

TABLE OF CONTENTS

PART II: PROCEDURES

3357:15-11 BOARD OF TRUSTEES

11-01	Composition
11-02	Officers
11-03	District and Place of Business
11-04	Meetings
11-05	Board Attendance
11-06	Procedures
11-07	Instructional Fee Waived

3357:15-12 THE ADMINISTRATIVE ORGANIZATION

12-01	Office of the President
12-02	Administrative Divisions
12-03	President's Executive Committee
12-04	President's Cabinet
12-05	Chain of Command

3357:15-13 ACADEMIC

13-01	Academic Calendar
13-02	Instructional Programs
13-03	Academic Regulations
13-04	Academic Field Trips
13-05	Continuing Education Unit
13-06	Articulation
13-07	Honesty in Learning
13-08	Grade Appeal Procedure
13-09	Catalog-In-Force
13-10	Course Development and Delivery
13-11	eLearning
13-12	General Copyright Guidelines
13-13	Student Travel Policy
13-14	Course Syllabus Policy
13-15	Implementation of Assessment

3357:15-14 PERSONNEL

14-01 Employee Classification System
14-02 Recruitment and Selection
14-03 Contracts and Records
14-04 Responsibilities, Duties, Code of Ethics
14-05 Faculty Rank and Promotion
14-06 Evaluation of Personnel
14-07 Grievance Procedure
14-08 Compensation and Related Benefits
14-09 Instructional Fees as a Staff Benefit
14-10 Travel and Business Entertainment Expense
14-11 Affirmative Action Guidelines
14-12 Drug and Alcohol Abuse and Drug-Free Workplace Act Compliance
14-13 Sexual Harassment
14-14 Investigator Conflict of Interest
14-15 Sexual Assault
14-16 Bloodborne Infectious Diseases
14-17 Concealed Weapons
14-18 Discipline Procedure
14-19 Pay During Emergency School Closing
14-20 Property Use Policy

3357:15-15 COMMUNICATIONS

15-01 External Communications
15-02 Internal Communications
15-03 Web Communication
15-04 Policy on Responsible Use of College Computing Resources
15-05 Policy on Responding to Public Records Requests
15-06 Policy on Electronic Communications

3357:15-16 BUSINESS MANAGEMENT

16-01 Basic Accounting Standards
16-02 Budget Preparation and Control
16-03 Purchasing Procedures
16-04 Procedures for Accountant of Restricted Funds
16-05 Financial Reports
16-06 Financial Planning
16-07 Investments and Cash Management
16-08 Reprographic Procedure of Stark State College
16-09 College Discretionary Fund
16-10 College Food Policy
16-11 Disposal of Surplus Equipment

3357:15-17 FACILITIES

- 17-01 Internal Priorities for Use of Facilities
- 17-02 Use by External Organizations, Companies and Individuals
- 17-03 Maintenance of Building and Grounds
- 17-04 Space Utilization Reports
- 17-05 Physical Development Planning
- 17-06 Inventory Control
- 17-07 Security and Disaster Plan
- 17-08 Selecting and Displaying Artwork
- 17-09 Smoke-Free Facilities

3357:15-18 ACCESS TO INSTRUCTION

- 18-01 Regular Admission Procedures
- 18-02 Early Admission
- 18-03 Limited Admission
- 18-04 Older Citizens
- 18-05 Cross Registration
- 18-06 Financial Aid
- 18-07 Transfer Applicants
- 18-08 Fees
- 18-09 Student Recruitment

3357:15-19 STUDENT SERVICES

- 19-01 Guidance and Counseling
- 19-02 Career Services
- 19-03 Student Activities
- 19-04 Student Records
- 19-05 Medical Emergency
- 19-06 Inappropriate Behavior