

**POLICIES AND PROCEDURES
OF THE
BOARD OF TRUSTEES
STARK STATE COLLEGE OF TECHNOLOGY**

REVISION 2.16

CHANGE RECORD

Chapter Number	Chapter Name	Section Number	Sub-Section Number	Date Revision Approved in President's Cabinet
IV	PERSONNEL	4.05		11/01/99
V	COMMUNICATIONS	5.04		12/11/99
VI	BUSINESS MANAGEMENT	Chapter Revised		02/05/01
VIII	ACCESS TO INSTRUCTION	8.04	8.04.01, 8.04.02	12/11/00
III	ACADEMIC	3.03	3.03.02.4 & 3.03.03.2	04/10/01
IV	PERSONNEL	4.06		05/03/01
	INTRODUCTION	i		08/02/01
	PART I GOVERNANCE POLICIES	Table of Contents Updated		-
	PART I GOVERNANCE POLICIES	POLICY TYPE: ENDS	3357:15-04-02 through 3357:15-04-08	06/00
I	BOARD OF TRUSTEES	Table of Contents Updated		-
III	ACADEMICS	Table of Contents Updated		-
VI	BUSINESS MANAGEMENT	Table of Contents Updated		-
VIII	ACCESS	Fee Schedule Updated for Spring 2002		06/13/01
IV	PERSONNEL	Table of Contents Updated Added Section 4.18	4.18	03/05/02
X	UNIVERSITY BRANCH RELATIONSHIP	Remove Chapter		03/05/02
IV	PERSONNEL	Table of Contents Updated Replaced Sections 4.01 through 4.02		05/06/02
IV	PERSONNEL	Table of Contents Updated Revised 4.08.04, 4.08.06 & 4.08.07	4.08.04.5, 4.08.06.1 & 4.08.07.11	10/01/02
V	COMMUNICATIONS	5.04	Sections A, B, C & D	10/01/02

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Chapter Number	Chapter Name	Section Number	Sub-Section Number	Date Revision Approved in President's Cabinet
	APPENDICES	College Organizational Chart Updated Appendix B		10/01/02

Reformatted Policies & Procedures Manual Per Ohio Legislative Service Commission (OLSC) June 2003

Chapter	Rule Name	Rule Number	Date Revision Approved in President's Cabinet
Chapter III is now 3357:15-13 Chapter 13	ACADEMICS	This is Rule Number 7 3357:15-13-07 Revised Honesty in Learning	12/02/02
		This is Rule Number 8 3375:15-13-08 Revised Grade Appeals Procedure	12/02/02
Page i	INTRODUCTION	Board of Trustees & Administration List Updated	-
Chapter IV is now Chapter 14 3375:15-14	PERSONNEL	This is Rule Number 12 3357:15-14-12 Revised Drug & Alcohol Abuse & Drug-Free Workplace Act Compliance	09/08/03
		This is Rule Number 7 3357:15-14-07 Revised Grievance Procedure	11/04/03
Page i Page iv	INTRODUCTION	Board of Trustees & Administration List Updated Updated Institutional Mission & Vision Statements	-
Part I Governance Policies	ENDS	This is Rule Number 1 3357:15-4-01 Mission & Vision Updated	-
Part II Procedures	PERSONNEL	This is Rule Number 4 3357:15-14-04 Responsibilities, Duties, Code of Ethics Page 7 (3) (c)	12/02/04
Part III	APPENDICES	This is Rule Number 30 3357:15-30 Appendix B - Revised 081005 Updated the College Organizational Chart	-
Part II Procedures	PERSONNEL	Table of Contents Updated This is Rule Number 19 3357:15-14-19 Pay During Emergency School Closing	04/04/05
Part II Procedures	ACCESS TO INSTRUCTION	This is Rule Number 8 3357:15-18-08 Fees Refund Policy Updated	11/3/04

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Chapter	Rule Name	Rule Number	Date Revision Approved in President's Cabinet
Part I Governance Policies	BOARD-STAFF RELATIONSHIP	Chapter Two Rule 1 3357:15-2-01 Board Staff Relationship Typo corrected	-
Part II Procedures	PERSONNEL	Chapter Fourteen Rule 4 3357:15-14-04 Responsibilities, Duties, Code of Ethics Revised Chapter Fourteen Rule 8 3357:15-14-08 Compensation and Related Benefits Revised Chapter Fourteen Rule 10 3357:15-14-10 Travel and Business Expense Revised	- - -
Part II Procedures	BUSINESS MANAGEMENT	3357:15-16-03 Purchasing Procedures Updated	-

Revision 2.9

Reformatted 3357:15 to 3357.15 according to Legislative Service Commission requirements.

Part II Procedures	ACCESS TO INSTRUCTION	Chapter 18 Rule 5 3357.15-18-05 Cross Registration Updated	-
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Revision 2.10

This revision contains many changes including information on the new President's Committee Structure and reflects the new administrative organization structure.

	TITLE PAGE & CHANGE RECORD	Title Page Revision 2.10 & Change Record Updated	
Pages i and v	INTRODUCTION	Page i Board of Trustees & Administration Page v Core Values and Beliefs Updated	-
Part II Procedures	THE ADMINISTRATIVE ORGANIZATION	Chapter 12 3357.15-12 Table of Contents Administrative Divisions Updated	-
Part II Procedures	PERSONNEL	Chapter 14 3357.15-14 Titles of administrators updated Chapter 14 Rule 3 3357.15-14-03 Contracts and Records. (A)(f)(3) corrected to read as . . . paragraphs (8) and (9) of this rule, . . .	- -

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Chapter	Rule Name	Rule Number	Date Revision Approved in President's Cabinet
Part II Procedures	PERSONNEL	Chapter 14 Rule 6 3357.15-14-06 (B)(5) page 3 updated. Personnel Affairs Committee - discontinued	9/7/06
		Chapter 14 Rule 7 3357.15-14-07 (C)(4) Step 2 page Grievance Procedure Updated	9/7/06
		Chapter 14 Rule 8 3357.15-14-08 Compensation and Related Benefits (A)(7)(b) page 9 updated	Board of Trustees Resolution 8/9/06
Part II Procedures	COMMUNICATIONS	Chapter 15 Rule 2 3357.15-15-02 Internal Communications Procedures for representatives to serve on the president's cabinet updated	9/7/06
Part III	APPENDICES	Chapter 30 3357.15-30 Appendix G Formal Communication Flow Chart removed. All-text format pending.	Revision proposed during 10/2/06 cabinet meeting

PLEASE CONTINUE REFERRING TO THE POLICIES & PROCEDURES MANUAL POSTED ON THE INTRANET FOR THE MOST CURRENT INFORMATION. REFORMATTING IS ACCORDING TO LEGISLATIVE SERVICE COMMISSION THROUGHOUT THE P & P MANUAL.

Revision 2.11

Part III	APPENDICES	3357:15-30 Appendix B College Organization Chart Human Resources moved from Information Technology & Human Resources to the Business & Finance Division	Special Board of Trustees Meeting 12/04/06 Appendix B revision approved. Intranet updated.
		3357:15-30 Appendix F Revised the Fee Schedule for the Intranet to show fee explanations	Intranet updated.
		3357:15-30 Table of Contents Revised Added Appendix H Policy on Development, Delivery & Ownership of Courses	“
Part II PROCEDURES	PERSONNEL	Added New Rule 3357:15-14-20 Property Use Policy	Approved during the 10/2/06 Cabinet Meeting. Intranet updated.

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Part II PROCEDURES	ACADEMIC	<p>3357:15-13-03 Academic Regulations (D) Academic Probation and Dismissal. (2) <i>The last sentence was approved to read as:</i> Students on academic probation must meet with and have their registration form signed by their academic advisor prior to registering in person in the Registrar/Academic Records Office.</p>	<p>Approved during the 12/6/06 Cabinet Meeting. Intranet updated.</p>
Part II PROCEDURES	COMMUNICATIONS	<p>3357.15-15-02 Internal Communications Page 8 (c) second sentence revised to read as: . . . College Staff Association representative, and the Vice President of Information Technology.</p> <p>3357.15 -15-02 Internal Communications Page 9 (d) second sentence revised to read as: . . . one Student Services and Enrollment Management representative, one Information Technology Division representative</p>	<p>Approved during the 12/6/06 Cabinet Meeting Intranet updated.</p> <p>Reflects change on Page 8 (c). Intranet updated.</p>
Part II PROCEDURES	PERSONNEL	<p>3357.15-14-02 Recruitment and Selection Page 6 (E) (2) Changed the word it to its</p> <p>3357.15-14-08 Compensation and Related Benefits Added Call-Back Policy Item (13)</p> <p>Table of Contents for PERSONNEL updated.</p> <p>3357.15-14-07 Grievance Procedure Deleted the extra (3) found on Page 7 (D)</p> <p>3357.15-14-08 Compensation and Related Benefits Policy on Development, Delivery & Ownership of Courses (13) (a) (b)</p> <p>FORM Working Outside of Contract . . .</p>	<p>Intranet updated 1/3/07</p> <p>Approved during the 2/1/07 cabinet meeting</p> <p>Intranet updated.</p> <p>No P & P language change. Intranet updated</p> <p>Approved during 5/15/06 Cabinet Meeting. Intranet updated.</p> <p>T.Sandrock updated 3/7/07 Intranet updated.</p>
Part II PROCEDURES	ACADEMIC	<p>Added 3357:15-13-10 E-Learning policies & procedures</p>	<p>President's Cabinet Approval 4/3/07</p>
	THE ADMINISTRATIVE ORGANIZATION	<p>Chapter 12 3357:15-12 Administrative Divisions updated.</p>	<p>Intranet updated 6/12/07</p>
Title Page & Change Record		<p>Title Page Revision 2.12 & Change Record Updated</p>	
		page iv	6/1/07

INTRODUCTION	Core Values and Beliefs	The language starting with Integrity was deleted.	Board of Trustees Approval
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Part II PROCEDURES	COMMUNICATIONS	3357:15-15-02 , pages 5,6,7,8 Academic Standards and Procedures committee title changed to Academic Policies and Procedures	10/10/07 President's Cabinet Approval
Part II PROCEDURES	COMMUNICATIONS	Internal Communications 3357:15-15-04 Policy on Responsible Use of College Computing Resources Pages Reformatted	--
Part II PROCEDURES	COMMUNICATIONS	Internal Communications 3357:15-15-05 Responding to Public Records Requests	9/19/07 Board of Trustees Approval
Part II PROCEDURES	ACADEMIC	3357:15-13 Academic Table of contents updated	10/10/07 President's Cabinet Approval
Part II PROCEDURES	ACADEMIC	3357:15-13-03 Academic Regulations Added Incomplete Policy and President's List Table of Contents Updated New Policy 3357:15-13-13 Student Travel Policy	10/10/07 President's Cabinet Approval 11/05/07 President's Cabinet Approval
Part II PROCEDURES	ACADEMIC	3357:15-13-03 Academic Regulations page 2, item 4 wording change for repeated courses	12/5/07 President's Cabinet Approval
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-10 E-Learning Policies and Procedures page 6, (V) (1) page 7 (V) (2)	12/5/07 President's Cabinet Approval
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-10 E-Learning Policies and Procedures starting with page 9 (Y) Student Support Policy and Web 3 definition	12/5/07 President's Cabinet Approval
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-10 E-Learning Policies and Procedures page 11 (Z) Web 3 Off-Site Test Proctoring Policy	12/5/07 President's Cabinet Approval
Part III APPENDICES	APPENDICES	Appendix A- Chapter 3357, Ohio Revised Code has been moved to the Intranet under the Administrative tab. Appendix B- Organizational Chart was moved to Intranet under the Administrative tab. Appendix C- Statement of Philosophy of Professional Development was deleted. Appendix D- General Copyright Guidelines was moved to 3357:15-13-12. Appendix E- Employment Guidelines was deleted. Appendix F- Fee Schedule was moved to Intranet under Welcome to Stark State College, About Stark State, (click on Site Index: F) and/or click Financial Aid Business Office.	

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Part III	APPENDICES	Appendix G Formal Communications Flow Chart Ad-Hoc Committee Formed—Will be Re-written.	
Part III	APPENDICES	Appendix H contents are located in Academic 3357:15-13-11 Policy on Development, Delivery. . .	10/10/07 President’s Cabinet Approval
Title Page & Change Record		Title Page Revision 2.13 & Change Record Updated	Title Page & Change Record
Part II PROCEDURES	ACADEMIC	3357:15-13-02 Academic Regulations Wording changes to A	3/5/08 Presidents Cabinet Approval Effective 3/5/08
Part II PROCEDURES	ACADEMIC	3357:15-13-03 Instructional Programs Added Co-requisite and Pre-requisite sections Table of contents updated	3/5/08 Presidents Cabinet Approval Effective 3/5/08
Part II PROCEDURES	PERSONNEL	3357:15-14-17 Weapons Policy Changed/added wording to policy	3/5/08 Presidents Cabinet Approval
Part II PROCEDURES	ACCESS TO INSTRUCTION	3357:15-18-01 Required Course Placement Policy (C, 4) Addition of COMPASS reference. Addition became C,4 and original C,4 (Personal Interview) became C, 5, etc.	3/5/08 Presidents Cabinet Approval Effective 3/5/08
Part II PROCEDURES	ACADEMIC	3357:15-13-03 (N), (1) & (2) Policy on Registration in Excess of 18 Credit Hours. Changed registration in excess of 18 credit hours to excess of 21 credit hours.	5/20/08 Presidents Cabinet Approval Effective Spring term 2009
Part II PROCEDURES	FINANCIAL AID	3357:15-18-06 Financial Aid Addition of Standards of Academic Progress section.	5/7/08 Presidents Cabinet Approval Effective 9/4/08
Title Page & Change Record		Title Page Revision 2.14, Change Record, Board of Trustees Updated	Title Page & Change Record
Part II PROCEDURES	ACADEMIC	Changed Policy 3357:15-13-03(M) OBR-Approved One-year Certificate policy.	12/3/08 Presidents Cabinet Approval Effective February 2009
Part II PROCEDURES	ACADEMIC	Changed Policy 3357:15-13-06 (C)(1) Credit for Professional Exams, Licensure, or Certifications policy.	12/3/08 Presidents Cabinet Approval Effective January 2009
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-14 Course Syllabus policy.	5/7/08 Presidents Cabinet Approval Effective Fall 2008
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-15 Implementation of Assessment policy.	11/5/08 Presidents Cabinet Approval Effective November 5, 2008

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Part II PROCEDURES	COMMUNICATION S	Change in policy 3357:15-15-02; B, 1 (d) and B, 2 (g), (i). Changes to name of Office of the Provost...	12/3/08 Presidents Cabinet Approval Effective December 2008
Part II PROCEDURES	COMMUNICATION S	New Policy 3357:15-15-06 Electronic Communications policy.	12/3/08 Presidents Cabinet Approval Effective February 4, 2008
Part II PROCEDURES	STUDENT SERVICES	Change to policy 3357:15-19-03 Student Government Association (SGA). Added to 15-19-03 (D) & (E). Changed all occurrences of Inter Club Council to Student Government Association.	5/7/08 Presidents Cabinet Approval Effective 7/1/08
Part III APPENDICES	APPENDICES	Appendix I Glossary of Terms for the Policies and Procedures Manuel.	12/3/08 Presidents Cabinet Approval Effective Spring 2009
Title Page & Change Record		Title Page Revision 2.15 & Change Record Updated	Title Page & Change Record
Part II PROCEDURES	ACADEMIC	Change to policy 3357:15-13-03; F(President's List) and G (Dean's List)	3/4/08 Presidents Cabinet Approval Effective Spring 2009
Part II PROCEDURES	ACADEMIC	Change to policy 3357:15-13-03, B (1)(2)(3) Prerequisites.	2/4/09 Presidents Cabinet Approval Effective Summer 2009
Part II PROCEDURES	ACADEMIC	New Policy 3357:15-13-10 and 15-13-11 Items regarding faculty scheduling/workload deleted to reflect changes made in 15-14-04.	2/4/09 Presented no approval needed due to financial implications.
Part II PROCEDURES	PERSONNEL	3357:15-14-04 Responsibilities, Duties, and Code of Ethics. Changed/added wording to Faculty and Department Chair scheduling guidelines and workload. Removed from 15-13-11 and 15-13-10 and reflected in 15-14-04.	2/4/09 Presented no approval needed due to financial implications.
Part III APPENDICES	APPENDICES	Appendix I definition of Shared Governance added to glossary.	2/4/08 Presidents Cabinet Approval Effective Spring 2009

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Title Page & Change Record		Title Page Revision 2.16 & Change Record Updated	Title Page & Change Record
Part II PROCEDURES	ACADEMIC	Changes to policy 3357:15-13-03 3357:15-13-03, (E) addition of new Early Alert Policy. 3357:15-13-03, (K) Changes to Withdrawal Policy 3357:15-13-03, (J), Changes to Class Attendance Policy. Class Attendance Policy was previously reflected in (H) and is now reflected in (J) with updates.	4/1/09 Presidents Cabinet Approval
Part II PROCEDURES	COMMUNICATIONS	Change in policy 3357:15-15-02; (2), Standing Committees. Addition of new HR Standing Committee.	4/1/09 Presidents Cabinet Approval
Part III APPENDICES	APPENDICES	Addition of Shared Governance Structure Flow Chart as Appendix J	4/1/09 Presidents Cabinet Approval
Part III APPENDICES	APPENDICES	Addition of Internal Communication Flow Chart as Appendix K.	4/1/09 Presidents Cabinet Approval

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BOARD OF TRUSTEES

	Current Term Expires
Mr. Fonda Williams II (Chairman)	August 1, 2010
Mr. Christopher Maurer (Vice Chairman)	August 1, 2011
Jeffrey Halm, Esq.	August 1, 2009
*Mrs. Penny Sherrod-Campanizzi	August 1, 2010
Michael Thomas, D.D.S.	August 1, 2009
Mr. Tony Townsend	August 1, 2010
Mrs. Kelly Zachary	August 1, 2011

*Denotes Gubernatorial Appointee

ADMINISTRATION

Dr. John O'Donnell	President
Mr. Thomas Chiappini	Vice President for Business and Finance and Human Resources
Dr. Para Jones	Vice President for Advancement, Planning and College/Community Relations
Mr. John Kurtz	Vice President for Information Technology
Dr. Dorey Diab	Provost/Chief Academic Officer for Academic Affairs and Corporate Services
Mrs. Cheri Rice	Vice President for Student Services and Enrollment Management

FOREWORD

The purpose of this manual is to provide all employees of the College with uniform written statements which will enable them to better understand their duties, responsibilities, and privileges. It creates the framework within which our administration and instructional staff can discharge their assigned duties with dispatch and positive direction.

Since the contents of this manual affect each employee of the College, it is important that every employee accept responsibility for the intelligent study and interpretation of the information contained herein in the light of his own assignment.

As Chapter 3357 of the Ohio Revised Code delegates and defines the power and authority of Boards of Trustees of Technical Colleges, the Board of Trustees of Stark State College, in the following pages, has in turn defined the power and authority it has delegated to those in its employ.

In compiling this manual, the Board has studied minutes of its meetings and has sought input from board members, administrators, and faculty. The Board has also examined published policies of other institutions and the position paper submitted by the Ohio Organization of Technical Colleges to the Citizens' Task Force on Higher Education. Some practices in these sources which seemed appropriate to local conditions were therefore modified and included in the manual.

INSTITUTIONAL MISSION AND VISION STATEMENTS

THE MISSION

Stark State College provides high value, student-centered associate degrees and professional development. The College is dedicated to individual learning, transferable higher education, and career success. We advance quality of life through accessibility and business and community partnerships.

THE VISION

Stark State College will be a first choice in higher education and a catalyst for economic growth.

CORE VALUES AND BELIEFS

Student-Centeredness

We value educational opportunities for our students. We believe that an empowering and supportive environment provides the foundation for respect, lifelong learning and individual professional development. These principles lead to the students' persistence in completing their educational goals.

High Value

We foster a college culture that provides high-quality education through affordability and institutional excellence. We uphold high academic and customer service standards.

To ensure excellence in all aspects of the teaching and learning community, members of our faculty bring integrity, professionalism, and real-world experience to their classrooms. The College supports students who wish to continue their education beyond the associate degree by ensuring transferable education.

Accessible Education

We value the diverse cultural and learning perspectives that every person brings to our college. Our wide variety of programs strives to meet the different educational needs of our student population.

Community and Business Partnerships

We build strong external alliances with businesses, educational institutions, government, and the community to enhance opportunities for our students and to improve quality of life. We support economic growth by responding to the immediate and emerging needs of our region within a dynamic global economy.

Stewardship

We believe stewardship begins with leadership that understands the mission and vision of the college and values the quality of teaching and learning. We take a proactive approach to meeting the needs of our student population through planning, fiscal responsibility, and adapting to change and growth.