effectiveness of student government and any other student functions necessary.
 7. Each Senator shall be required to visit one Rose State Student Club per semester and present to the Rose State Student body a verbal report of the status and overall activity of the club.

ARTICLE III

Section 1. Judicial Review Committee

- A. A Standing Chairperson chosen by the Student Senate
- B. An Administrator or professor
- C. Student Senate members on a voluntary basis according to necessity: The number of volunteers must create an odd number in order to avoid a tie vote.
- D. Submit a written report to the Student Senate on all matters brought before the Judicial Committee.
- E. Make binding rulings on any impeachment or removal from office that is appealed.

ARTICLE IV

Section 1. Oath of Office

I (name) do hereby pledge that I shall do my best to uphold the honor of the office of (specify), and I further pledge that I shall not violate any of the articles or bylaws of the constitution governing the activities of the student body as set by Rose State College.

Section 2. Grounds for Removal from Office

- A. Conviction of a felony while in office.
- B. Proof of a violation of this constitution and/or bylaws.
- C. Proof of a violation of any Rose State College regulation which could result in expulsion.
- D. Failure to be enrolled in the number of required hours for the office held.
- E. Failure to maintain an accumulative GPA as set in Article V of this constitution for the office held.
- F. Violation of Executive Council/Session privilege.
- G. Two absences from scheduled Student Senate meetings.

ARTICLE V

Section 1. Eligibility for Student Senate

- A. Executive Officers must be enrolled in at least nine credit hours at Rose State College and have cumulative GPA of 3.0 for all work attempted. In the summer Executive

Officers must be enrolled in at least three credit hours and have cumulative GPA of 3.0 for all work attempted or be enrolled for the following fall semester by the end of the previous spring semester.

- B. Senators must be enrolled in at least six credit hours at Rose State College and have cumulative GPA of 2.5. In the summer, they must be enrolled in at least three credit hours and have a cumulative GPA of 2.5 for all work attempted or be enrolled for the following fall semester by the end of the spring semester.
- C. Division Merit Appointees must be enrolled in at least six credit hours at Rose State College and have cumulative GPA of 2.5. In the summer, they must be enrolled in at least three credit hours and have a cumulative GPA of 2.5 for all work attempted or be enrolled for the following fall semester by the end of the previous spring semester.
- D. For all freshmen who have no credit hours at Rose State College, high school GPA and conduct will be used as the basis for deciding whether he/she is eligible to run for election.

Section 2. Term Limits

- A. Any student who has served as a Senator, Division Merit Appointee, or Executive Officer or any combination thereof for three years (six 16-week semesters and/or any 4/8-week semester combinations equal to six 16-week semesters) will not be eligible to run or be nominated for any Student Senate position.

**ROSE STATE COLLEGE
STUDENT SENATE CONSTITUTION BYLAWS
Revised and Adopted 1987
Amended 1992, 1994, 1995, 1999, 2007, 2009, 2011, 2013, 2014, and 2015**

***SECTIONS 100-149 NAME; APPLICATION; PURPOSE; NUMBERING SYSTEM;
INTERPRETATION; SEVERANCE CLAUSE; AMENDMENT; PARLIAMENTARY
AUTHORITY; SUSPENSION OF RULES OF PROCEDURE***

SECTION 100 NAME

The name of the student government of Rose State College shall be the "Student Senate."

SECTION 101 APPLICATION

These Bylaws apply to the Student Senate and all student organizations requesting and accepting funds from the Student Senate.

SECTION 102 PURPOSE

The purpose of these Bylaws is to enable the Student Senate to perform the duties and responsibilities assigned to it in the Student Senate Constitution.

SECTION 103 NUMBERING SYSTEM

Each of these Bylaws shall be assigned a three digit number to specify the Article of the Constitution of the Student Senate, the first of the three digits of a Bylaw being the same number of the Article addressing similar subjects. Section 700 through Section 999 shall be used for Bylaws which cannot be matched to any one Article of the Student Senate Constitution. New Bylaws shall be placed and numbered according to this system. Decimals may be used in this numbering system so that new Bylaws may be properly codified to existing Bylaws with related subjects.

SECTION 104 PAGE NUMBERING

Each page will be numbered and a contents sheet will be placed at the front of these Bylaws. The contents page will be updated when necessary.

SECTION 105 INTERPRETATION

These Bylaws shall be interpreted to serve the best interests of the educational, extracurricular and social goals of the students of Rose State College. A dispute regarding the meaning of any part of these Bylaws, the Student Senate Constitution, or Robert's Rules of Order shall be resolved by the Presiding Officer, using the 'Principles of Interpretation' guide contained in Robert's Rules of Order.

SECTION 106 SEVERANCE CLAUSE

If a part of these Bylaws is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of these Bylaws is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

SECTION 107 AMENDMENT

These Bylaws may be amended at any Student Senate meeting by a two-thirds vote in accordance with the Oklahoma Open Meetings Act.

SECTION 108 PARLIAMENTARY AUTHORITY

The rules contained in the newest edition of Robert's Rules of Order, shall govern the Student Senate in all matters to which they are applicable and in which they are not inconsistent with the rules, regulations, and policies of Rose State College or any rules, regulations, and policies of any other higher authority.

SECTION 109 SUSPENSION OF RULES

Rules and bylaws may be suspended by a two-thirds vote of the student senate members, but no suspension of rules and bylaws shall be extended beyond the adjournment of the meeting in which they were suspended.

SECTION 110-149 (Reserved for future use)

SECTIONS 150-199 DEFINITIONS

SECTION 150 DEFINITIONS

Sections 151 through 199 shall establish precise definitions of words and phrases used in these Bylaws.

SECTION 151 A "Member" is any one of the following: President, Vice President, Secretary, Treasurer, Senator, or Division Merit Appointee. In the plural form, "Members" shall refer to all Members, regardless of specific offices. "Affiliates" shall refer to anyone who is not a Member of the Student Senate or any of its Committees, but performs some other form of service to the Student Senate.

SECTION 152 An "Executive Officer" is one of the following: President, Vice-President, Secretary, or Treasurer. In the plural form, "Executive Officers" shall refer to two or more Executive Officers. "All Executive Officers" shall refer to all four Executive Officers.

SECTION 153 "Cabinet Officer" is one of the following: Floor Leader, Parliamentarian, Club Liaison, or Webmaster.

SECTION 154 A "Voting Member" is any Member voting "yes" or "no", except the President, who becomes a Voting Member only to break a tie.

SECTION 155 A "Delegate" is a representative of a club or organization at Rose State College who is authorized by that club or organization to speak in its behalf before the Student Senate.

SECTION 156 “Guest Speaker” shall be anyone wishing to speak before the Student Senate body during time allotted for guest speakers. A guest speaker must be approved by a majority of the Executive Committee.

SECTION 157 “Session” is a period of time during which each specific item of Student Senate business may be reconsidered only once.

SECTION 158 A "Quorum" shall exist when a majority of the current Student Senate is present at a meeting. The President shall be counted when determining if a quorum exists. The quorum number may be amended for special meetings. This shall require a two-thirds affirmative vote and must be set during a regular meeting.

SECTION 159A "Vote" is the elective action of a quorum of the Student Senate, or the elective action of any Member when a quorum exists; "Vote" may also refer to any action or system of voting in which the Secretary of the Student Senate records each Member's decision or when a member's elective action in a Committee is recorded.

SECTION 160 To "Abstain" in a roll call vote is the choice of the Member not to participate in the vote, either due to conflict of interest, lack of sufficient information on which to make a decision on the matter, or any other compelling reason. “Abstaining” from a roll call vote simply to remain neutral on an issue shall be highly discouraged. Silence is not considered an acceptable vote.

SECTION 161 A "Rule" shall be any parliamentary procedure contained in or adopted by these Bylaws intended to provide for the orderly transaction of the Student Senate's business.

SECTION 162 “Robert's Rules” shall refer to the newest edition of Robert's Rules of Order. Therefore the newest edition of Roberts Rules will be available to every senator. In the event of Roberts Rules releasing a Newly Revised edition the Student Senate shall purchase the Newest Edition..

SECTION 163 The Student Senate shall have two "sessions" per academic year. The "first session" shall include all meetings of the Student Senate from the meeting in which new Members elected in the Fall semester are sworn into office through the last meeting of that Fall semester. The "second session" shall include all meetings of the Student Senate held in the following Spring, Summer and the next Fall semester before the installation of those Members newly elected in the Fall election.

SECTION 164 A "Recall" is the procedure by which currently enrolled students of Rose State College may petition for a special election to be held for the purpose of deciding any proposal for the removal from office of a sitting Member or the Student Senate in its entirety.

SECTION 165 Occasional use of traditional terminologies such as “Chairman” shall not be interpreted to be gender specific in their applications in these Bylaws.

SECTION 166 “Amendment” is modifying the wording and, within limits, often the meaning of the main motion.

SECTION 167 “Censure” is any offense deemed severe enough to require official reprimand, condemnation, or formal rebuke. Offenses may include, but are not limited to, insubordination and/or open rebellion against constituted authority; physical, verbal, or emotional abuse to any person; and any malicious act of disrespect to any person.

SECTION 168 “Credit Hours” are defined as those hours that are designated as college-level classes. Zero level classes shall not be calculated when determining senate eligibility. To be eligible for candidacy or appointment to any Student Senate position, the potential candidate or appointee must have completed at least two-thirds of all prior attempted coursework at the time of submission of the application for candidacy or at the time of consideration for appointments. Additionally, all candidates with over forty-five cumulative hours of attempted work must have completed any required zero-level coursework to be eligible to run for or be appointed to any Student Senate position.

SECTION 169 “Regular Meeting” shall be those meetings that are set to meet at the same time every week.

SECTION 170 “Special Meeting” shall be any meeting of the body at a time other than the regularly scheduled time for Student Senate meetings.

SECTION 171 The “Student Senate Advisor” shall be any faculty member of Rose State College who offers guidance to the body, as needed. The Student Senate Advisor is expected to follow the policies and procedures of the Student Senate as set forth in this Constitution and Bylaws.

SECTION 172-199 (Reserved for future Definitions only.)

SECTIONS 200-209 DUTIES

SECTION 207-213 DELEGATION OF DUTIES

SECTION 207 DELEGATION OF DUTIES

An Officer may delegate certain of his or her duties to other Members as may be appropriate to the more efficient performance of their office and the business of the Student Senate. However, the delegating Officer shall remain fully and exclusively responsible and answerable for the performance of any delegated duties.

SECTION 208 The delegation of an Officer's duty to a Member shall be accepted in writing by the Member before becoming a delegated duty.

SECTION 209 Any duty delegated by an Officer, and its acceptance, shall be promptly communicated, in writing, to the Secretary of the Student Senate.

SECTION 210 The delegating Officer may revoke any delegation of an Officer's duty to

a Member at any time by submission of a written revocation of the delegated duty by that Officer to the Member and to the Secretary of the Student Senate.

SECTION 211 Any delegation of an Officer's duty may be revoked by the written order of the President, or the written order of two Officers, or the written petition of any combination of five Members to the Secretary of the Student Senate.

SECTION 212 An Officer's decision to delegate a duty, or to revoke the delegation of a duty, shall be communicated to the Secretary and to the Student Senate during that Officer's report at the meeting immediately following the delegation of duty or the revocation of delegation of duty and shall be recorded in the minutes of the meeting by the Secretary.

SECTION 213 A delegated duty accepted by a Member or revoked during a meeting of the Student Senate effectively becomes accepted or revoked "in writing" with the approval of the minutes of the meeting, which records the Officer's Act.

SECTIONS 214-219 THE PRESIDENTIAL CABINET

SECTION 214 The Executive Board shall select four members to serve as the Cabinet officers. In the event of a split decision, the President's vote shall be the deciding factor. These officers shall be comprised of: the Floor Leader, Parliamentarian, Club Liaison, and Webmaster.

- A. Cabinet officers must be current Student Senate members and, with the exception of the Parliamentarian, cannot be Executive Officers.
- B. Cabinet officers shall be appointed by the Executive Officers and must be approved by a majority vote of the Student Senate.
- C. The Presidential Cabinet shall be a Student Senate Committee and chaired by the President.

SECTION 215 THE FLOOR LEADER

The Floor Leader shall be responsible for maintaining, posting, and assigning the agenda for Student Senate meetings. All requests for placement on the agenda shall be made through the Floor Leader.

- A. The Floor Leader shall announce all business prior to its arrival on the floor of the Student Senate.
- B. The Floor Leader has the power to decide what legislation is brought to the floor, however their decision can be overturned by a majority of the present members.

SECTION 216 THE PARLIAMENTARIAN

The Parliamentarian shall make recommendations to the President concerning questions of parliamentary inquiry.

- A. The Parliamentarian shall not have the authority to make official rulings.
- B. The Parliamentarian may be an Executive Officer.

SECTION 217 THE CLUB LIAISON

The Club Liaison shall keep contact with all chartered clubs to inform them of upcoming meetings and events. The Club Liaison shall be the official contact between the chartered clubs and the Student Senate.

- A. The Club Liaison shall represent a chartered club in the club's absence if representation is so requested.

SECTION 218 WEBMASTER

The Webmaster will maintain a file of all publications concerning the Student Senate or any Student Senate member(s).

- A. The Webmaster will serve as a Public Relations liaison to the *15th Street News*.
- B. The Webmaster shall chair the Public Relations Committee.
- C. The Webmaster shall be required to update Student Senate positions as they occur at the beginning of the fall and spring semesters.
- D. The Webmaster must post any required forms for Student Senate activities on the "Forms" link on the Web page.
- E. The Webmaster must post any updates pertaining to any changes within the Student Senate or Student Senate activities.
- F. Any changes to the Student Senate Constitution or Bylaws must be updated monthly.
- G. The Webmaster must inform fellow Senators of changes to the Web page during informal discussion.
- H. Any Senator wishing to post an item on the Web page must present it to the Webmaster who in turn will get the item approved by the Student Senate Advisor for submission.
- I. The webmaster should submit events to the Student Engagement Office to contribute to the Activities Informational TV.

SECTION 219 REMOVALS

Any Cabinet Officer may be removed by a majority vote of the Executive Committee or by a two-thirds majority vote of the Student Senate.

SECTIONS 220-249 STUDENT SENATE CODE OF CONDUCT; ATTENDANCE; EXCUSED ABSENCES; CONFLICT OF INTEREST

SECTION 220 Any resolution, statement, or announcement representing an official position of the Student Senate must be approved by a majority vote of the Student Senate. Dissenting Members may explain their positions in a written addendum to any resolution, statement, or announcement with the consent of the President, or by the consent of any two Officers, or any four Members, including the dissenting Member.

SECTION 221 Any statement or announcement by a Member (or Members) intended for publication which has not been approved by the Student Senate shall be phrased in such a manner that it is clearly understood to be exclusively the expression of the opinion(s) of that Member (those Members) and does not represent an official position of the Student Senate.

SECTION 222 The Executive Committee will appoint two delegates, one male and one female, to enforce the Student Senate Code of Conduct. These delegates shall be called Sergeant-at-Arms.

SECTION 223 Members shall learn the proper use of *Robert's Rules of Order* and assemble in an orderly manner. Whenever debate becomes more heated, Members will more diligently conform to Robert's Rules.

SECTION 224 Any Member ruled to be disruptive by a majority of the Student Senate in a meeting of the Student Senate or a Student Senate Committee more than twice shall be removed from the meeting by the Sergeant-at-Arms and shall be charged with an unexcused absence. All or parts of a ruling under this section may be appealed to the Ethics Committee. An Ethics Committee recommendation to the Student Senate on any item covered by this section shall require a majority vote for acceptance or rejection by the Student Senate.

SECTION 225 ATTENDANCES AT STUDENT SENATE MEETINGS

Attendance is mandatory unless a request for excused absence is received by the Secretary at least four hours prior to the Student Senate meeting by phone or email in the case of illness or an unexpected occurrence. In other cases, such as for an activity, vacation, appointment or interview, the Secretary must be contacted at least 48 hours in advance by phone or email.

SECTION 226 PARTICIPATION AT STUDENT SENATE SPONSORED EVENTS

Participation at Student Senate sponsored events is mandatory unless a written request for an excused absence is received five (5) days in advance of the student-sponsored event.

Unforeseen emergencies, such as death or illness, will also be excused.

- A. The committee chairperson shall be required to present all mandatory time requirements for an event at least two weeks prior to the beginning of the event. The required time disclosure must be presented during a regularly scheduled Student Senate meeting and must be adopted by a majority vote of the senators to take effect. Time requirements shall be deemed to include event participation and any mandatory time obligation incurred by sponsoring of the event, including, but not limited to, setting up and cleaning up of the event.
- B. Although participation may be strongly recommended, not mandatory time or attendance obligation may be set on events not directly sponsored by the Student Senate.

SECTION 227 EXCUSED ABSENCES FOR STUDENT SENATE MEETINGS

Absences from regularly scheduled Student Senate meetings may be excused by the President, the Ethics Committee, or by a two-thirds (2/3) vote of the Student Senate. Any absence from a regular Student Senate meeting may be excused for illness, doctor or dentist appointment made prior to election to the Student Senate, job interviews, or an unforeseen emergency. On the order of the President, or any two Officers, or a petition from any combination of four Members, the Ethics Committee shall review the performance of any Member charged with excessive unexcused absences and make appropriate recommendations to the entire Student Senate for action(s) or sanctions against that Member.

- A. Student Senators may only be granted two excused absences, unless it is a Rose State College event. After two excused absences the member will receive an unexcused absence.

SECTION 228 WAIVER OF ATTENDANCE

The Student Senate by a two-thirds (2/3) vote may exempt any Member from these attendance rules if that Member's duties to the Student Senate require an unusually great expenditure of time. However, no waiver shall be given for mandatory attendance at regular Student Senate Meetings.

SECTION 229 UNEXCUSED TARDINESS

Any Member late for the Roll Call at the beginning of each Student Senate meeting shall be charged with the equivalent of one-half (1/2) an unexcused absence. Lateness may be excused by advance notice to an Officer or a call to the Student Senate advisor's office. Lateness may be excused by written petition to, and acceptance by, the Executive Committee under extenuating circumstances when a Member is unable to give advance notice of lateness.

SECTION 230 CONFLICT OF INTEREST

A Member shall disqualify himself from voting on any motion in which he has a conflict of interest; the Presiding Officer shall hear the facts and make a ruling, which may be changed by a two-thirds (2/3) vote of the Members. A Member's membership in a Club benefiting from the terms of a pending motion shall not create a conflict of interest for that Member in and of itself, but if the Member is an officer of the Club or will benefit directly (i.e., the Member will be an active participant in a field trip for which any of his expenses are to be paid if the motion is approved) the Member shall be required to abstain from any vote on that matter. Having a conflict of interest shall not prevent a Member from participating in the discussion on any motion on which he is required to abstain from voting, except that the nature of the Member's conflict of interest shall be fully disclosed at the start of the Member's participation in discussion.

SECTION 231 Members may vote on the appropriation of funds for the traditional Student Senate Banquet, attendance and membership in the Oklahoma Student Government Association, and other Student Government related functions without incurring a conflict of interest.

SECTION 232 EXECUTIVE COUNCIL/SESSION PRIVILEGE

Members shall not violate the secrecy of executive sessions, prematurely disclose the winners of special awards, reveal any information about others given in confidence, nor disclose any information protected by the Family Education Rights and Privacy Act without first obtaining the express written consent to disclose such information from the person or persons so affected. Members shall not conceal any matter which the Oklahoma Open Meeting Act requires to be of public record.

SECTION 233 RESPECT FOR OTHERS

No Member shall intentionally and maliciously make any statement which could cast the Student Senate, any Member of the Student Senate, any student, faculty member, administrator, employee, or Rose State College in a false or demeaning manner. This Section is *not* limited only to statements made by Members during meetings; it applies to any voluntary statements made by Members during, before or after meetings. This Section does not limit the expression of the opinions of Members, but Members shall be answerable to the Student Senate for any irresponsible statements.

SECTION 234 MISREPRESENTATION

No Member shall knowingly submit any misrepresentation of fact to the Student Senate, any of its committees or any of its Members, in or out of a meeting, with the intent to wrongly influence the Member's vote on an issue. Members shall take special care to verify any information which may be used to influence the vote of any Members, Committee, or the Student Senate as a whole.

SECTION 235 JUDGMENTS

Members are to exercise their own best judgment when voting. Members are expected to verify information relied upon for their decisions and are expected to search for and disclose additional facts which may be helpful to the Student Senate and its committees in their deliberations.

SECTION 236 Reserved

SECTION 237 STUDENT SENATE DRESS CODE

J. Mandatory Dress for Student Senate meetings:

- A. Senators must wear professional attire. Males are to wear dress slacks and dress shirts or equivalent. Females are to wear dresses, dress slacks, or skirts not shorter than four (4) inches above the knee and dress blouse, or solid-colored leggings. Females are not to wear strapless blouses.
- B. Senators are not to wear sneakers or work boots; females are not to wear low-cut blouses or blouses that show midriff, NO JEANS, NO T-SHIRTS, no hats, sweat bands, or bandanas. Senators must also wear nametags.

II. Dress for Student Activities

- A. Senators may wear jeans, t-shirts, and sneakers/boots; Senators may also wear hats if the event is outdoors.
- B. Females are not to wear shirts that show midriff or that are low cut; Females choose to wear skirts, the skirt must be no shorter than four (4) inches above the knee; shirts are mandatory at all times.
- C. Festive attire when appropriate is strongly recommended.

III. Consequences

- A. Two (2) dress code violations will equal one (1) censure or in the case of extreme inappropriate dress it will be held as a censure by itself and can be sent to the committee if deemed necessary by the Sergeant-at-Arms. The Sergeant-at-Arms will be responsible for enforcing the dress code; however, any senate member can report a dress code violation.
- B. Any member in violations of the Student Senate Code of Conduct shall be notified by the Sergeant-at-Arms the day the violation occurs.

SECTION 238

- A. Any member of the Student Senate may initiate a censure.
- B. The censure must be given to the Student Senate President who will be obligated to submit it to the chair of the Ethics Committee for the committee's consideration.
- C. The censure must pass the Ethics Committee by two-thirds (2/3) vote.
- D. The highest ranking officer of the Executive Board will preside over the hearing of the censure, the censure then becomes an official Executive Document and SECTION 405,

Letter F, may be utilized for disciplinary action.

SECTION 239-299 (Reserved for future use)

SECTIONS 300-349 STUDENT SENATE COMMITTEES

SECTION 300 STUDENT SENATE COMMITTEES

The President of the Student Senate may establish Committees as needed. The Executive Committee shall name the Chair of each standing Committee, and the Executive Committee shall have the authority to replace Committee Chairs, as necessary.

SECTION 301 COMMITTEE MEMBERSHIP

Each Committee may have as many members as the Chairperson deems necessary to effectively and efficiently perform its duties. Committee membership is open to any student enrolled and in good standing at Rose State College. The Chairperson of all Student Senate Committees shall be Members. Student Senate will make the decision of the least amount of regular Members on these committees. Notification to the Student Senate needs to be made if any changes to the Committee membership are made.

SECTION 302 COMMITTEE MEETINGS

The Chairman of a committee may call meetings as needed. The Executive Committee or the President may direct a Committee to meet to attend to a specific matter. Committees shall meet within ten days of a call for meeting.

SECTION 303 NOTICE OF COMMITTEE MEETINGS

Each Committee Chair shall give notice of the date, time, location, and agenda of each meeting in the same location and manner as is required of the Student Senate for its regular meetings. The Chair of each committee shall notify each member of the committee of meetings. All interested parties for whom the agenda is directly relevant shall also be notified of meetings. If a committee meeting is not announced at a regular meeting of the Student Senate, members of the committee and interested parties shall be notified by phone of the pending meeting.

SECTION 304 JUDICIAL REVIEW COMMITTEE

The Executive Committee shall establish a Judicial Review Committee. The Judicial Review Committee shall be comprised of a chair, an Administrator/Instructor and an alternate, and Members sufficient to maintain an odd number. Members of the Judicial Review Committee shall be selected from those Members who volunteer to serve. Any members of a Committee

having bias or conflict of interest in a matter brought before the committee shall disqualify themselves. An appellant may peremptorily challenge not more than one member of the Judicial Review Committee, thus disqualifying that committee member. Any additional challenges must be shown by the appellant to be biased against him before a meeting of the Executive Committee.

SECTION 305 ETHICS COMMITTEE

The Ethics Committee shall hear and decide upon all matters regarding standards, discipline, and ethics of Members. The Ethics Committee shall make recommendations to the Student Senate on any matter calling for the removal from office of any Member after a full hearing of the facts. Any Member subject to review by the Ethics Committee shall be informed of such review and be allowed to be present to answer any questions from the committee or to submit rebuttal to any charge against him.

SECTION 306

- A. The Ethics Committee shall monitor the attendance record of the Members. The Ethics Committee, for recommendation to the Student Senate for action, shall review the circumstances of any Member subject to removal from the Student Senate because of excessive absences and/or failure of a member to visit a Rose State Student Club and present a report of that visit back to the Rose State Student body.
- B. The Ethics Committee shall also monitor the attendance of Senators at Student Senate sponsored events. As it is the responsibility of the chair of each event committee to set a minimum time requirement to be afforded by each Senator at every event, the Ethics Committee shall receive a time log kept by the event committee chairpersons to ensure each Senator follows up on his/her duties to keep an official log. In case a Senator will be absent from an event, he/she must not only alert the Secretary, but also the Ethics Committee Chairperson, at least five days prior in writing. If a Senator fails to do so, in a non-emergency case, he/she will receive from the Ethics Committee a notification that the complaint is going under review, and will also be allotted a rebuttal, as with the meeting attendance policy.
- C. The Ethics Committee will be chaired by the Vice President. The Committee will consist of the Executive officers and the Cabinet officers, and they will be the voting body for each censure. Quorum for the Ethics Committee will be met if six (6) of the eight (8) officers are present. In the case that a Committee member is summoned before the Committee, his or her seat will remain vacant, and there will be no vote in his/her place. If the end vote results in a tie, the censure from the Committee will not be upheld.

SECTION 307 FINANCIAL REVIEW COMMITTEE

The Financial Review Committee shall make recommendations to the full Student Senate on requests for appropriations and funds by clubs, organizations and other parties. The Committee shall prepare a detailed budget for the current Session to serve as a guide for expenditures throughout the year. A meeting shall be held after fall elections during which the Student Senate Executive Board and Director/Assistant Director of Student Engagement will compile an annual budget. This budget shall be created and presented to the Student Senate by no later than the third Student Senate meeting of the fall term.

SECTION 308 CLUB ETHICS COMMITTEE

The Club Ethics Committee shall hear and decide upon all matters regarding a club's action(s) in accordance with the Student Senate Bylaws. The Committee must send a recommendation to the Financial Review Committee whether or not a club is in good standing (according to the Student Senate Bylaws) to receive funds.

SECTION 309 (May be used for future Committee)

SECTION 310 EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the Officers and the Director/Assistant Director of Student Engagement. The President shall chair meetings of the Executive Committee. The Executive Committee shall plan agendas and address all procedural matters. Public notice of meetings of the Executive Committee shall be required only if it is setting policies of the Student Senate. Otherwise, Executive Committee meetings shall be treated as Executive Sessions.

SECTION 311 PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall be comprised of Student Senate Members. It is the function of this committee to promote special events, to evaluate and identify public attitudes and interests, and to plan and implement programs of action to earn public understanding and acceptance.

SECTION 312 VISION COMMITTEE

The Vision Committee shall be comprised of Student Senate Members. It is the function of this committee to continually initiate new ideas for the future benefit of the Student Senate. This shall include, but not be limited to: student surveys, investigating into other schools' projects, and technology advancements.

SECTION 313 STUDENT SUGGESTION COMMITTEE

- A. The Student Suggestion Committee will be responsible for checking the suggestion boxes located in all Rose State College buildings weekly.
- B. The Student Suggestion Committee shall review, approve, and then present any new suggestions received to the Student Senate during scheduled meetings in the time allotted for informal discussion.
- C. The Student Suggestion Committee must take the necessary steps to increase awareness and encourage the use of the suggestion boxes. This shall include, but is not limited to: campus fliers, class announcements, and administration notification.

SECTION 314 THE CONSTITUTION AND BYLAWS COMMITTEE

The Constitution and Bylaws Committee will meet after every semester and will go over any bills that will change the Bylaws and/or Constitution. Their purpose will be to make those changes and to present the updated version to the Webmaster.

SECTION 315-349 (Reserved for future use)

SECTIONS 350-399 ROSE STATE COLLEGE COMMITTEES

SECTION 350 The Student Senate shall appoint student representatives to the following

Rose State College Committees:

- Academic Affairs Committee
- Academic Assessment Committee
- Academic Grade Appeals Committee
- Admissions Committee
- Advisory Committee for Accessibility and Safety (Program, Facilities)
- College Curriculum Committee
- Drug Free Campus Committee
- Excellence in Teaching Awards Selection Committee
- Faculty Evaluation Committee
- Hearing Committee on Sexual Harassment
- Honors Committee
- Intercultural, Cultural Diversity, and Inclusion Committee
- Learning Resources Committee
- Parking Appeals Committee
- Petitions Committee
- Recruitment and Retention Committee
- Rose State College Foundation Committee
- Student Conduct Committee
- Student Publications Committee
- Student Traffic Committee
- Technology Advisory Committee

SECTION 351 The duties and responsibilities of each student representative appointed by the Student Senate to a Rose State College Committee shall be determined by the rules governing that Committee.

SECTION 352 COLLEGE COMMITTEE RESPONSIBILITIES OF SENATORS

- A. Senators who attend a college committee meeting must give an oral report to the Student Senate body of what was discussed in their particular college committee meeting within two weeks. The report should be presented during the Student Senate meeting.
- B. Senators who fail to report to the Student Senate as stated in Section 352-A will be subject to review by the Ethics Committee.

SECTION 353-399 (Reserved for future use)

SECTIONS 400-449 SWEARING IN OF MEMBERS; PRIORITY OF SWEARING IN CEREMONY; REMOVAL; SUSPENSION; DISCIPLINE; APPEALS; REINSTATEMENT OF MEMBERS; DUE PROCESS

SECTION 400 SWEARING IN OF MEMBERS

The Director/Assistant Director of Student Engagement, the Vice President for Student Affairs, or a designee appointed by an administrator shall swear in all newly elected or appointed Members.

SECTION 401 PRIORITY OF SWEARING IN CEREMONY

The Swearing in of a newly elected or appointed Member shall be the first order of business of any meeting; if an unsworn member becomes available in the middle of a meeting, he/she shall be sworn in as soon as no motion is pending.

SECTION 402 DUE PROCESS

No Member shall be removed or suspended from office, disciplined, or reinstated by the Student Senate or Student Senate Advisor without due process, except as stated in Section 405.

SECTION 403 RESIGNATIONS

Any Member desiring to resign from the Student Senate shall submit in writing a letter of resignation to the President or Secretary of the Student Senate or the Director/Assistant Director of Student Engagement. The President at the next meeting of the Student Senate shall announce all resignations.

SECTION 404 IMPEACHMENT

Impeachment proceedings may be initiated against any Member on the following grounds:

- A. More than two unexcused absences from Student Senate Meetings or major Student Senate sponsored activities per session;
- B. Any of the conditions as defined by Article IV, Section II of the Student Senate Constitution.
- C. Failure to act properly as a student senate member is classified as impeachment behavior.
- D. Accumulation of a series of two (2) written reprimands of censures.
- E. In the event someone's actions failed, the President may appoint a committee to begin the impeachment process that will pass on to the student senate body for a vote to receive or not receive a censure. Should the member under investigation be the President, then the Vice-President shall be placed in charge of the situation.

SECTION 405 AUTOMATIC REMOVALS FROM OFFICE

Any Member of the Student Senate shall be automatically removed from office, which will be handled by an Advisor of the Student Senate, for the following reasons:

- A. Failure to maintain the requisite number of credit hours for his or her respective Student Senate position as set forth in Article V of the Student Senate Constitution;
- B. Expulsion from Rose State College;
- C. Failure to maintain a G.P.A. as set by Article V of the Student Senate Constitution;
- D. Failure to be enrolled in the number of required credit hours for the office held;
- E. Conviction of a felony while in office;

SECTION 406 APPEALS/REINSTATEMENT/IMPEACHMENT

The Judicial Review Committee shall hear all appeals against removal, suspension, discipline, or reinstatement of a Member.

SECTION 407 TIME LIMIT TO FILE AN APPEAL

A written appeal must be filed with the Secretary within 5 school days of being convicted of the adverse action against the Member for removal, suspension, discipline, or refusal to reinstate.

SECTION 408 TIMELY HEARING OF APPEAL

The Judicial Review Committee must hear an appeal within 10 calendar days of its receipt by the Chair of Judicial Review Committee unless all parties agree in writing to a later date.

SECTION 409 RECALL OF THE STUDENT SENATE

The student body of Rose State College may request a recall election to decide the proposed removal of the entire Student Senate by submitting to the Director/Assistant Director of Student Engagement a Petition containing the signature, clearly printed name, student identification number, and social security number of not less than ten percent (10%) of the total of all currently enrolled students.

SECTION 410 CERTIFICATION OF RECALL PETITION

The Director/Assistant Director of Student Engagement or an appointed designee shall certify the validity of each signature, printed name, student identification number, and social security number on a Recall Petition. Upon certification of not less than ten percent (10%) of currently enrolled students, the Director/Assistant Director of Student Engagement shall call for a recall election which shall conform to the rules for the election of the Student Senate and appointments to the Student Senate in these Bylaws.

SECTION 411 EFFECT OF RECALL OF STUDENT SENATE

Recall of the Student Senate shall not prevent any or all of its recalled Members from being candidates for any position in the new election or from being appointed or reappointed to the Student Senate as a Division Merit Appointee.

SECTION 412 RECALL OF A MEMBER OF THE STUDENT SENATE

The student body of Rose State College may request a recall election to decide the proposed removal of any individual Member of the Student Senate by the same procedure as that used to recall the Student Senate in its entirety.

SECTION 413 EFFECT OF RECALL OF A MEMBER OF STUDENT SENATE

Any Member recalled by a vote of the students of Rose State College shall be disqualified from election or appointment to any position in the Student Senate for not less than one year from the date of certification of the recall.

SECTION 414 RECALL OF A DIVISION MERIT APPOINTEE

A Division Merit Appointee to the Student Senate may be recalled by submission of a petition to the Chairman of the Merit Appointee's Division containing the signature, clearly printed name, and social security number of not less than twenty percent (20%) of the currently enrolled students whose declared major is within the purview of that Division.

SECTION 415 EFFECT OF RECALL OF A DIVISION MERIT APPOINTEE

Upon certification of the recall of a Division Merit Appointee, the Chairman of the affected Division shall appoint a new Merit Appointee from the Division. A recalled Merit

Appointee shall be disqualified to serve as a Merit Appointee for any Division, but may be a candidate for any elective position in the Student Senate as long as all Constitutional requirements are met.

SECTION 416 RECALL PETITIONS

Each recall petition, in order to be valid, shall contain and conform to all of the following requirements:

- A. Each petition shall be on letter sized (8.5" x 11.5") white paper.
- B. Only one side of each petition shall be used.
- C. The Petition's purpose shall be printed clearly and in its entirety at the top of each page of paper.
- D. A statement shall appear on each petition which describes in its entirety the reason(s) for the attempt to recall.
- E. Each student signing the petition shall also clearly print their name, student identification number, social security number, and date of signing in the appropriate spaces.
- F. The student circulating a petition shall, on the bottom of each page, certify that all signatures were obtained by him/her and that all signatures were signed in his presence; attest that, to the best of his knowledge, each signer is a student currently enrolled; clearly print his name, student identification number, social security number, and the date of completion or submission of each page of the petition in appropriate spaces beneath the last petitioner's signature, and sign as the circulator of the petition.
- G. The Director/Assistant Director of Student Engagement or an appointed designee shall approve the format and content of Petitions before they are circulated to ensure that they are properly designed to conform to the above requirements.
- H. The Director/Assistant Director of Student Engagement or an appointed designee shall make a reasonable effort to validate the reason(s) for the recall. If he determines that the reason(s) are not responsible grounds for removal he shall require a clearer or more valid statement from the petitioners before approving a recall petition.
- I. Each Petition must be returned to the Director/Assistant Director of Student Engagement not more than thirty days from the date and time that the first petition's format was approved and returned to the circulator(s).
- J. The Director/Assistant Director of Student Engagement or his designee shall receive all signed petitions; certify that all signers and circulators are currently enrolled students; certify only those petitions and individual signatures which conform to the requirements of this Section; and advise the President of the Student Senate of the results of each Petition effort.

SECTION 417 VOTING IN A RECALL ELECTION

Students shall vote in recall elections by casting either an affirmative vote in favor of recall or a negative vote in opposition to recall. An effective recall shall require a majority vote of the students voting.

SECTION 418 All Members shall have a right to inspect a recall petition after certification by the Director/Assistant Director of Student Engagement or Director/Assistant Director of Student Engagement.

SECTION 419-499 (Reserved for future use)

SECTIONS 500-549 ELECTION PROCEDURES

SECTION 500 The terms of Members of the Student Senate, except Division Merit Appointees, shall be approximately one academic year unless relieved sooner.

SECTION 501 The terms of a Division Merit Appointee shall be from the first meeting after confirmation of the appointment by the Division Chairman until his successor is appointed, confirmed, and sworn into office. Division Chairmen should select and appoint their Merit Appointees when their Division Merit Appointee position is vacant.

SECTION 502 The counting of ballots shall not begin before completion of the election.

SECTION 503 The Coordinator of Distance Learning or his/her designee will be responsible for extracting election data and conveying that information to the Director/Assistant Director of Student Engagement or their designee.

SECTION 504 SUPERVISION OF ELECTIONS

The Director/Assistant Director of Student Engagement or their designee will obtain results from the D2L administrator or their designee the morning following the close of the online polls. Results will be posted on the Senate bulletin board and via the Student Senate website, at a minimum.

SECTION 505 NOTICE OF ELECTIONS

Filing, Campaigning, and Election dates and times shall be established and communicated to the 15th Street News well in advance of their deadlines in order to receive favorable and complete coverage of the elections. Appropriate notices of filing dates and requirements shall be distributed to Division Chairmen for distribution to Professors for announcements to be made in all classes one week prior to the filing period. Publicity notices shall be posted on all bulletin boards in hallways and in classrooms.

SECTION 506A FILING

Candidates for the sixteen Student Senate seats shall file for the respective offices by Friday prior to the week of the general election. The filing period shall begin and end during normal business hours of the Student Engagement office. Forms for filing for office shall be available to candidates from the Director/Assistant Director of Student Engagement during the filing weeks. Copies of the Rose State College Student Senate Constitution and Bylaws, the Oklahoma Open Meeting Act, rules governing campaigns, and other relevant materials shall be made available to candidates through the Rose State College website. Campaigning shall begin upon approval

of said candidates' application by either the Director/Assistant Director of Student Engagement or the Vice President for Student Affairs.

SECTION 506B FILING FOR PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER POSITIONS

Candidates for President, Vice President, Secretary, and Treasurer shall file for respective offices by Friday prior to the weeks of the general election during the spring semester. The filing period shall begin and end during normal business hours of the Student Engagement office. Forms for filing for office shall be available to candidates from the Director/Assistant Director of Student Engagement during the filing week. Copies of the Rose State College Student Senate Constitution and Bylaws, the Oklahoma Open Meeting Act, rules governing campaigns, and relevant material shall be made available to candidates through the Rose State College website. Campaigning shall begin upon approval of said candidate's application by either the Director/Assistant Director of Student Engagement or the Vice President for Student Affairs.

SECTION 507 GENERAL ELECTIONS

The general election of the sixteen Senators shall be held in the second week of September. The general election for Executive officers shall be held in the third week of April. Online polls will remain open online from 12:00 a.m. on Wednesday to 11:59 p.m. on Thursday. Results will be posted as soon as possible Friday morning.

SECTION 508 QUALIFICATIONS TO VOTE

All students who wish to vote shall be current Rose State College Students and must be able to access their student D2L account. The student will be permitted to vote only one time and in no way will be permitted to change their vote.

SECTION 509 "KIRBY HARZMAN ACT"

No campaigning will be allowed in the Learning Resource Center (LRC) or in the computer labs of any building. Campaign posters are only allowed one per a bulletin board throughout campus. The Director/Assistant Director of Student Engagement and the Vice President for Student Affairs reserve the right to add any restriction they deem necessary to ensure the sanctity of the learning atmosphere. The enforcement of this Section will be handled through the Director/Assistant Director of Student Engagement and Vice President for Student Affairs.

SECTION 510 (Reserved for future use)

SECTION 511 ELECTION OF SENATORS

The sixteen candidates at each general election for the office of Senator receiving the most votes shall be elected.

SECTION 512 ELECTION OF SENATORS

A plurality of the votes cast for the candidates for each office shall be required for the election of Officers.

SECTION 513 In the event that an election fails to produce a plurality vote for any Officer candidate, the Director/Assistant Director of Student Engagement shall give appropriate notice to the Rose State College community that “Run-Off” elections shall be held no less than one week following completion of the regular election and in accordance with these Bylaws.

SECTION 514-549 (Reserved for future use)

SECTIONS 550-599 VACATED OFFICES; FILLING OF VACANCIES

SECTION 550 A Member shall be removed from office at the first meeting following confirmation that the Member no longer meets the Constitutional requirements for the office.

SECTION 551 VACANCIES

In the event of a vacancy in an elected office, applications and nominations for the vacancy shall be accepted and validated by the Director/Assistant Director of Student Engagement before being voted upon by the Student Senate.

SECTION 552 PUBLIC NOTICE OF VACANCIES

Public notice of a vacancy or vacancies in the Student Senate will be made no less than five calendar days prior to any vote by the Student Senate to fill the vacated office(s).

SECTION 553 ELECTION

A majority vote of the Student Senate shall be required for the election of candidates to fill vacant positions.

SECTION 554 In the event of a vacancy in the office of President, the Vice President shall immediately become the President and the office of Vice President shall be filled in accordance with these Bylaws.

SECTION 555 In the event of a vacancy in the office of Vice President, Treasurer, or Secretary, the President shall have the power to appoint a temporary Officer until the Student Senate elects a replacement in accordance with these Bylaws.

SECTION 556 All votes of the Student Senate, including elections for filling vacancies, shall be publicly cast as required by the Oklahoma Open Meeting Act. All voting on main motions shall be either by roll call vote or by general consent. All votes cast by general consent shall be recorded in the official minutes of the Student Senate in the same manner as roll call voted, indicating the name and affirmative vote of each member present and voting by consent.

SECTION 557- 599 (Reserved for future use)

SECTIONS 600-699 LEGISLATION

SECTION 600

Legislation must be posted to the Senate D2L Discussion Board by Thursday 11:59pm, and all amendments must be posted by Monday 1:59pm. Members are required to have 1 piece of legislation heard on the Senate floor each semester. If legislation is not posted or heard on the floor then the member is required to present an additional piece of legislation.

SECTION 601

All proposed legislation must be posted alongside the Student Senate agenda at least twenty-four hours prior to the legislation's consideration.

SECTION 602

A "Bill" shall be any legislation proposing new additions to the Bylaws or amending current Bylaws. Bills have the force and effect of law applicable to long-term needs.

SECTION 603

"Resolution" shall be any legislation urging an individual or group from outside the Student Senate to take an action or position. Resolutions shall have no enforcement capability.

SECTION 604

"Concurrent Resolution" shall be any legislation making a change to the Student Senate Standing Rules. Concurrent resolutions are enforceable only within the body.

SECTION 605

Once a Resolution has passed the Student Senate, it moves to the Director/Assistant Director of Student Engagement, then to the Vice President for Student Affairs, and finally to the President of the College for final approval. If the Director/Assistant Director of Student Engagement, Vice President for Student Affairs, or the President of the College does not approve the Resolution, then it shall be returned to the author with comments on why it was not approved.

SECTION 606

All proposed legislation must list the author's name, a brief title describing the legislation, the type of legislation, an enactment clause, and codification.

SECTION 607

All legislation must be turned in to the Floor Leader on disk or a hard copy given to the Floor Leader personally, in the Floor Leader's mailbox, or sent by email. Legislation must be turned in prior to the Legislation Review Committee meeting. No more than three Senators may co-author a bill/resolution unless approval is granted by the Legislation Committee.

SECTION 608

No legislation shall be permitted to be presented on the last Senate meeting of every semester. The final day to present legislation shall be the second-to-last meeting of the semester in order to give Senators more time to study for final examinations.

SECTION 609

Voting on each piece of legislation can be deferred to the following meeting, if approved by a majority vote of the senate.

SECTION 610- 699 (Reserved for future use)

SECTIONS 700-749 MEETINGS; ATTENDANCE; VOTING

SECTION 700 REGULAR MEETINGS

The Student Senate shall hold regular meetings on Tuesdays while the College is in session with the exception of each semester's final exams week, recognized holidays or breaks, any time that the College is closed for emergencies such as adverse weather, natural disasters, etc., or advance cancellation of a meeting by a two-thirds vote of the Student Senate at a prior regular meeting or special meeting. The Student Senate can hold a special session in the summer semester, if necessary, upon request of the President.

SECTION 701 TIME OF REGULAR MEETINGS

A "Regular Meeting" shall be those meetings that are set to meet at the same time every week. Regular meetings shall begin at 2:00 p.m.

SECTION 702 SPECIAL MEETINGS

A "Special Meeting" shall be any meeting of the Body at a time other than the regular scheduled time for Student Senate Meetings and must conform to requirements of the Oklahoma Open Meeting Act.

SECTION 703 LOCATION OF MEETINGS

All meetings shall be held in the Student Conference Room of the Student Center, or if not available, at another suitable location within walking distance of the Student Center.

SECTION 704 OKLAHOMA OPEN MEETING ACT

All meetings are subject to the provisions of Title 25, Section 300 et seq., of the Oklahoma Statutes, known as the Oklahoma Open Meeting Act.

SECTION 705 QUORUM

The Student Senate shall conduct no voting unless a quorum is present.

SECTION 706 VOTING

Members of the Student Senate shall cast their votes in either an affirmative or negative response, or may abstain from voting in the event of conflict of interest, lack of information on which to cast a vote, or any other compelling reason.

SECTION 707 ABSTENTIONS

Any Member who abstains from a vote shall be deemed, for whatever reason, as not participating in that vote. The number of votes required for passage of a motion shall be determined solely by the sum of positive and negative votes cast. Abstentions shall not be calculated in this sum.

SECTION 708 VISITORS

All meetings of the Student Senate are open to the public. Visitors may, at the discretion and upon the recognition of the Chair, be recognized and allowed to participate in open discussion with such time limits as may be necessary and appropriate.

SECTION 709 SEATING

All Members shall be seated separately from non-Members to expedite recognition by the chair and to permit the accurate and efficient counting of votes.

SECTION 710 AGENDA

The agenda of regular meetings shall follow the following sequence:

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Introduction of Guests
- V. Guest Speaker
- VI. Approval of Minutes
- VII. Treasurer's Report
- VIII. Committee Reports
- IX. Old Business
(Each item of Old Business to be identified)
- X. New Business
(Each item of New Business to be identified)
- XI. Legislation
- XII. President's Comments
- XIII. Informal Discussion
- XIV. Plan Next Week's Agenda
- XV. Adjournment

SECTION 711 SUSPENSION OF THE ORDERS OF THE DAY

The Orders of the Day may be suspended by a majority vote of the Student Senate.

SECTION 712

Being representative of the student body, the Student Senate shall display all bills and resolutions in the Student Senate display of the Student Center so all students and faculty may be aware of all bills and resolutions to be voted on the upcoming week. Should a student or group of students wish to voice their opinions on a specific matter, they may speak with Senators or the bill/resolution author. The legislation must be displayed by closing time of the Student Center each Friday prior to next week's Student Senate meeting.

SECTION 713-799 (Reserved for future use)

SECTIONS 800-899 CLUBS

SECTION 800 Charter clubs are required to have a delegate who shall serve as a liaison between the Student Senate and Club. If a club's liaison fails to attend at least one meeting per month, the club's funding may be withheld.

SECTION 801 Senators shall not serve as a club's regular delegate. A Senator choosing to serve as a club's delegate at a specific meeting shall declare his intention prior to the roll call for that meeting and shall not participate in that meeting except as the club's delegate. The effect of a Member representing a club as a delegate instead of the Member's office in the Student Senate shall result in an unexcused absence being charged to that Member.

SECTION 802 The Student Senate will not provide monetary funding for any club, organization, event, or student sponsored activity of Rose State College that is discriminatory of any student because of race, color, age, national origin, disability, sexual orientation or status as a veteran in accordance to Rose State College policy and in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; and the Americans with Disabilities Act of 1990.

SECTION 803 Funding, for clubs and organizations, shall not be withheld once it has been approved and allocated unless the club or organization is in direct violation of Rose State College rules and regulations. Alleged violations by a club shall be brought before the Student Conduct Committee and, if found guilty, allocated funds may be withheld. Any inappropriate action by one member of a club shall not be held against that club unless the club has willingly supported or participated in the inappropriate action.

SECTION 804 For a club to be recognized by the Student Senate, it must renew its charter every year by October 30th in the fall of that academic year. If a club charter is not approved, then funds will not be distributed to said club for the entire academic year nor will they be recognized as a Rose State College Club. Clubs must have a delegate attend at least one meeting per semester for the entire year. Also, each club must attend one event hosted by Student Engagement per semester.

SECTION 805 Chartered clubs' eligibility for funding by the Student Senate shall be conditional upon their members' (or designated representatives') participation in sponsored campus activities to which:

- A. Each club shall supply a minimum of two representatives to assist Senators at each Student Senate-sponsored campus activity and/or function;
- B. Each club shall be required to give a monthly report to the Student Senate Club Liaison that is to include minutes from the previous meeting, a list of planned activities for the coming month, and any additional information of which the Student Senate should be aware. The report is due on the 3rd Tuesday of every month.

- C. Clubs are required to submit an annual budget proposal via email to the Student Senate Treasurer by the first Friday of October. Interviews will be set up for the second Friday of October to review the annual budget plan with the Financial Review Committee. Club funding will be voted on and announced at the following Senate Meeting. Each club requesting funds must also have a representative present at the Student Senate Meeting following the Financial Review Meeting.

SECTION 806 FUNDING LIMIT FOR CLUBS

No more than one request for funding per meeting shall be considered for any club

SECTION 807 DEFINITIONS OF CLUBS

A. ACADEMIC ORIENTED CLUBS

- a. Clubs which have a sponsor, have a constitution, meet on a regular basis, and are open to all students (although a few have academic restrictions). Clubs engage in activities which are usually related to academics of their field of study. These clubs are expected to raise the major part of their operating funds through dues or supporting activities. However, under certain circumstances, the club may petition the Student Senate for funds to support academic-related activities. Allocations are not to exceed \$500.00 per semester without prior approval from the Director/Assistant Director of Student Engagement or Vice President for Student Affairs

B. ACADEMIC ORGANIZATIONS AND ASSOCIATIONS

- a. Groups which have a sponsor, have a state or international constitution, meet on a regular basis, and may have state or international restrictions to membership. They engage in activities that are usually related to their organization or association. These clubs are expected to raise the major part of their operating funds through dues or supporting activities. However, under certain circumstances, the organization or association may petition the Student Senate for funds to support their organization or association related activities. Allocations are not to exceed \$500.00 per semester without prior approval from the Director/Assistant Director of Student Engagement or Vice President for Student Affairs.

C. SOCIALLY ORIENTED CLUBS

- a. Clubs that have a sponsor, have a constitution, meet on a regular basis, and are open to all students. Club primarily sponsors activities on campus whereby all students have an opportunity to participate in activities. Social clubs are expected to raise the major part of funds to support their activities. Allocations are not to exceed \$500.00 per semester without prior approval from the Director/Assistant Director of Student Engagement or Vice President for Student Affairs.

D. EVENT ORIENTED FUNCTIONS OR CLUBS

- a. Groups which have a sponsor but do not have set meeting dates or times and may or may not have a constitution. There are no members, only participants chosen by the sponsor or other faculty members. Since there are no permanent members and fund raising is virtually impossible, funding will be provided entirely by

appropriations. (Model UN, College Bowl) Allocations are not to exceed \$500.00 per semester without prior approval from the Director/Assistant Director of Student Engagement or Vice President for Student Affairs.

SECTION 808 CLUB ATTENDANCE AT STUDENT SENATE MEETINGS

Clubs vying for Club of the Year points through attendance at Student Senate meetings must stay for the entire meeting. Those who are present and do not announce their name at roll call and/or sign in or who do not stay for the entirety of the meeting will have their name and club represented stricken from the guest list, being awarded no points.

809-899 (Reserved for future use)

SECTIONS 900-919 AWARDS

SECTION 900 AWARDS

The Student Senate may recognize merit of or special service by individuals or groups to Rose State College or the Student Senate. The awards for outstanding service, the Student Senate membership plaque, and the Student Senate membership certificate shall be bestowed once a year at the Student Senate Banquet. Existence of any award category neither limits nor mandates its use, except that overuse of awards should be avoided so that the perceived value of any special award shall not be diminished. Sections 900-919, "Awards," shall be optional in their entirety. The word "shall" will be interpreted as an absolute requirement only in the event that such an award or recognition is initiated and given. Nothing in these "Awards" sections shall be construed as requiring any award or recognition to be given.

SECTION 901 OUTSTANDING SERVICE AWARD

This award shall be given to Student Senate Members who have performed outstanding and dedicated service to the Student Senate.

SECTION 902 APPRECIATION AWARD

This award shall be presented to those individuals or groups whose support of or service to Rose State College, its students or the Student Senate merits special recognition. The Student Senate shall, by majority vote, set the number of said awards to be presented. Members selected shall be chosen by signed ballot to be granted these awards. The Senators receiving the most votes shall be given the award at the Student Senate Awards Banquet.

SECTION 903 STUDENT SENATE MEMBERSHIP PLAQUES

Each Senator shall receive a plaque in recognition of their service in the Student Senate if they have served satisfactorily for not less than twenty-four (24) weeks. Any Senator who has been impeached and removed from office shall not be eligible for this award.

SECTION 904 STUDENT SENATE MEMBERSHIP CERTIFICATE

Each Senator shall receive a certificate in recognition of his service in the Student Senate if he has served satisfactorily for not less than the equivalent of eight (8) weeks and he is a Member

in good standing at the conclusion of the last Student Senate meeting of that semester in which said Senator held office. This award may be bestowed at any time with a two-thirds (2/3) vote of the Student Senate.

SECTION 905 CERTIFICATES OF RECOGNITION AWARD

Each Senator who has been a Member for less than one and a half semesters, but not less than six Student Senate meetings, shall receive a certificate in recognition of his/her service in the Student Senate.

SECTION 906 CERTIFICATES OF APPRECIATION AWARD

Certificates of appreciation shall be set up to award those individuals on campus who help the students of Rose State College to achieve and succeed in their pursuit of a quality education. These certificates shall be awarded at the end of each fall and spring semester. The recipients of the fall semester will be introduced and feted at the Student Senate banquet each school year. The spring recipients shall also be introduced, feted, and receive their certificates at this time.

SECTION 907 CATEGORIES

The "Certificate of Appreciation" awards will be set up in five different categories: (1) Adjunct Faculty, (2) Tutor, (3) Aide, (4) Advisor, (5) Any Rose State College employee who goes above and beyond their duties to help any student(s).

SECTION 908 NOMINATIONS

Nominations for "Certificate of Appreciation" are to be made by students at any time during a semester for that semester. Nominations are to be submitted to a panel of judges to be selected by the Rose State Student Senate. All nominating letters are to be typed or neatly printed. The panel will not consider any nominating letter that is not legible. Copies of each nominating letter shall be made so that each person sitting on the panel will have a copy with the original being kept on file for a time period no longer than one year. In the event of a category not receiving any nominations, that category will go non-awarded.

SECTION 909 JUDGES

The panel of Judges shall consist of no less than three persons and no more than five persons. The panel shall have no conflict of interest and be able to vote in an unbiased manner. In the case of a tie, the panel chair will serve as the tie breaker. If the panel chair decides both parties are equally deserving, both nominees shall receive the award.

SECTION 910 ADVERTISING

Advertising for the "Certificate of Appreciation" shall be "clearly" posted in classrooms, labs, tutoring center, library, bookstore, division bulletin boards, cafeteria, and Rose Cafe'. Articles to promote the "Certificate of Appreciation" shall be submitted to the school newspaper. Promotions shall also be put on the Rose State campus television. The Rose State College Student Activities shall finance all advertising.

SECTION 911-919 (Reserved for future use)

SECTIONS 920-999 MISCELLANEOUS PROVISIONS

SECTION 920 The Student Senate, with oversight approval by the Director/Assistant Director of Student Engagement, shall recommend expenditures from its allocation of Student Activity funds by a two-thirds vote. Such expenditures shall additionally be subject to the approval of the Vice President for Student Affairs.

SECTION 921 Student Senate funds in excess of five hundred dollars (\$500.00) per expenditure shall not be spent without the approval by a two-thirds vote of the Student Senate except for the normal expenditures for office supplies and materials needed by the Student Senate to perform its duties. Any use of Student Senate funds in excess of five hundred dollars (\$500.00) which is specifically opposed by a majority of the Student Senate shall be reported in writing by the Executive Committee or any combination of five Members to the President and Treasurer of Rose State College and its Board of Regents within thirty days of discovery of such expenditure.

SECTION 922 Any student or group of students wishing to make a petition must first have it pre-approved by the Student Senate. The Student Senate will only have the power to decline the petition if it is not in compliance with the Student Handbook and Bylaws. A. The procedures for any student petition are as follows:

1. A student must give his/her student identification number, printed name, and signature.
2. The intent of the petition must be typed at the top of every page that has signatures appearing on it.
3. The petition may only be signed by the students of Rose State College; a signature from a faculty member or administrator will be considered invalid.
4. Ten percent of the Rose State College student body must sign the petition before further action can be taken.

SECTION 923 Once a student or group of students has completed the petition requirements of Section 922, the following steps will be taken.

1. A Student Senator will write the legislation necessary to propose the issue to the College administration.
2. The legislation will be put on the Student Senate agenda immediately for voting.
3. If passed, the legislation will be sent on to the Director/Assistant Director of Student Engagement and the Vice President for Student Affairs. Any further action will be at the discretion of the College.

SECTION 924 Any duty assigned by these Bylaws to a salaried employee of Rose State College may be delegated by that employee at their discretion. Any duty assigned to an employee in these Bylaws but refused or ignored by that employee shall be referred to the Executive Committee of the Student Senate for disposition. Such refusals shall be brought to the attention of the Student Senate at the next meeting of the full Student Senate after discovery, and shall be reasonable cause for a change in the relevant Bylaws of the Student Senate. Until the duty is reassigned to a willing and able party or resolved in some other

appropriate manner, such refusal shall render the relevant Bylaw(s) severable and unenforceable.

SECTION 925 The Executive Committee shall approve all forms used by or for the Student Senate. Any such form which fails to indicate the date of approval by the Executive Committee shall not be valid or enforceable. Only the most recently approved form shall be valid, and shall override all earlier approved forms.

SECTION 926 The Executive Committee may seek a majority vote approval from the Student Senate for any of its official forms but may make necessary changes to any Student Senate approved forms if time limitations are relevant.

SECTION 927 Each winning candidate for the Student Senate shall be provided with a copy of the form they filled out when they offered themselves as a candidate for the position they won.

SECTION 928 The audio of every Student Senate meeting shall be recorded. The audio recording of each meeting shall be properly marked for identification and shall be preserved for not less than two years. The audio recording of a meeting shall be used to resolve any dispute regarding the written minutes of such meeting. If the audio does not resolve the issue, the approved minutes shall prevail. Prior approval of the minutes of any meeting shall not be a bar to subsequent addition of specific statements or actions to the relevant minutes when such addition is necessary to clarify and settle any dispute.

SECTION 929 Each newly sworn-in Member shall be furnished with the following materials:

1. A three-ring, letter-size binder marked clearly with the Member's name and title. Each Officer shall be provided with a larger binder necessary to accommodate materials appropriate to the office.
2. Tabbed, tear-proof index sheets will be provided to each Senator for the following categories: Agenda; Minutes; Open Meetings Act; Directory; Constitution; Bylaws; Legislation; and Miscellaneous. Additional blank tabs will be provided upon request.
3. A current copy of the Rose State College Student Senate Constitution and Bylaws.
4. A copy of the Oklahoma Open Meeting Act (Title 25, Section 301 et seq.) from the most recent edition of the Oklahoma Statutes Annotated, including the most recently available pocket part supplement to the Act.
5. A copy of the current fiscal year Student Activity Fund Budget.
6. A copy of the most recent compilation of Student Characteristics.
7. A copy of the Member's application for candidacy to the Student Senate.

SECTION 930 A complete directory of the Student Senate containing each Member's name, position, major field of study and home telephone number shall be made available to each Senator. Updates shall be prepared and distributed as needed. Any Senator with need for an unlisted number may require that his home phone number not appear in this directory. The directory information is for the exclusive use of Members, the Director/Assistant Director of Student Engagement, and the Vice President for Student Affairs, and is not provided to non-Members without the consent of the affected Member.

SECTION 931 A magnetic tag showing the name of a Member and identifying the office held shall be provided to each Member at the earliest possible date.

SECTION 932 Any Member who serves for no less than one Session of the Student Senate shall be eligible to attend the annual Student Senate Banquet.

SECTION 933 OSGA MEMBERSHIP

The Student Senate shall maintain membership in the Oklahoma Student Government Association (OSGA).

SECTION 934 The President shall serve as the official liaison between the Student Senate and the OSGA. The President shall also serve as the Student Senate delegate to the OSGA Board of Directors in all meetings deemed applicable by the Executive Committee. In the absence of the President, the Vice President may serve as the delegate to the Board of Director's meeting.

SECTION 935 The Student Senate shall supply not less than four representatives to the OSGA General Conference. These representatives are to include, but are not limited to, one delegate to the Board of Directors, two voting delegates, and one alternate. Additional representatives may be sent if deemed necessary by a majority of the Senators.

SECTION 936 Any current member of the Student Senate shall be eligible to attend the OSGA General Conference. The voting delegates to the OSGA General Conference shall be determined by a two-thirds majority vote of the Student Senate, with all current members being eligible for nomination. The number of alternates and the Senators occupying these positions shall be set by a majority vote of the Student Senate. The President shall serve as the delegate to the Board of Directors in the General Conference, but he/she is also eligible to concurrently serve as a voting delegate, in accordance with the procedures listed above.

SECTION 937-949 (Reserved for future use)

SECTIONS 950- 954 STUDENT SENATE BOOK SCHOLARSHIPS

SECTION 950 STUDENT SENATE BOOK SCHOLARSHIP

Student Senate Book Scholarship

- A. One hundred dollars (\$100.00) shall be awarded to each recipient. There is not to be more than five (5) students per semester.
- B. Ten (10) scholarships possible, not to exceed a grand total of one thousand dollars (\$1,000.00) per fiscal year.

SECTION 951 QUALIFICATIONS

- A. All students must have or must be enrolled in at least six (6) and no more than twenty-four (24) credit hours per semester.

- B. All applicants must and shall have an accumulative GPA of 2.5 GPA as set by the selection committee.

SECTION 952 DEADLINES

The Student Senate shall and will advise the Director/Assistant Director of Student Engagement on participants most likely to be honorable of such said book scholarships.

1. Student Engagement Advisors shall provide information of ten (10) selected hopeful candidates of said scholarships.

SECTION 954 VOTES

The Student Senate shall and will vote on no more than five (5) final scholarship recipients to receive such said funds provided in Section 950.

1. The said five (5) recipients' names shall be submitted to the President of Rose State College.
2. The said five (5) recipients' names shall also be put into the *15th Street News* of Rose State College to advertise the student and Student Senate relations.

SECTION 955 ROWDY THE RAIDER BOOK SCHOLARSHIP

The Student Senate will provide a \$150 scholarship for both fall and spring semesters to the student responsible for being the Rose State College mascot "Rowdy the Raider."

SECTIONS 956 - 999 (Reserved for future use)

APPENDIX 3A

ROSE STATE COLLEGE STUDENT SENATE HOUSE ADOPTED JANUARY 11, 2007 AMENDED MAY 8, 2008

-PREAMBLE-

We, the students of Rose State College, in order to expand the Student Government; promote student participation; encourage communication between students and the Student Senate; to increase student involvement in campus events; to create a better student life; to gain additional support from students to aid the Student Senate; to gather additional information from students on student needs; do hereby establish this Constitution and its Bylaws.

ARTICLE I

Section 1. Purpose

- A. The purpose of this organization shall be to gain additional input and/or information from the student body.

ARTICLE II

Section 1. Membership

- A. The Student House will be open to all students and clubs.
- B. There shall be a set membership at members at large, which will include any student who would like to be actively involved and attend at least 70 percent of all House meetings and events.
- C. All students wishing to become members at large will fill out an application to be given to the Student Senate Club Liaison for approval.
- D. Members at large can include their membership in the Student House on their student activities transcript.

Section 2. Officers

- A. The Student Senate Club Liaison will act as presiding officer of the house and be known as the Speaker of the House.
- B. Members at large will appoint a Secretary who will be in charge of keeping minutes, attendance of members at large, a club sign in sheet, and will be responsible for typing any recommendations to the Student Senate.
- C. Members at large will appoint a Vice Chair in case of the absence of the Club Liaison, in the absence of the Vice Chair, the Secretary will Chair.

ARTICLE III

Section 1. Meetings.

- A. The Student House will meet monthly or bi-monthly as seen fit by the Speaker of the House or Student Senate Executive Board.
- B. Club points will be awarded for club members in attendance

Section 2. Duties and Responsibilities

- A. The Student House will vote on recommendations that will be presented to the Student Senate, upon being forwarded to the Student Senate by the Speaker of the House a senator will be appointed to write legislation according to the recommendation to be presented at the following Student Senate meeting.
- B. The recommendations shall be carried from the House to the Student Senate upon either a majority vote of all students in attendance in the House meeting, or by 33% or 1/3rd of the members at large.
- C. The meetings will be held as open forums where the chair recognizes students to take the floor. Any student can make a recommendation; after the recommendation is made, the floor will be open to all students for questions to the author of the recommendation. Any student can call for a debate on any recommendation needing a second but no consent. A recommendation is amenable by a majority of all students in attendance. In the case a recommendation or amendment is voted down by the body, a member at large can request, from the chair, a vote of all members at large. All other rules and policies regarding the regular flow of meetings will be left at the discretion of the Chair.
- D. Members at large may be removed if the students of the House see it necessary by a majority vote of the officers. The members(s) will be brought before a committee appointed by the Student Senate to determine a punishment if in violation of the Student Senate Constitution or Bylaws of house Constitution and Bylaws.

APPENDIX 4

ROSE STATE COLLEGE

STATEMENT OF POLICY ON PROFICIENCY IN THE ENGLISH LANGUAGE

Rose State College implements the Oklahoma State Regents for Higher Education Resolution No. 1703 as follows:

When recommending professors for Rose State College, the administration and faculty implement the following procedures to evaluate applicants in their use of English:

Full-Time Professor Procedure

- A. During the initial application review, the appropriate Division Dean considers the applicant's college coursework in composition and speech and written statements on educational philosophy to begin an assessment of language strengths or weaknesses.
- B. A committee, consisting of the Division Dean and his/her faculty members, interviews the applicant and, as an important component of the interview, evaluates the applicant's vocal delivery: voice quality, articulation, and pronunciation.
- C. The Vice President for Academic Affairs interviews the three recommended applicants for any position and includes applicants' use of language as an essential criterion for recommendation to the President.
- D. The College President, who interviews all applicants recommended by the Vice President for Academic Affairs, evaluates the applicant's vocal clarity and language correctness before preparing the recommendation for the Board of Regents.

Adjunct professor Procedure

- A. Utilizing similar guidelines as those for full-time applicants, the Division Dean reviews the applicant's academic preparation in English classes and writing adeptness on composition parts of the application.
- B. The Division Dean or Associate Dean interviews the applicants and considers language usage as an integral factor in the evaluation process.
- C. The final recommendation interview is conducted by the Associate Vice President for Academic Affairs who evaluates the applicant's language ability and discusses the applicant's recommendation with the Division Dean before submitting it to the Vice President for Academic Affairs.
- D. The Vice President for Academic Affairs and the College President review the application and then send their recommendations to the Board of Regents.

In summary, Rose State College diligently strives to provide students with professors who have competence in written and oral communication. A careful review of application statements and a series of interviews, with an emphasis on the applicant's language skills, enable this College to recommend professors who display a proficiency in English.

APPENDIX 5

ROSE STATE COLLEGE

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

The Family Educational Rights and Privacy Act of 1974, as amended, required each postsecondary educational institution to publish and make available to its students statements of policy which specify institutional intent in the following matters:

1. Inform students annually of their rights.
2. Permit students to inspect and review their education records.
3. Provide a list of types and location of education records and the addresses of the officials responsible for those records.
4. Inform students that no personally identifiable information from education records will be disclosed without their prior written consent except when prior written consent is not required by the FERPA.
5. Inform students what institutional officials and other specified individuals to whom certain information may be released without obtaining prior written consent.
6. Specify which items of information will be designated as public or Directory Information.
7. Maintain records of requests for disclosure of personally identifiable information and permit students to review those records.
8. Provide students an opportunity to seek amendment or correction of education records.

Rose State College has adopted the following policy and established certain procedures as contained in the statement below to ensure the student's rights to privacy will be preserved.

The following general policy statement will be published each year in the official student handbook. It will also appear in each new edition of the Rose State College Catalog "Policies and Procedures Manual". Copies of the policy statement will also be available in the Registrar/Associate Vice President of Enrollment Management office, ADM 100.

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Rose State College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, or are currently enrolled, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, to the provider or creator of the education records, to state and local educational

officials, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Rose State College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. Additionally, all rights of parents under FERPA, including the right to inspect and review education records, to seek to have education records amended in certain circumstances, and to consent to the disclosure of education records, transfer to the student once the student has reached 18 years of age or attends a postsecondary institution and thereby becomes an "eligible student." Even after a student has become an "eligible student" under FERPA, postsecondary institutions may allow parents to have access to their child's education records, without the student's consent, in the following circumstances: the student is a dependent for Federal income tax purposes (Parents of 17 years of age and under students will need to provide proof of dependency for Federal income tax purposes); the disclosure is in connection with a health or safety emergency under the conditions specified in the law (i.e. if knowledge of the information is necessary to protect the health or safety of the student or other individuals); and for postsecondary students, the student violated any Federal, State or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding that use or possession and the student is under 21 at the time of disclosure.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include but not limited to: student name, address, telephone number, date and place of birth, electronic mail address, photograph, major field of study, dates of attendance, (attendance is defined as attendance in person or correspondence via video conference, satellite, internet, or other electronic information and telecommunications technologies), degrees, honors and awards received, the most recent previous educational agency or institution attended by the students, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar/Associate Vice President of Enrollment Management in writing within two weeks after the first day of class for the fall term. A printed form for this purpose is available in the Office of Admissions and Records.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Office of the Registrar/ Associate Vice President of Enrollment Management.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Registrar/ Associate Vice President of Enrollment Management at Rose State College has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic

cooperative education and placement records. Students wishing to review their education records must make written requests to the Registrar/ Associate Vice President of Enrollment Management listing the item or items of interest. Forms for this purpose are available in the Admissions Office. Only records covered by the Act will be made available no later than 10 working days of the request. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar/ Associate Vice President of Enrollment Management. If the decisions are in agreement with the students' requests, the appropriate records may be amended. If not, a student may request a formal hearing, which must be made in writing to the chairperson of the Academic Grade Appeals Committee.

Decisions of the Academic Grade Appeals Committee will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

Further information and request forms are available in the Office of Admissions and Records.

PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

Rose State College hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion in compliance with the Family Educational Rights and Privacy Act of 1974, as amended.

1. Student's name, address, telephone number
2. Date and place of birth
3. Major field(s) of study
4. Dates of attendance (Attendance is defined as attendance in person or correspondence via video conference, satellite, internet, or other electronic information and telecommunications technologies)
5. Degrees, honors and awards received
6. Participation in officially recognized activities and sports
7. Weight and height of athletic team members
8. The most recent previous educational agency or institution attended by the students

9. Electronic mail address
10. Photograph

APPENDIX 6

RESOLUTION NO. 86-1

A RESOLUTION OF THE BOARD OF REGENTS OF ROSE STATE COLLEGE ESTABLISHING FEES FOR COPYING AND/OR MECHANICAL REPRODUCTION OF RECORDS AND FOR THE SEARCH FOR CERTAIN RECORDS:

BE IT RESOLVED by the Board of Regents of Rose State College, Oklahoma:

SECTION 1. No Fee. Where a request has been made for the inspection of an open public record no fee shall be charged.

SECTION 2. Copying Fee. A fee of \$.25 per page shall be charged for photocopying an open public record, such fee to cover the cost of labor, materials and equipment.

SECTION 3. Fee for Mechanical Reproduction. For copying any open public record which cannot be reproduced by photocopying, such as a computer printout or a blueprint, the requester shall be charged the actual cost to the College, including the cost of labor, materials and equipment.


SECTION 4. Search Fee. A search fee shall be charged a requester who is using the record solely for a commercial purpose. Such fee shall be the actual cost to the College of producing the record, including the cost of labor, materials and equipment.

Adopted by the Board of Regents and approved by the Chairman of the Board of Regents this 20th day of March, 1986.



CHAIRMAN (Acting)

ATTEST:

By 

Secretary

RESOLUTION NO. 86-2

A RESOLUTION OF THE BOARD OF REGENTS OF ROSE STATE COLLEGE APPOINTING CUSTODIANS FOR THE PUBLIC RECORDS OF ROSE STATE COLLEGE, AND PROVIDING FOR THE DESIGNATION OF ADDITIONAL RECORD CUSTODIANS:

BE IT RESOLVED by the Board of Regents of Rose State College:

SECTION 1. Appointment of Official Custodians. The following College officials are hereby appointed as official custodians for purposes of the Oklahoma Open Records Act and are hereby charged with responsibility for compliance with that Act with respect to the hereinafter listed public records:

Vice President for
Business Affairs

All public records kept and maintained by the College and all other public records not provided for elsewhere in this Section.

Registrar -

All public records pertaining to student information not on file in the office of the Vice President, Business Affairs.

SECTION 2. Designation of Additional Record Custodians.

(a) Each of the official custodians appointed in Section 1 is hereby authorized to designate any subordinate officers or employees to serve as record custodian. Such record custodians shall have such duties and powers as are set out in the Oklahoma Open Records Act.

(b) Whenever an official custodian shall appoint another person as a record custodian he or she shall notify the President of such designation and the Board of Regents shall maintain a register of all such designations.

SECTION 3. Duties of Custodians. All College officials and employees appointed or designated under this Resolution shall: protect public records from damage and disorganization; prevent excessive disruption of the essential functions of the College; provide assistance and information upon request; insure efficient and timely action and response to all applications for inspection of public records; and shall carry out the procedures adopted by this College for inspecting and copying open public records.

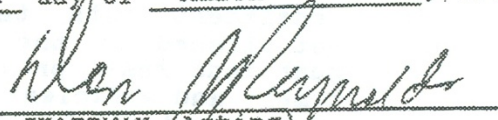
SECTION 4. Requests to be Directed to Custodians.

(a) All members of the public, in seeking access to, or copies of, a public record in accordance with the provisions of the Oklahoma

Open Records Act shall address their requests to the custodian charged with responsibility for the maintenance of the record sought to be inspected or copied.

(b) Whenever any College official or employee appointed or designated as a custodian under this Resolution is presented with a request for access to, or copy of, a public record which record the custodian does not have in his or her possession and which he or she has not been given responsibility to keep and maintain, the custodian shall so advise the person requesting the record. Further, the person making the request shall be informed as to which custodian the request should be addressed to, if such is known by the custodian receiving the request.

Adopted by the Board of Regents and approved by the Chairman of the Board of Regents this 20th day of March, 1986.



CHAIRMAN (Acting)

ATTEST:



SECRETARY

RESOLUTION NO. 86-3

A RESOLUTION OF THE BOARD OF REGENTS OF ROSE STATE COLLEGE PROVIDING FOR THE MAINTENANCE, PRESERVATION AND PROTECTION OF PUBLIC RECORDS, AND ESTABLISHING PROCEDURES FOR ACCESSING AND COPYING OPEN PUBLIC RECORDS:

BE IT RESOLVED by the Board of Regents of Rose State College:

SECTION 1. Procedures Regarding Both Inspection and Copying of Open Public Records. The following procedures are hereby adopted and shall be applied by each official custodian and record custodian:

- (a) Consistent with the policy, duties and procedures established by the Oklahoma Open Records Act, record guardians shall provide full access and assistance in a timely and efficient manner to persons who request access to open public records.
- (b) Record custodians shall protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied.
- (c) Record custodians may prevent excessive disruptions of essential functions and provide the record at the earliest possible time.
- (d) All inspections and copying of open public records shall be performed by, or under the supervision of, the record custodian responsible for such records.
- (e) All persons requesting the inspection of or a copy of open public records shall make such request in writing prior to the request being honored, except that no form shall be required for requests made for records which have been reproduced for free public distribution.
- (f) All record inspection and copying forms are to be completed by the person requesting the record. The record custodian may demand reasonable identification of any person requesting a record.

- (g) The record custodian shall demand full prepayment of costs incurred for all requests. These costs shall be paid to the Business Office.
- (h) No record search or copying charge shall be assessed against officers or employees of the College who make requests which are reasonably necessary to the performance of their official duties.
- (i) Hours for making requests for inspection or copying shall be all regular working hours for each day the office maintains regular office hours.
- (j) Removal of open public records from the office where kept and maintained, for purposes of inspection and/or the making of copies shall not be permitted.
- (k) The above procedures, as well as any other inspection and copying procedures, shall be posted in a conspicuous place in the office of the record custodian.

SECTION 2. Procedures Regarding Inspection of Open Public Records. The following procedures are hereby adopted and shall be applied by every official custodian and record custodian:

- (a) Record custodians shall handle all inspection requests in accordance with their duties to protect and preserve public records and to assist persons requesting inspection of open public records.
- (b) All request forms must be completed by the party requesting the record. In all cases the party so requesting must sign his or her individual name to the form. Written requests shall be made on the form provided by the record custodian and presented to the record custodian, and shall include the reason for such request.
- (c) A written request is sufficient if it reasonably describes the record sought. In instances where the requester cannot provide sufficient information to identify a record, the custodian shall assist in making such identification.
- (d) The record custodian shall, upon making a denial of an inspection request, forward a copy of the denial to the Attorney for the College.

SECTION 3. Procedures Regarding Copies of Open Public Records. The following procedures are hereby adopted and shall be applied by each official custodian and record custodian.

- (a) Record custodians shall handle all copy requests in accordance with their duties to protect and preserve public records and to assist persons requesting copies of open public records.

- (b) All request forms must be completed by the party requesting the copies. In all cases the party so requesting must sign his or her individual name to the form. Written requests shall be made on the form provided by the record custodian, and shall include the reason for such request.
- (c) Mechanical reproduction of a record shall not be undertaken when it is the judgment of the record custodian that any available means of mechanically reproducing the subject record is likely to cause damage to such record.
- (d) No copy fee shall be assessed when multiple copies of the record requested have been prepared for free public distribution, or when the record custodian determines that the cost of charging and handling the fee exceeds the cost of providing a copy without charge.

Adopted by the Board of Regents and approved by the Chairman
of the Board of Regents this 20th day of March, 1986.


CHAIRMAN (Acting)

ATTEST:


SECRETARY

APPENDIX 7

CONSTITUTION

ROSE STATE COLLEGE PROFESSIONAL/ADMINISTRATIVE STAFF ASSOCIATION

**November 14, 1990,
as amended, June 21, 1991, and June 18, 1992,
and October 23, 2008, April 1, 2009, June 1, 2011, and April 7, 2017**

PREAMBLE

Recognizing its role in improving and promoting academic excellence and campus life, the Professional/Administrative Staff Association of Rose State College is hereby established. The professional and administrative staff believe that they, together with comparable campus organizations, and the President and his/her staff share a joint responsibility for the academic excellence and the campus environment.

ARTICLE I - Name and Purpose of Organization.

Section 1. The Professional/Administrative Staff Association of Rose State College (hereafter called PASA) shall be the name of the primary organization for professional and administrative employees of Rose State College.

Section 2. The purposes of PASA shall be:

- A. To sponsor and encourage opportunities for employees' professional growth.
- B. To foster communication among professional and administrative employees on campus.
- C. To increase representation of professional and administrative employees on College committees and in policy development.
- D. To provide a forum for the continuing review of College policies and to function as a consultative body to the College President.
- E. To act as a liaison between professional and administrative employees and the College community on issues of common concern.
- F. To encourage greater participation by professional and administrative employees in the College community.

ARTICLE II - Membership

Section 1. All professional and administrative staff not eligible for membership in the Faculty Association (as defined in the current College Policies and Procedures Manual) are eligible for membership in PASA. Those professional and administrative staff employed less than 50 percent FTE are encouraged to become associate members. Associate members are not eligible to vote, or serve as officers, but may serve as non-voting members of PASA committees.

ARTICLE III - Officers - Duties - Elections

Section 1. The PASA officers shall be President, Vice President/President Elect, Immediate Past President, Secretary, Treasurer, and Parliamentarian.

Section 2. Elections shall be conducted as follows:

A. The Nominating Committee shall prepare a roster of candidates from the active membership for offices by the 1st of March.

B. Ballots will be distributed to all active members by March 15 with ballots due by April 1.

C. The President, Vice President/President-Elect and Parliamentarian shall be responsible for tabulating ballots and announcing results at the spring membership meeting.

Section 3. Duties of the Officers shall be:

A. The President shall:

1. Preside at all meetings of the Executive Committee and the association.

2. Be responsible for establishing the agenda and determining the order of business for each meeting.

3. Ensure that regular meetings are held; call additional meetings when s/he deems it proper or upon written petition of 10 percent of the membership; and ensure,

along with the Secretary, that the membership is adequately informed of the time, place and agenda of each meeting.

4. Appoint standing and ad hoc committees of PASA as necessary and appropriate for the advancement of the association.

5. Serve as an ex officio member of all standing committees.

6. Serve as a liaison between PASA and the College President.

7. Pass all material accumulated during the term of office to the succeeding president as soon as reasonably possible.

B. The Vice President/President-Elect shall:

1. Serve as President the following year.
2. Act as President in the absence of the President.
3. Serve as President if the office of President becomes vacant.
4. Serve as an ex-officio member of all standing committees.
5. Serve as chairman of nominating committee.
6. Pass all materials accumulated during the term of office to the succeeding Vice President/President-Elect as soon as reasonably possible.

C. The Immediate Past President shall:

1. Serve in an advisory capacity to the current President.
2. Perform other duties as requested by the current President.

D. The Secretary shall:

1. Maintain a permanent record of all meetings.
2. Distribute copies of the minutes of each meeting to all members of PASA within two weeks following a meeting of the full membership.
3. Pass all materials accumulated during the term of office to the succeeding Secretary as soon as reasonably possible.

E. The Treasurer shall:

1. Collect fees and disburse funds.
2. Distribute a written financial report to the membership at least once a year.
3. Certify membership lists for the Executive Committee.
4. Pass all materials accumulated during the term of office to the succeeding Treasurer as soon as reasonably possible.

F. The Parliamentarian shall:

1. Assist the President in expediting the conduct of meetings.
2. Rule on whether or not correct procedures are being followed, based on Robert's Rules of Order, Revised.
3. Keep a historical record of PASA.
4. Pass all materials accumulated during the term of office to the succeeding Parliamentarian as soon as reasonably possible.

Section 4. The term of office for PASA officers shall be from July 1 to June 30.

ARTICLE IV - Meetings

Section 1. The PASA officers shall meet at least monthly, if necessary.

Section 2. The PASA president and his/her designates should meet with the College President on a quarterly basis to update him/her of PASA concerns.

Section 3. PASA shall hold at least two annual general membership meetings (one in fall; one in spring) for the purpose of:

1. Discussing administrative decisions and policy change pertaining to PASA.
2. Discussing recommendations of PASA regarding College policies.
3. Nominating candidates to serve on standing College committees as requested by the College President.

Section 4. Additional meetings may be called by the President of PASA as needed. Upon written petition of at least 10 percent of the membership, the President shall call a meeting within two weeks.

Section 5. A quorum shall consist of no less than twenty percent of the membership.

Section 6. All general meeting agendas shall be issued by the President of PASA. S/he should solicit agenda items from the membership for consideration.

Section 7. Active members may vote by absentee ballot if unable to attend a meeting of PASA. The President shall be responsible for collecting absentee ballots.

Section 8. Except as otherwise provided, Robert's Rules of Order, Revised shall govern the conduct of all meetings.

Section 9. PASA Officers may be removed by the Executive Committee from office after a failure to attend three (3) consecutive meetings of the officers.

Section 10. Vacancies to the offices of Secretary, Treasurer, and Parliamentarian shall be appointed by the President based on nominees from the Executive Committee. A vacancy to the position of Vice President/President-Elect shall be filled by conducting a special election by ballot.

ARTICLE V - Amendments

Section 1. Proposed amendments to the constitution and by-laws shall be initiated by the PASA board, and shall be presented at the meetings described in Article IV, Section I. The amendment shall be proposed at the next general meeting.

Section 2. A complete text of the proposed amendment shall be distributed to the membership at least five (5) working days prior to the general meeting.

Section 3. The proposed amendment shall be an agenda item at a general meeting. Upon approval of the majority of those present, the amendment shall become part of the constitution.

BYLAWS TO THE CONSTITUTION
ROSE STATE COLLEGE
PROFESSIONAL/ADMINISTRATIVE STAFF ASSOCIATION

November 14, 1990,
as amended, July 5, 2007

ARTICLE I - Committees

Section 1. The following PASA Standing Committees shall be maintained:

- A. The Executive Committee shall consist of the President; Vice-President/President-Elect; Immediate Past President, Secretary; Treasurer; and Parliamentarian. The committee shall plan programs, develop policy proposals and interpret the constitution. The committee shall be responsible for appointments to special College committees, as requested by the College President.
- B. The Professional Relations and Development Committee, consisting of no less than five active members, shall be responsible for making recommendations to the Executive Committee for programs designed to promote professional relations and to provide opportunities for professional growth.
- C. The Nominating Committee shall be chaired by the Vice President/President-Elect and composed of four additional active members. The committee will prepare a slate of officers by the first of March. The committee shall be composed of representatives from Academic Affairs, Administrative Services, Student Affairs and Enrollment Management, and President's Office. Committee members shall be appointed by the PASA President.
- D. The Membership Committee shall be responsible for efforts to attract new members and for publishing a membership newsletter. Membership of the committee shall be appointed by the PASA President.
- E. The Research and Policy Advisory Committee shall be responsible for making recommendations to the College President (through the PASA President) regarding current or proposed College policies. Membership of the committee shall be appointed by the PASA President.