

ARTICLE II - ADMINISTRATION

- 2.00 PRESIDENT OF THE COLLEGE**
- 2.02 DEAN OF ARTS & SCIENCES DIVISION**
- 2.03 DEAN OF CAREER & TECHNICAL DIVISION**
- 2.04 DEAN OF STUDENTS**
- 2.06 CHIEF FINANCIAL OFFICER (CFO)**
- 2.07 DIRECTOR OF DEVELOPMENT**
- 2.08 DIRECTOR OF HUMAN RESOURCES**
- 2.09 DIRECTOR OF CONTINUING EDUCATION**
- 2.10 DIRECTOR OF ALLIED HEALTH**
- 2.11 CHIEF INFORMATION OFFICER**
- 2.12 REGISTRAR**
- 2.13 FACILITIES MANAGER**
- 2.14 DIRECTOR OF PUBLIC SAFETY**
- 2.15 DIRECTOR OF COLLEGE COMMUNICATIONS**
- 2.20 SELECTION OF ADMINISTRATORS**
- 2.21 HEALTH EXAMINATION**
- 2.22 LETTER OF EMPLOYMENT**
- 2.23 TERMS OF EMPLOYMENT**
- 2.24 DISMISSAL**
- 2.25 EMPLOYEE DUE PROCESS**
- 2.30 TERMS OF PAYMENT**
- 2.31 CREDIT FOR OTHER EXPERIENCE**

ARTICLE II - ADMINISTRATION

2.40 SICK LEAVE

2.41 PAY FOR UNUSED SICK LEAVE UPON RETIREMENT

2.42 WORKERS' COMPENSATION

2.43 VACATION FOR ADMINISTRATORS

2.44 EMERGENCY/PERSONAL LEAVE

2.45 SABBATICAL LEAVE

2.46 LEAVE OF ABSENCE

2.50 PROFESSIONAL IMPROVEMENT

2.51 RETIREE INSURANCE COVERAGE

2.52 EARLY RETIREMENT NOTIFICATION

2.60 PROPERTY RIGHTS AND PUBLICATIONS

2.70 ALCOHOL AND DRUG ABUSE POLICY

2.72 POLICY FOR A DRUG FREE WORKPLACE

ARTICLE II - ADMINISTRATION

2.00 PRESIDENT OF THE COLLEGE

- A. The Chief Executive Officer shall be selected by the Board of Trustees and shall bear the title of President of the College. The Board of Trustees shall set the salary and term of office for the President of the College.
- B. The President of the College will meet with the Board of Trustees unless request to be absent has been granted or there are extenuating circumstances. The President of the College shall have no authority to preside or to vote except during the time when the Board of Trustees elects its President. In this situation, the President of the College will serve as chairperson and does not vote.
- C. The President of the College shall be responsible for supervision of the Director of Development, Dean of Students, Dean of Arts & Sciences, Dean of Career & Technical Education, Chief Financial Officer, Director of Human Resources, Director of Public Information, and Facilities Manager.
- D. The President of the College has the following responsibilities and duties:
 - 1. Provide leadership to the Board of Trustees and staff and make recommendations to the Board of Trustees as to the needs and well-being of the college.
 - 2. Prepare and recommend budgets which satisfy the provisions of law and the policies of the Board of Trustees.
 - 3. Recommend to the Board of Trustees all persons to be employed or discharged as an employee of the college.
 - 4. Administer the business and academic affairs of the college according to law and the policies of the Board of Trustees.
 - 5. Supervise the performance of all employees with authority to make needful rules and regulations and to delegate the appropriate authority to other employees of the college.
 - 6. Sign all instruments that require the signature of the chief executive officer.
 - 7. Preside over the faculty and delegate such authority to the appropriate administrator when deemed necessary.

ARTICLE II - ADMINISTRATION

PRESIDENT OF THE COLLEGE - CONTINUED

8. Prepare for the Board of Trustees reports which are deemed advisable.
9. Appoint, with assistance of the appropriate administrator, all committees of the faculty, except the Faculty Advisory Committee and serve as ex-officio member of all faculty committees.
10. Prepare for the Board of Trustees an annual general calendar of the school year.
11. Make a formal evaluation at least once annually of all personnel reporting directly to the President of the College.
12. Perform all other duties usually associated with the Office of the President including any required by law or by action of the Board of Trustees. In no event shall the President of the College be authorized to perform any legal function of the Board of Trustees or its officers.

2.02 DEAN OF ARTS & SCIENCES DIVISION

- A. The Dean of Arts & Sciences Division shall be employed by the Board of Trustees upon the recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Dean of Arts & Sciences Division.
- B. The Dean of Arts & Sciences Division shall attend the meetings of the Board of Trustees unless request to be absent has been granted or there are extenuating circumstances.
- C. The Dean of Arts & Sciences Division shall be responsible for the administration of the academic instructional program and shall be subject to direct supervision of the President of the College. The Dean of the Arts & Sciences Division shall have the following duties and responsibilities:
 1. Provide leadership and direction to the academic staff and to the student body.
 2. Perform such duties as are usually associated with the office consistent with the law and policies of the Board of Trustees.

ARTICLE II - ADMINISTRATION

DEAN OF ARTS & SCIENCES DIVISION - CONTINUED

3. Select personnel as required in the Arts & Sciences Division and recommend them to the President of the College and the Board of Trustees for employment.
4. Prepare and maintain, with assistance of the faculty, a complete, up-to-date file of course outlines.
5. Formulate the academic program's class schedule, the final examination schedule, and teacher and room assignments in cooperation with the Dean of Career & Technical Division.
6. Assist the President of the College in writing and editing the college catalog, bulletins, and other written materials.
7. Assist the President of the College in the preparation and administration of the budget.
8. Prepare academic reports and accreditation reports required by law and/or requested by the President of the College.
9. Approve all requisitions for teaching materials and equipment applicable to the academic instructional program.
10. Review and approve or disapprove all travel vouchers for the academic faculty.
11. Direct the growth of the college curriculum, working closely with department heads and faculty for the improvement of instruction.
12. Oversee the activities of the annual Commencement program, including the preparation and printing of the Commencement program booklet. (Deleted sentence - May prepare and review public news releases pertaining to the academic program.)
13. Make a formal evaluation at least once annually of all personnel reporting directly to the Dean of Arts & Sciences Division.
14. Oversee the dual credit program in conjunction with the President, Dual Credit Coordinator, and department chairs.
15. Oversee the operations of any off-campus sites as assigned by the President.

ARTICLE II - ADMINISTRATION

DEAN OF ARTS & SCIENCES DIVISION - CONTINUED

16. Assume any duties associated with being the college's Chief Academic Officer (CAO).

2.03 DEAN OF CAREER & TECHNICAL DIVISION

- A. The Dean of Career & Technical Division shall be employed by the Board of Trustees upon the recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Dean of Career & Technical Division.
- B. The Dean of Career & Technical Division shall attend the meetings of the Board of Trustees unless request to be absent has been granted or there are extenuating circumstances.
- C. The Dean of Career & Technical Division shall be responsible for supervision of the Director of Continuing Education, Director of Allied Health, and Director of Computer Services.
- D. The Dean of Career & Technical Division shall be responsible for the administration of the career-technical program and shall be subject to direct supervision of the President of the College. The Dean of Career & Technical Division shall have the following duties and responsibilities:
 1. Provide leadership and direction to the career-technical staff and students.
 2. Perform such duties as are usually associated with the office and consistent with the law and policies of the Board of Trustees.
 3. Conduct continuing studies of the area served by the college and determine and recommend the types of career-technical programs which are most appropriate.
 4. Develop, along with the faculty, curricula in approved programs.
 5. Prepare and maintain, with assistance of the faculty, a complete up-to-date file of course outlines.
 6. Select personnel as required in the career-technical division and recommend them to the President of the College and the Board of Trustees for employment.

ARTICLE II - ADMINISTRATION

DEAN OF CAREER & TECHNICAL DIVISION - CONTINUED

7. Formulate the career-technical program's schedule, final examination schedule, and teacher and room assignments in cooperation with the Dean of Arts & Sciences Division.
8. Originate plans for equipping and housing career-technical programs, working with other administrators in respect to these matters.
9. Assist the President of the College in writing, editing, and printing the college catalog and bulletins.
10. Assist the President of the College in the preparation and administration of the budget.
11. Assist in securing from state, federal and other sources funding for career-technical education programs.
12. Be responsible for meeting the requirements of accreditation and licensing for all career-technical education offerings of the college.
13. Supervise the career-technical counseling and instructional personnel and perform all administrative duties necessary to maintain an effective instructional program.
14. Evaluate career-technical education faculty and make recommendations to the President of the College regarding their promotion and salary.
15. Approve all requisitions for teaching materials and equipment applicable to the career-technical education instructional program.
16. Review and approve or disapprove all travel vouchers for the career-technical education faculty.
17. May prepare and review public news releases pertaining to the career-technical program.
18. Make a formal evaluation at least once annually of all personnel reporting directly to the Dean of Career & Technical Division.

ARTICLE II - ADMINISTRATION

2.04 DEAN OF STUDENTS

- A. The Dean of Students shall be employed by the Board of Trustees upon recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Dean of Students.
- B. The Dean of Students shall attend the meetings of the Board of Trustees unless request to be absent has been granted or there are extenuating circumstances.
- C. The Dean of Students shall be responsible for the administration of student services and shall be subject to the direct supervision of the President of the College. The Dean of Students shall have the following duties and responsibilities:
 - 1. Provide leadership to the student body and perform those duties that are usually associated with the office and consistent with the law and policies of the Board of Trustees.
 - 2. Act as an advisor to the student body.
 - 3. Supervise student elections.
 - 4. Advise the student senate.
 - 5. Coordinate the student testing program including the EXIT exams.
 - 6. Select personnel as required for student services and recommend them to the President of the College and the Board of Trustees for employment.
 - 7. Supervise and coordinate planning for all co-curricular activities.
 - 8. Assist the President of the College in writing, editing, and printing the college catalog and bulletins.
 - 9. Assist the President of the College in the preparation and administration of the budget.
 - 10. Establish and maintain the official school calendar, working closely with the other Deans to ensure adequate coordination.
 - 11. Supervise the student loan and other Title IV programs.

ARTICLE II - ADMINISTRATION

DEAN OF STUDENTS - CONTINUED

12. Coordinate the scholarship programs.
13. Supervise student housing programs.
14. Review and approve or disapprove travel vouchers for sponsors of organizations and activities.
15. Maintain student information services.
16. Be responsible for student conduct and discipline.
17. May prepare and review news releases pertaining to student personnel services.
18. Make a formal evaluation at least once annually of all personnel reporting directly to the Dean of Students.
19. Serve as Title IX Coordinator.

2.06 CHIEF FINANCIAL OFFICER (CFO)

- A. The CFO shall be employed by the Board of Trustees upon the recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the CFO.
- B. The CFO shall attend meetings of the Board of Trustees unless request to be absent has been granted or there are extenuating circumstances.
- C. The CFO shall be responsible directly to the President and shall have the following duties and responsibilities:
 1. Assist the President of the College in the preparation of an annual budget which will meet the requirements of law, will implement the policies of the Board of Trustees, and will be consistent with the goals of the college.
 2. Prepare such financial reports as shall be required by the Board of Trustees and the President of the College, the various departments and agencies of state and federal government, and accrediting agencies.
 3. Assist in long range planning for the college.

ARTICLE II - ADMINISTRATION

CHIEF FINANCIAL OFFICER (CFO) - CONTINUED

4. Assist the President of the College in writing, editing, and printing the college catalog and bulletins.
5. Prepare cost estimates of existing and proposed new programs of the college.
6. Assist in preparation and evaluation of audits.
7. Assist in preparation of applications for state and federal funds, supervise the keeping of legally required financial records of such funds, and make proper reports of same.
8. Supervise the personnel, management, and operation of the college bookstore.
9. Take responsibility for purchasing and especially to prepare bids on all major purchases to ensure maximum economy.
10. Review and process all faculty and administrative expense reimbursement requests.
11. Assure that all items purchased for the college have arrived in proper condition before certifying payment.
12. Ensure that the payroll and operating expenditures are processed in a timely manner.
13. Review the receipts of local taxes to assure that the college is receiving all monies due it.
14. Supervise the collection of all monies from students for fees, and keep records of the funds due from all sources for student scholarships.
15. Be responsible for the collection of rentals of any properties of the college.
16. Perform a regular analysis of cash flow and invest available monies in high yielding accounts.
17. Make a formal evaluation at least once annually of all personnel reporting directly to the CFO.

ARTICLE II - ADMINISTRATION

CHIEF FINANCIAL OFFICER (CFO) - CONTINUED

18. Perform such other duties as usually are associated with the office consistent with the law and the policies of the Board of Trustees.

2.07 DIRECTOR OF DEVELOPMENT

- A. The Director of Development shall be employed by the Board of Trustees upon recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Assistant to the President.
- B. The Director of Development shall attend the meetings of the Board of Trustees unless request to be absent has been granted or there are extenuating circumstances.
- C. The Director of Development shall be supervised by the President of the College and shall have the following duties and responsibilities:
 1. Maintenance of Mineral Area College Foundation records and files pertaining to meeting minutes, financials, UMB, related information and reports.
 2. Maintenance and upkeep of the records of the Mineral Area College Foundation.
 3. All aspects of Foundation Board, Executive Committee and other meetings.
 4. Management of daily operations of the Foundation.
 5. Update the College President of Foundation activity and serve as liaison between the college and MAC Foundation.
 6. Coordination of media relations for the Foundation: preparing news releases, arranging photos, scheduling board members' radio shows and discussion information-
 7. Planning and implementation of annual golf tournament, Community Ladies Luncheon, paver brick project, book scholarship projects, Zelda Martin Cozean Lecture Series, and other potential Foundation special events.

ARTICLE II - ADMINISTRATION

DIRECTOR OF DEVELOPMENT - CONTINUED

8. Two issues of the alumni newsletter and annual fund raising appeal.
9. Management and improvement of the alumni and friends database.
10. Maintain relationships with current donors.
11. Responsibilities associated with awarding Foundation scholarships via work with the Director of Financial Aid, media, student selection, donor relations, letters, scholarship guidelines, etc.
12. Coordination of activities for MAC's Annual Homecoming.
13. May serve on the President's Cabinet.
14. Attend monthly College Board of Trustees meetings.
15. Expansion of the following activities (if time permits): employee giving program, foundation strategic plan that coordinates with college's plan, giving levels, annual report, and plan for scholarship money cultivation and perhaps a campaign.
16. Assist Athletic Director with fundraising efforts.

2.08 DIRECTOR OF HUMAN RESOURCES

- A. The Director of Human Resources shall be employed by the Board of Trustees upon the recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Director of Human Resources.
- B. The Director of Human Resources shall attend the meetings of the Board of Trustees unless a request to be absent has been granted or there are extenuating circumstances.
- C. The Director of Human Resources shall be subject to direct supervision of the President of the College and have the following duties and responsibilities:
 1. Provide leadership and direction regarding compliance in employment with all federal, state and local regulations.

ARTICLE II - ADMINISTRATION

DIRECTOR OF HUMAN RESOURCES - CONTINUED

2. Organize recruiting efforts for staffing needs in all employee areas including Administration, Faculty, Classified Staff, General Services, Adjunct and part-time employment.
3. Schedule and coordinate candidate interviews, files, and follow up with applicants for college openings.
4. Prepare human resource budgets for administration approval.
5. Responsible for new employee orientation.
6. Prepare and maintain personnel files.
7. Negotiate, secure agreements with, and develop relationships with benefit vendors including health insurance, dental insurance, vision plans, retirement plans, workers' compensation and others.
8. Work closely with payroll department in the administration of employee benefits.
9. Prepare required reports for Administration, Board of Trustees, the various departments and agencies of state and federal government, and accrediting agencies.
10. Develop, with Administration approval, continual training opportunities and oversee tuition reimbursement benefits.
11. Assist supervisors and Directors with performance improvement plans or disciplinary action when needed.
12. Direct the Human Resource Development Committee, assisting with organization of annual events encouraging positive employee relations.
13. Participate in Funding For Results, ensuring organizational goals are met.
14. Serve as a member of designated college committees.
15. Facilitate organization-wide communication including new employee and separated employee announcements, benefits

ARTICLE II - ADMINISTRATION

DIRECTOR OF HUMAN RESOURCES - CONTINUED

information, new policy information and other information relevant to all employees.

16. Assist in succession planning.
17. Complete a formal performance evaluation at least once annually of all personnel reporting directly to the Director of Human Resources. Perform such other duties as usually are associated with the office consistent with the law and the policies of the Board of Trustees.

2.09 DIRECTOR OF CONTINUING EDUCATION

- A. The Director of Continuing Education shall be employed by the Board of Trustees upon the recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Director of Continuing Education.
- B. The Director of Continuing Education shall attend the meetings of the Board of Trustees as requested by the President of the College.
- C. The Director of Continuing Education shall be responsible for the administration of the adult and continuing education programs and shall be subject to direct supervision of the Dean of Career & Technical Division. The Director of Continuing Education shall have the following duties and responsibilities:
 1. Provide leadership and direction to the adult and continuing education programs and students and to perform such duties as are usually associated with the office consistent with the law and policies of the Board of Trustees at on-campus and off-campus sites.
 2. Make continuing studies of the area served by the college at on-campus and off-campus sites and determine and recommend the types of continuing education programs which are most appropriate.
 3. Develop, along with the faculty, curricula in approved programs.
 4. Prepare and maintain, with assistance of the faculty, a complete up-to-date file of course outlines.

ARTICLE II - ADMINISTRATION

DIRECTOR OF CONTINUING EDUCATION - CONTINUED

5. Select personnel as required in the continuing education program and recommend them to the President of the College and the Board of Trustees for employment.
6. Formulate the adult and continuing education class schedule, final examination schedule, and teacher and room assignments at on-campus and off-campus sites in cooperation with the Deans of Arts & Sciences and Career & Technical Divisions.
7. Originate plans for equipping and housing adult and continuing education programs at on-campus and off-campus sites, working with other administrators in respect to these matters.
8. Assist the President of the College in writing, editing, and printing of college catalog and bulletins.
9. Assist the President of the College in the preparation and administration of the budget.
10. Assist in securing funding for continuing education programs from state, federal, and other sources.
11. Be responsible for meeting the requirements of accrediting and licensing bodies for all continuing education offerings of the college.
12. Supervise the instructional personnel and perform all administrative duties necessary to maintain an effective instructional program at on-campus and off-campus sites.
13. Approve all requisitions for teaching materials and equipment applicable to the continuing education instructional program.
14. Review and approve or disapprove all travel vouchers for the continuing education faculty.
15. Prepare and review public news releases pertaining to the continuing education program.
16. Serve as an active, viable representative of the college with various community agencies, individuals, businesses, and institutions.

ARTICLE II - ADMINISTRATION

DIRECTOR OF CONTINUING EDUCATION - CONTINUED

17. Make a formal evaluation at least once annually of all personnel reporting directly to the Director of Continuing Education.

2.10 DIRECTOR OF ALLIED HEALTH

- A. The Director of Allied Health shall be employed by the Board of Trustees upon recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Director of Allied Health.
- B. The Director of Allied Health shall be supervised by the Dean of Career & Technical Division and shall have the following duties and responsibilities:
 1. Assist the Dean of Career & Technical Division in the development of the organizational structure and plan.
 2. Assist the Director of Learning Resource Center in securing books, periodicals, and audio-visual aids for the nursing department in the library.
 3. Assist the Dean of Career & Technical Division in recruitment and recommend qualified individuals for nursing faculty positions.
 4. Assist with orientation of new faculty members.
 5. Serve as a member of the Curriculum Committee and other designated committees.
 6. Prepare reports in cooperation with the Dean of Career & Technical Division for state and federal agencies.
 7. Recommend equipment to be purchased and assist with and supervise the furnishing of the nursing laboratory.
 8. Secure annual cooperative agreements with all cooperating agencies.
 9. Revise program brochures, student handbooks, and information for the college catalog with assistance from nursing faculty.

ARTICLE II - ADMINISTRATION

DIRECTOR OF ALLIED HEALTH - CONTINUED

10. Work with the nursing faculty in planning, implementing, and evaluating the nursing curriculum.
11. Preside at regular meetings for the Joint Allied Health Nursing Faculty meetings and be responsible for filing minutes from the meetings.
12. Assist in the instruction of students as is deemed necessary.
13. Monitor availability of nursing faculty for counseling of students as needed.
14. Plan course schedules and appoint faculty members to Allied Health courses within the framework of the college schedule.
15. Attend and encourage faculty members to attend appropriate workshops, seminars, and educational meetings to remain current in the nursing field.
16. Correspond regularly with the Dean of Career & Technical Division regarding the nursing programs.
17. Communicate with the nursing faculty regarding the budget that will be submitted to the Dean of Career & Technical Division.
18. Maintain a current course outline for each nursing course offered.
19. Approve requisitions for instructional supplies and equipment submitted by the faculty.
20. Coordinate with the Dean of Career & Technical Division in supervising and evaluating instruction.
21. Guide the Associate Degree and Practical Nursing Programs according to the Minimum Standards for Programs of Nursing in the State of Missouri.
22. Serve as a liaison for the nursing department to the general community to interpret the philosophy and objectives.
23. Oversee the Advisory Committee.

ARTICLE II - ADMINISTRATION

DIRECTOR OF ALLIED HEALTH - CONTINUED

24. Review course evaluations completed by students.
25. Assist students in completing State Board Applications.
26. Assist in planning pinning ceremony, composite photo, applications for graduation, and degree plans.
27. Oversee selection of nursing classes.
28. Oversee entrance testing for applicants.
29. Renew institutional membership dues for Professional Nursing Organizations for educational purposes.
30. Collect nursing faculty evaluations of clinical facilities.
31. Update Yearly Record of Classes for nursing programs.
32. Oversee short term courses offered through Allied Health.

2.11 CHIEF INFORMATION OFFICER

- A. The Chief Information Officer shall be employed by the Board of Trustees upon recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Chief Information Officer.
- B. The Chief Information Officer shall be supervised by the President of the College and shall have the following duties and responsibilities:
 1. Develop collaboration among the College's academic and administrative constituents to advance the College's mission;
 2. Leadership in the development of a strategic direction for information technology services, gauging and anticipating the diverse needs of College constituents, monitoring trends and innovations in the industry to meet those needs; developing and implementing strategic long and short-term technology plans; and making actionable recommendations to senior leadership;

ARTICLE II - ADMINISTRATION

CHIEF INFORMATION OFFICER - CONTINUED

3. Ensure IT data security, risk management, disaster recovery and business continuity planning processes are in place and receive regular review for currency and adequacy;
4. Exercise diligent evaluation and careful budgetary management;
5. Develop and organize technology talent that is structured to efficiently deliver services across the organization;
6. Develop, implement, and oversee strategic technology policies throughout the College;
7. Work with the MAC Community (faculty, staff, students, etc.) to advance the student experience with creative technology integration in all areas;
8. Conduct ongoing assessments, planning, and oversight of the proper management of all academic and administrative technology and daily service delivery;
9. Provide leadership, guidance and supervision to members of the IT Services Department;
10. Participate in annual budget processes for institutional technology needs;
11. Prepare annual budget projections particular to the IT Services Department and oversee its ongoing maintenance;
12. Maintain the integrity and strategic development of the College's information and communications infrastructure and the system's infrastructure for mission critical functions;
13. Key participation in strategic and operational planning;
14. Maintain strong vendor relationships and manage related contract and service agreements;
15. Establish IT Services goals, objectives and operating procedures;
16. Develop and maintain an IT organizational structure designed to meet institutional needs and demands, assessing and identifying

ARTICLE II - ADMINISTRATION

CHIEF INFORMATION OFFICER - CONTINUED

- the most cost effective investment of financial resources toward IT systems, staffing, daily operations, product purchases and/or in-house development activities;
17. Approve, prioritize and control the IT project demands; negotiate prioritization and timelines as appropriate and necessary;
 18. Manage annual IT personnel Performance Appraisal process and completion;
 19. Support sourcing and provide both IT staff and institution-wide IT-related training opportunities;
 20. Ensure the security of IT systems and ensure operations adhere to applicable laws and regulations;
 21. Cultivate and manage strategic relationships with both internal and external constituents;
 22. Maintain currency with higher education IT best practices;
 23. Provide leadership, guidance and supervision for College mail, copy, and print operations;
 24. Perform other duties and functions as assigned.

2.12 REGISTRAR

- A. The Registrar shall be employed by the Board of Trustees upon the recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Registrar.
- B. The Registrar shall be responsible for the maintenance of permanent records and the administration of the counseling program and shall be subject to direct supervision of the Dean of Student Services Division. The Registrar shall have the following duties and responsibilities:
 1. Supervise the dissemination of pre-college information.
 2. Supervise the orientation of incoming students.
 3. Process applications for admission.

ARTICLE II - ADMINISTRATION

REGISTRAR - CONTINUED

4. Plan and supervise registration procedures and activity.
5. Assign faculty academic advisors.
6. Classify students and assist in the preparation of the necessary enrollment reports.
7. Coordinate with the Deans the enforcement of academic standards.
8. Coordinate with the Deans the enforcement of graduation standards.
9. Supervise and maintain an academic counseling library.
10. Conduct institutional research to ascertain the characteristics of student body in relation to the college program.
11. Make a formal evaluation at least once annually of all personnel reporting directly to the Registrar.
12. Perform such other duties as are usually associated with office of registrar consistent with the law and the policies of the Board of Trustees.

2.13 FACILITIES MANAGER

- A. The Facilities Manager shall be employed by the Board of Trustees upon the recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Facilities Manager.
- B. The Facilities Manager shall attend meetings of the Board of Trustees unless request to be absent has been granted or there are extenuating circumstances.
- C. The Facilities Manager shall be responsible directly to the President and shall have the following duties and responsibilities:
 1. To manage all facilities operations support functions which sustain the mission of the College.
 2. Supervise all general services personnel assigned to buildings and grounds.

ARTICLE II - ADMINISTRATION

FACILITIES MANAGER - CONTINUED

3. Be responsible for the maintenance and upkeep of buildings and grounds.
4. To supervise all Physical Plant functions at all campus locations (Fredericktown and Perryville) including: planning and maintenance of building, grounds, and equipment; liaison with architects and contractors on new construction; processing payments; maintaining records, files, deeds, titles, bond indentures, etc.; and arranging insurance coverage.
5. Assists with the development of long-range plans for the College including construction, site acquisition, remodeling and maintenance of facilities.
6. To supervise the purchase of all equipment and supplies for General Services.
7. To provide and supervise auxiliary enterprises such central shipping and receiving, mail service, inventory, etc.
8. To provide a risk management program for the College.
9. To provide and supervise vehicle usage, vehicle rental, and maintenance and travel reimbursement.
10. To represent the College to various local and state professional organizations and agencies.
11. To coordinate all real estate purchases and administer all properties owned or managed by the College including execution of rental agreements.
12. To perform other duties, as assigned, by the President.

2.14 DIRECTOR OF PUBLIC SAFETY

- A. The Director of Public Safety shall be employed by the Board of Trustees upon the recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Director of Public Safety.

ARTICLE II - ADMINISTRATION

DIRECTOR OF PUBLIC SAFETY - CONTINUED

- B. The Director of Public Safety shall attend the meetings of the Board of Trustees unless a request to be absent has been granted or there are extenuating circumstances.

- C. The Director of Public Safety shall be subject to direct supervision of the President of the College and have the following duties and responsibilities:
 - 1. Direct public safety programs for faculty, staff, students and community.
 - 2. Serve as Campus Police Chief
 - 3. Supervise campus police and security personnel.
 - 4. Serve as Title IX Investigator.
 - 5. Complete all State, and federally required reporting.
 - 6. Lead campus safety committee.
 - 7. Insure Clery reporting and compliance.
 - 8. Work closely with technology department to ensure functionality of public safety related systems.
 - 9. Maintain, review, and evaluate the crisis management plan.
 - 10. Perform testing of and maintain emergency equipment.
 - 11. Perform emergency drills each semester.
 - 12. Lead the crisis management team when activated.
 - 13. Assist in providing information to the media
 - 14. Maintain fiscal responsibility and accountability for campus police budgeting and purchasing.
 - 15. Responsible for evaluation of campus police and security staff.
 - 16. Complete or participate in additional duties as directed by the president.

ARTICLE II - ADMINISTRATION

2.15 DIRECTOR OF COLLEGE COMMUNICATIONS

- A. The Director of College Communications shall be employed by the Board of Trustees upon recommendation of the President of the College. The Board of Trustees shall set the salary and term of office for the Director of College Communications.

- B. The Director of College Communications shall be supervised by the President of the College and shall have the following duties and responsibilities:
 - 1. Provides leadership and counsel in the development of comprehensive public affairs and marketing communications initiatives, including the development, administration and evaluation of campaigns to internal and external audiences regarding the college's mission, goals and activities.
 - 2. Hires, directs, supervises, encourages and evaluates the graphic designer.
 - 3. Develops and manages the operating budget for the Office of College Communications.
 - 4. Stays abreast of new marketing communications practices, technologies and advancements in communications tools; Provides counsel and contributes a public affairs/marketing perspective to the deliberations of the college's Administrative Council, President's Cabinet, and other College committees and organizations.
 - 5. Maintains a positive relationship with the Board of Trustees and with peers at other colleges and institutions.
 - 6. Works with other departments, committees, groups and individuals on campus to help shape institutional communication with internal and external stakeholders.
 - 7. Maintains strong media relationships, serves as College spokesperson for media inquiries, provides for the timely release of College information, anticipates and prepares responses for inquiries including those of a sensitive nature and/or involving major policy issues or decisions. Develops, maintains and oversees the College's crisis communications plan in cooperation with associated departments on campus. Directs the College's media

ARTICLE II - ADMINISTRATION

DIRECTOR OF COLLEGE COMMUNICATIONS - CONTINUED

relations activities including the production and dissemination of press releases, public service announcements, and digital communications.

8. Assists the President with the development and maintenance of the College's official website and other digitally-designed and/or delivered communications/marketing products, and provide guidance to College departments and groups building and maintaining components of the official College site or creating communications/marketing products for electronic delivery.
9. Directs the development and distribution of College print, broadcast and digitally-based publications/materials including catalogs, newsletters, brochures, presentations, displays, and other related materials intended for internal or external distribution.
10. Develops and executes marketing/advertising budgets, plans, and schedules including the placement and/or purchasing of advertising, print, broadcast, and web-based efforts to promote student recruitment, course enrollment, event attendance and financial support of the institution.
11. Designs and/or directs the design of all major elements of College publications, as well as print advertising; establishing format and graphic composition standards as required to communicate a unified, professional, positive image of quality, opportunity, and value to the College's service area.

2.20 SELECTION OF ADMINISTRATORS

The selection of administrators will be the joint responsibility of the President of the College and other appropriate administrators. They will seek the aid of department heads in making selections. All persons to be employed will be nominated to the Board of Trustees by the President of the College, and employment will be subject to approval by the Board of Trustees as provided by the By-laws.

The College reserves the right to promote from within the College without conducting any search.

All positions will be advertised and posted in accordance with the state and federal laws governing equal opportunity employers.

ARTICLE II - ADMINISTRATION

2.21 HEALTH EXAMINATION

The Board of Trustees reserves the right to require a candidate offered employment or re-employment to submit to and satisfactorily pass a physical examination by a physician to be designated by the College.

2.22 LETTER OF EMPLOYMENT

Although the employment of administrators will be as provided in Section 2.11, SELECTION OF ADMINISTRATORS, the President of the College may issue a letter of employment which will be binding upon the Board of Trustees under the following circumstances:

1. The time of employment is late in the period preceding the opening of a semester and no meeting of the Board of Trustees is scheduled prior to the opening of the semester.
2. The position has been authorized by the Board of Trustees and the appropriate salary established.

2.23 TERMS OF EMPLOYMENT

The period of employment shall be subject to contract terms.

Contracts for full-time administrators are subject to annual renewal and require Board of Trustee approval no later than April 14 of each year.

2.24 DISMISSAL

- A. An administrator who is to be dismissed at the end of his/her contract period or who, for any reason, is not to receive a contract renewal including reduction in forces, shall receive notice in writing no later than April 14. Failure to give such notice shall result in a renewal of the contract for the same salary and subject to the same conditions as the last contract issued. These provisions do not apply to part-time administrators or those who have been employed by a contract for less time than an academic year.
- B. Dismissal for Cause: Administrators may be discharged during the term of contract for one or more of the following causes: immorality, insubordination, dishonesty or fraud, inefficiency or incompetency in the line of duty, violation of Board policies or the laws of the United States or of the State of Missouri, conviction of a felony, physical or mental incapacity which prevents the employee from carrying out his/her

ARTICLE II - ADMINISTRATION

DISMISSAL - CONTINUED

assigned duties, or failure to comply with the terms and conditions of the written contract between the district and employee.

2.25 EMPLOYEE DUE PROCESS

Employees may appeal any decision alleging a violation of written Board Policy. In all cases the final board of appeal shall be the Board of Trustees, the governing body of the Community College District of the Mineral Area.

Guidelines

Except where a definite procedure exists, the following will serve as guidelines for all appeals:

1. Any employee wishing to make an appeal may have a Mineral Area College employee help advise and represent him/her in the due process procedure.
2. It will be the employee's sole responsibility to see that the appeal is placed through administrative channels within ten (10) days from the date of the alleged violation. Failure to satisfy the 10-day deadline will result in the dismissal of the appeal.
3. The President of the College will review the case referred to him/her and render a decision. In all cases a decision will be made only after consultation with the employee and the supervisor and/or administrator.
4. If an employee disagrees with a decision made by the President of the College he/she may submit an appeal to the Board of Trustees. The Board may hear the appeal or affirm the decision of the President without a meeting with the employee.
5. In order to protect the welfare of the employee, all appeals shall be reviewed and resolved in a timely manner.
6. No reprisals of any kind shall be taken against any employee for participation in the due process procedure.

ARTICLE II - ADMINISTRATION

2.30 TERMS OF PAYMENT

Unless otherwise specified in their contracts, administrators shall be employed for a fiscal year beginning in July. They shall receive salaries in twelve (12) approximately equal installments to be paid on the 10th day of each month.

2.31 CREDIT FOR OTHER EXPERIENCE

Credit may be given to administrators for experience prior to employment by Mineral Area College.

2.40 SICK LEAVE

The primary purpose of sick leave is to protect the staff member against losses due to illness. All full-time administrators are eligible for sick leave. Each full-time administrator shall accrue unlimited sick leave at the rate of 6.75 hours for each calendar month of contracted service. Whenever any full-time administrator is compelled to be absent from duty due to personal illness, full compensation for the maximum accumulated sick leave shall be allowed. Sick leave may be taken in increments of no less than one hour.

At the beginning of each school year, the amount of unused sick leave will be transferred to the new contract year and additional accumulations will be made, as earned, at the rate of 6.75 hours per contract month.

For absences in excess of 21 consecutive hours, the administrator may be required to submit medical documentation or other acceptable evidence of incapacity to work.

Employees absent for longer than 21 hours, related to the same illness or injury, are required to notify the Human Resource Office so that it may be determined whether the leave qualifies as family and medical leave.

Paid sick leave may also be used by employees with disabilities for the purpose of securing necessary treatment. Employees may be required to use their accrued sick leave during a leave of absence for their own serious health condition.

In the event of campus closure due to emergency or inclement weather, employees who have scheduled sick leave are not required to utilize paid time off for the amount of time campus is closed.

ARTICLE II - ADMINISTRATION

2.41 PAY FOR UNUSED SICK LEAVE UPON RETIREMENT

Administrators may accumulate unused sick leave.

Any administrator who retires from Mineral Area College or has been employed by Mineral Area College at least ten (10) years will receive reimbursement for accumulated sick leave according to the following rate determined by the appropriate formula effective at the beginning of the 1984-85 fall term of the academic school year.

average salary for top five years of employment or part thereof/1300=dollar amount/6.75=dollar amount per hour.

2.42 WORKERS' COMPENSATION

Workers' compensation insurance benefits, in accordance with Missouri law, are available to all employees of the Mineral Area College District. If an employee is injured on the job, he/she must notify his/her supervisor immediately. Supervisors must notify the Human Resource office in order to file the claim and assist the employee in seeking medical attention. Employees are entitled to receive medical treatment for the work-related injury at no cost to the employee. Employees will be directed to a physician chosen by Mineral Area College, unless emergency services are necessary. If emergency services are necessary, the employee should be seen at the nearest treatment center available.

If an employee is unable to return to work per physician's orders, the employee may be eligible to receive temporary total disability. Employees do not receive

TTD benefits for the first three (3) regularly scheduled work days unless they are off the job for a total of fourteen (14) calendar days; at which time the employee will be reimbursed for the first three (3) days off the job. TTD benefits are calculated at two-thirds of the employees' average weekly wage not to exceed a maximum amount as set by legislature. TTD benefits cease when the employee is released by the physician and returns to work.

If after medical treatment the employee is not as physically able as he/she was prior to the injury, the employee may be assessed as having a permanent partial disability (PPD) and may have limitations or restrictions as to perform his/her job when he/she returns to work. Reasonable accommodations will be made for the injured employee if possible.

2.43 VACATION FOR ADMINISTRATORS

During the first three years of employment, administrators of Mineral Area College will be allowed 67.5 hours of vacation in addition to the normal school holidays

ARTICLE II - ADMINISTRATION

VACATION FOR ADMINISTRATORS - CONTINUED

scheduled; thereafter, the vacation allowance will be 135 hours per year. The time of vacation shall be scheduled in accordance with the needs of the College and, as nearly as possible, at the convenience of the administrator. It is doubtful that the entire vacation can be scheduled at any one time period. Vacation approval is contingent upon work completion and submission of requested reports. Vacation requests for one week or more shall be made to the President of the College two weeks in advance. In the absence of the President, all vacation requests shall be submitted to the President's office. Vacation accrued during any fiscal year shall be taken by the end of the following fiscal year (before June 30). In case of death, payment for unused accrued vacation time will be paid to the next of kin. When an employee resigns, retires or is terminated, accrued vacation must be used before the separation date.

In the event of campus closure due to emergency or inclement weather, employees who have scheduled vacation are not required to utilize paid time off for the amount of time campus is closed.

2.44 EMERGENCY/PERSONAL LEAVE

Each administrator may be allowed up to 21 hours per year for emergency, funeral, or personal business leave. Such leave will be non-accumulative and may be taken in no less than one hour increments. Prior approval should be secured from the appropriate administrator. Uses of emergency/personal leave in excess of 21 hours per year will be recorded and reported to the Board of Trustees.

Administrators shall complete the "Report of Absence" form upon return from emergency/personal leave.

In an extraordinary situation, the President of the College may approve emergency/personal leave in excess of 21 hours per year; full salary will be paid for such leave. In this case, sick leave will be utilized.

2.45 SABBATICAL LEAVE

Sabbatical leave for academic self-improvement may be granted by the Board of Trustees to administrators who have completed seven (7) years of service to the college. Sabbaticals which are granted by the Board of Trustees will be contingent upon the recommendation of the President of the College and upon availability of funds.

A sabbatical leave may be granted for an entire annual contractual period, during which time the administrator shall receive one-half of his/her regular salary.

ARTICLE II - ADMINISTRATION

SABBATICAL LEAVE - CONTINUED

An administrator who is granted sabbatical leave shall agree to return to Mineral Area College for at least two years following the leave. Should the administrator remain only one year, one-half of the sabbatical stipend must be repaid. Should an administrator not return at all, all of the salary received while on sabbatical leave must be repaid. If an administrator is unable to complete the two year commitment for reason of not being offered a contract, the employee will not be required to repay the sabbatical stipend.

Time on sabbatical leave will count as regular service and will not interrupt an administrator's term of service.

2.46 LEAVE OF ABSENCE

Leave of absence may be granted to an administrator without remuneration if a request for leave is submitted in sufficient time to permit securing an adequate temporary replacement.

2.50 PROFESSIONAL IMPROVEMENT

Each administrator will be expected to seek professional improvement on a continuing basis. The Board of Trustees recognizes the value of continued professional improvement to Mineral Area College, to the community, and to the individual administrator living in a dynamic, changing society.

An administrator pursuing an advanced degree or a program may apply to the President of the College for compensation for tuition and fees. The program of study must be related to current job duties and responsibilities. Requests for compensation must be approved in advance of registration for courses or programs. Reimbursement will be based on charges made by the University of Missouri (Columbia) for similar credit.

2.51 RETIREE INSURANCE COVERAGE

Per RsMo 169.590, any employee retiring shall have the option of continuous insurance coverage.

Retirees are responsible for payment of insurance premiums.

ARTICLE II - ADMINISTRATION

2.52 EARLY RETIREMENT NOTIFICATION

The College strives to recruit, employ and appropriately train replacement employees in a timely fashion. To enhance the College's hiring process, full-time employees who have worked full-time for at least 5 years may qualify for a monetary incentive in an amount to be set by the Board of Trustees. The monetary incentive is contingent upon the Board of Trustees receiving, by February 1, the employee's written intent to retire effective beginning the following fiscal year.

2.60 PROPERTY RIGHTS AND PUBLICATIONS, TEACHING AIDS, MATERIALS, AND EQUIPMENT WRITTEN OR DEVELOPED BY ADMINISTRATORS

- A. All property rights to books written, instructional materials developed (including workbooks, laboratory manuals, transparencies, audio tapes, video tapes, films, and the like) and equipment designed, developed, or invented by an administrator in conjunction with his/her job or teaching assignment, with an extended time or released time or assigned project authorized or directed by the college district or written, developed or designed prior to becoming a member of the college staff, shall belong to said administrator. Such property rights shall, subject to paragraph three hereof, include:
1. The right to publish for private profit and the right to copyright any book, manual, or printed official material, and
 2. The right to negotiate privately with any person, firm, or corporation for the manufacture of any equipment or instructional materials and the right to acquire any patent rights which may be obtainable thereon.
- B. The property rights in joint projects of administrators undertaken either as a part of a job or teaching assignment, released time, or assigned project, or on their own time, shall be shared by the participants in the manner upon which they shall agree, in writing.
- C. Notwithstanding the property rights of any administrator in any books, teaching aids, or equipment published, developed, or designed by said administrator, Mineral Area College shall, to the extent that said book, teaching aid, or equipment was written or designed in conjunction with an extended or released time project or program, have a joint property right therein.

ARTICLE II - ADMINISTRATION

PROPERTY RIGHTS AND PUBLICATIONS, TEACHING AIDS, MATERIALS, AND EQUIPMENT WRITTEN OR DEVELOPED BY ADMINISTRATORS - CONTINUED

Said joint property right shall entitle the district to use or purchase said book, teaching aid, or equipment regardless of copyrights or patents thereon and exclusive of any royalties, commissions, or other pecuniary profit to the applicable administrator until such time as the college district has been reimbursed from said royalties, commissions or other pecuniary profit to the extent and amount that the college district paid for that part of the project or program which resulted in the creation of the book, teaching aid, or equipment, not to exceed the administrator's pay rate for a like amount of time at the part-time salary rate for his particular salary category and such other costs as may be involved in the project.

Once such reimbursement has been made, all royalties, commissions, or pecuniary profit thereafter earned by the sale of any said book, instructional material, or equipment to any purchaser thereof shall belong exclusively to the administrator who published, developed, or designed said book, instructional material, or equipment.

- D. Employment of any administrator by Mineral Area College binds that administrator to the board policy as described above.

2.70 ALCOHOL AND DRUG ABUSE POLICY

- A. All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable state and local laws and college regulations related to the sale and use of alcoholic beverages and other drugs.
- B. No faculty or staff member shall secure or serve illegal drugs to any student engaged in any college related activity. The consumption, possession, or sale of illegal drugs is strictly forbidden on campus.
- C. No faculty or staff member shall secure or serve alcoholic beverages to any student engaged in any college related activity. The consumption, possession, or sale of alcoholic beverages is strictly forbidden on campus, except for special circumstances approved by the Board of Trustees.
- D. Anyone under the influence of alcohol or illegal drugs or otherwise violating college policy regarding drug abuse shall be subject to disciplinary action.

ARTICLE II - ADMINISTRATION

ALCOHOL AND DRUG ABUSE POLICY - CONTINUED

- E. An educational program shall be provided addressing the problems of alcohol and drug abuse. The program will include information services, posters, and brochures.
- F. Counseling will be available to all personnel identified as having drug and/or alcohol related problems, leading to appropriate referrals.
- G. Disciplinary proceedings for drug/alcohol related abuses shall be conducted using current policies of Mineral Area College.

2.72 POLICY FOR A DRUG FREE WORKPLACE

WHEREAS, it is recognized by the Mineral Area College Board of Trustees, Park Hills, Missouri, that it is necessary that all college employees report to work on time and in an appropriate mental and physical condition for work; and

WHEREAS, the Board of Trustees wishes to establish a policy pertaining to maintaining a drug-free workplace.

NOW, THEREFORE, BE IT RESOLVED that the following policy be adopted:

- A. The manufacture, distribution, dispensation, in the College District's workplace, of a controlled substance (as defined by Chapter 195 RSMo) is prohibited. Violations of this shall result in the immediate termination of the violating employee.
- B. The unlawful use of a controlled substance (as defined by Chapter 195 RSMo) is hereby prohibited and shall result in disciplinary action (including the possibility of suspension or discharge) to the violating employee.

Any employee who comes to work or is at work while under the influence of alcohol or who consumes alcohol at work shall be subject to the same disciplinary action as provided above for employees involved with the unlawful use of a controlled substance.

- C. Any employee convicted of a drug crime shall report their said conviction within two (2) days after said conviction.
- D. Compliance with the provisions of this policy is a condition of an employee's initial and continuing employment.

ARTICLE II - ADMINISTRATION

Article 2 Amended 6-11-15; removed tobacco-policy (2.71)

Article 2 Amended 10-15-15; amended 2.06 and added 2.13

Article 2 Amended 6-15-17

Article 2 Amended 8-10-17; leave policy (2.40, 2.41, 2.43, 2.44)

Article 2 Amended 11-16-17; added section 2.52