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ARTICLE VIII - BUSINESS PROCEDURES

8.00 BUDGETING

1. A budget which meets the requirements of the law and the policies of the Board of Trustees shall be prepared and presented to the Board of Trustees annually.
2. The annual operating budget is prepared to coincide with the fiscal year of the College, July 1 to June 30.
3. Historical revenue and expenditure reports are distributed to the appropriate Department Directors and others with budgetary responsibilities for use in the budget preparation process.
4. The estimated budget will be deemed the operating budget for the forthcoming fiscal year when approved by a majority of all of the members of the Board of Trustees.
5. It is the policy of Mineral Area College to monitor its financial performance by comparing and analyzing actual results with budgeted results. This function shall be accomplished in conjunction with the monthly reporting process.
6. Budget transfers are a re-allocation of the original budget and accounts within a fund. During the fiscal year, the administration may reclassify budgeted expenses within a fund with approval of the president.
7. Budget adjustments represent a material and real variance from the original budget (new revenue or unplanned expense). If necessary, formal budget adjustment requests may be submitted at any meeting of the Board of Trustees and must be approved by a majority of all the members of the Board of Trustees.

8.06 FUND BALANCE RESERVES

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

8.07 MINIMUM FUND BALANCE

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

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MINIMUM FUND BALANCE - CONTINUED

falls below the goal, the College shall develop a restoration plan to achieve and maintain the minimum fund balance.

8.10 AUDITING

1. An annual audit shall be conducted as soon as possible after the close of business each June 30. The auditor or firm of auditors shall be certified public accountants.
2. The audit shall meet the requirements of Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, and the policies of the Board of Trustees.
3. The auditor or auditing firm used by Mineral Area College is selected every three years. Bids are solicited by running a "Public Notice to Bidders, Invitation to Bid" notification in at least one newspaper of general circulation, a minimum of two times in two separate weeks.
4. The auditor shall provide sufficient copies of the audit for distribution to College officials and outside agencies as required.
5. One copy of the audit will be retained permanently as a financial-historical record, and shall be kept by the Chief Financial Officer.

8.20 BANKING

1. One bank shall be selected by sealed bids as the main depository for the District every three years. The depository can be terminated at any time services are deemed unsatisfactory by the Board of Trustees.
2. Missouri Statutes require that the depository institutions must collateralize funds of the College on deposit in financial institutions with appropriate securities to the extent not provided by FDIC insurance.
3. For funds that are received directly at Mineral Area College, cash receipts are centralized to ensure that cash received is appropriately directed, recorded and deposited on a timely basis.
4. Surplus funds may be invested as recommended by the Chief Financial Officer and on authority by the President in accordance with all state and local statutes governing the investment of public funds.

ARTICLE VIII - BUSINESS PROCEDURES

BANKING - CONTINUED

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

8.30 PETTY CASH

The College has authorized selected funds to be used solely for the purpose of petty cash and change funds. Cash and currency maintained for this purpose must be secured at all times. It is the personal responsibility of the College Park Manager, Bookstore Manager and Chief Financial Officer to take all responsible precautions to safeguard the cash under their care.

1. Using approved petty cash purchase and reimbursement procedures, the staff may utilize these funds for school business purposes.
2. Petty cash funds should be reconciled at least monthly and each time an accounts payable reimbursement is requested.
3. Reconciliation of cash drawers should be done every day the drawer is used and periodically if the drawer is not used regularly.
4. All petty cash and change funds will be counted each month end and verified by a separate individual. At each fiscal year end, all funds will be counted and verified by two separate individuals.

8.35 FUNDRAISING

1. Fundraising done on behalf of any organization, department, club, team, etc., on behalf of and/or in the name of Mineral Area College shall be handled as follows:
 - a) Monies received shall be turned over to the business office for deposit the day received, or the following business day if after hours.
 - b) Expenditures incurred for purposes of the fundraiser shall be disbursed through the business office from the payer's special account by requisition and purchase order procedures.
 - c) Payroll disbursements will be handled appropriately, for both full-time and part-time employees, through the payroll process. If recipient is not an employee of the college, a 1099 will be issued.

ARTICLE VIII - BUSINESS PROCEDURES

FUNDRAISING - CONTINUED

- d) Fundraisers held on campus property will incur a fee to cover maintenance/custodial services and utilities related to the activity or event if money earned from the fundraising activity is reduced for compensation.
- e) At no time will a disbursement to a vendor, donor, or employee be handled as a cash transaction.
- f) A formal fundraising application shall be required and approved before any event or activity is conducted. The fundraiser host will be required to coordinate with the business office the specifics of the event or activity in anticipation of the receipts and disbursements of funds related to the fundraising event or activity.

Failure to comply with this policy could result in termination

8.40 TRAVEL

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

1. General Guidelines

Employees will exercise the same care in incurring travel expenses that a person would if traveling on personal business. Any travel related expenses should be prepaid using a college credit card whenever possible. No expenses will be paid for an accompanying spouse, family member, or friend. No travel requests will be approved while the employee has unreconciled travel expenses.

- a. Local travel is considered travel within a 75-mile radius and non-local travel is travel beyond a 75-mile radius from college or assigned work site.

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TRAVEL – CONTINUED

- b. Sales tax in Missouri is not an allowable expense, as the college is exempt from Missouri state tax. Reimbursement for sales tax paid in Missouri will not occur, with the exception for meals purchased when the sales tax exemption letter is not accepted.

2. Authorization for Travel

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

3. Transportation

The employee should use the most efficient and economical route and mode of transportation. If the employee selects an alternative route, the extra costs incurred will be paid by the employee. Exceptions will be based on supervisor approval.

- a. Employees approved for travel should utilize college vehicles whenever available. Use of college vehicles is strictly limited to official college business. Any driver authorized to operate a college vehicle must possess a valid state driver's license of the proper class. A travel log is maintained in all campus vehicles and is required to be completed for each trip with beginning and ending odometer readings, each destination if multiple trips are made in one day, and purpose of the trip. Policy states all drivers and passengers of campus vehicles will wear a seat belt at all times. Texting is prohibited while operating a college owned vehicle.
- b. When a college vehicle is unavailable for non-local travel, employees should plan to rent a vehicle. When renting a vehicle, employees should not request the damage waiver or personal accident insurance as the college has this coverage. The rental should be an economy or mid-sized car, depending on the number of individuals included on the trip. The use of a personally-owned vehicle is allowed for local travel or at the discretion of the responsible administrator.

ARTICLE VIII - BUSINESS PROCEDURES

TRAVEL – CONTINUED

- c. When an employee drives his/her vehicle on college business, they will be eligible for mileage reimbursement which will be the Internal Revenue Service standard mileage rate. The college will calculate all mileage from the primary work site to the business activity and returning to the work site, unless actual mileage is less. If a college vehicle is used, the staff UMB card will be used to refuel the vehicle. If staff does not have a campus UMB card, a receipt for the gasoline purchase will be submitted with their monthly expense report. At no time will a reimbursement be made to an employee on their monthly expense report for an expense purchased on the staff UMB card.
 - d. When the employee's work day includes assignments at two or more college sites, mileage will be paid between such sites. Mileage will be reimbursed for travel from the employee's home to the site, or from the college to the site, whichever is less.
 - e. When more than one employee travels in the same vehicle, mileage reimbursement will be paid only to the principal driver.
 - f. Air travel reimbursement shall be for coach or economy class. Car rental shall be for a compact, mid-size, or full-size vehicle. The cost of any upgrade will be the responsibility of the employee.
 - g. Mass transit, shuttles, taxis, bridge and road tolls, or parking charges incurred while on official business may be claimed when properly itemized on the Expense Reimbursement Form. Original receipts must be submitted for reimbursement.
 - h. When a campus vehicle is used, the vehicle should be returned with a full tank of gas. The gas purchase will be charged to the department using the vehicle.
4. **Lodging**
- The number of nights is limited to those necessary for attendance at the conference or business activity. The employee must attempt to receive a government rate for the lodging. If the lowest rate indicated in the convention or conference brochure is unavailable, advance approval of a higher rate must be obtained from the responsible

ARTICLE VIII - BUSINESS PROCEDURES

TRAVEL – CONTINUED

administrator. An original, itemized receipt for all lodging must be attached to the Expense Reimbursement Form for reimbursement.

5. Meals

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

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

6. Other Expenditures

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

7. Tipping Guidelines

The recommended tipping guidelines are as follows:

Full Service Restaurant	15-20%
Partial Service Restaurant (i.e. buffets)	10%
Taxi/Rideshare	10%

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TRAVEL – CONTINUED

Airport Shuttle

\$1-\$2/per bag

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

8. Payment for Travel

- a. An Expense Reimbursement Form must be submitted, accompanied by all appropriate itemized receipts, to the employee's responsible administrator. Expense Reimbursement Forms will be submitted monthly by the 5th working day of the following month for all expenses incurred in the previous month. Included on the expense form should be a description of the purpose of the travel. If attending a conference or seminar, a copy of the brochure or receipt of registration should be attached. Claims for reimbursement of travel expenses must be completed no later than thirty (30) days after completion of travel, with the exception of travel completed at the end of the fiscal year (June), when claims for reimbursement must be submitted by the end of the fifteenth (15th) day of the new fiscal year. Claims submitted after this period must provide written explanation for the delay and may not be honored.
- b. Itemized receipts for travel expenses purchased with a college issued credit card should be submitted within 5 working days of trip completion. Any unauthorized charges will be cause to deduct the full unauthorized amount from the employee's paycheck.

8.45 CONTRACTS

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

All contracts will be kept on file in the appropriate department and also with the Chief Financial Officer. All contracts will require three signatures, which will include the appropriate administrator, Chief Financial Officer, and the President.

A contract with an option to extend for additional years will be considered as a new agreement. As such, the agreement/contract is required to be reviewed

ARTICLE VIII - BUSINESS PROCEDURES

CONTRACTS – CONTINUED

by the appropriate department with the three required signatures as noted above.

8.48 WIRE TRANSFERS

This policy states the requirements for requesting and completing a wire transfer payment to a vendor.

International vendors may be paid using a wire transfer. Domestic suppliers may be paid via wire transfer in limited circumstances which must be approved in advance by the CFO. ACH payment is available for all domestic vendors.

All wire transfer activity shall be the responsibility of the Business Office, and will be reviewed to assure compliance, completeness, and proper general ledger recording.

A wire transfer will be processed by obtaining the wire transfer instructions, including the wire instructions from the payee's bank. If payee's bank has multiple wire transfer choices, confirm the correct choice with the payee. The Wire Transfer Form will be completed and attached to the payee's bank instructions and the vendor invoice. The vendor invoice will be reviewed, ensuring all required wire transfer information is included. Accounts Payable/CFO will review the wire transfer form for completeness and process the wire transfer request.

8.49 UNAUTHORIZED PURCHASES

If you enter into an agreement, either verbally or in writing, which obligates the College to pay for something, without first having a purchase order, credit card requisition form, or approval by your Supervisor or Dean, you are making an unauthorized purchase. Failure to comply with this policy may be considered cause for disciplinary action, including dismissal. Individuals who intentionally and/or repeatedly make unauthorized purchases may be subject to reprimand, disciplinary action, personal financial liability, and, ultimately, termination.

8.50 PURCHASING POLICY ON ITEMS UNDER \$10,000

1. The Chief Financial Officer administers the procurement of goods and services for all College Departments by the authority delegated through the President by the Board of Trustees.

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PURCHASING POLICY ON ITEMS UNDER \$10,000 – CONTINUED

2. Purchases of goods and services with an aggregate value of less than \$500 per transaction may be made without competitive bidding.
3. An informal competitive bid process for purchases of goods and services with an aggregate value of \$500 - \$9,999 shall be required. Purchases will be awarded to the bidder providing the best products and/or services that are available for the lowest price consistent with specifications.
4. The following purchases shall be permitted without following the informal or formal competitive bidding procedures:
 - (a) The item to be purchased is available only from a single source.
 - (b) Emergency expenditure is necessary for repairs to College property in order to protect against further loss or loss of, or damage to, College property, to prevent or minimize serious disruption of College services, to ensure the integrity of College records or any other situation which may result in hardship for the College.
 - (c) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity.
 - (d) After solicitation of a number of sources, competition is determined inadequate.
5. It is the policy of Mineral Area College to utilize a purchase order system. A properly completed purchase order shall be required for each purchase decision (i.e. total amount of goods and services purchased, not unit cost).
6. A pre-numbered purchase order will be generated by the Accounts Payable Clerk after an appropriate online requisition is submitted and approved.
7. The College may issue a purchasing card to selected employees for business use. The purchasing card should complement the existing purchasing and payment process. Procedures for the proper use of the purchasing cards are detailed in the Mineral Area College Purchasing Card Holder Agreement.

ARTICLE VIII - BUSINESS PROCEDURES

PURCHASING POLICY ON ITEMS UNDER \$10,000 – CONTINUED

8. Some activities paid with federal funds require a review of eligibility on SAM.gov. If required by the specific grant, the respective grant administrator will review SAM.gov to ensure that sub-awardees and contractors for goods and services have not been debarred or suspended from receiving Federal funds (29 CFR 95.13 Debarment and suspension also, UG 200.212). The SAM.GOV verification form will be downloaded and saved on file as supporting documentation.
9. The College shall take all affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

8.51 PURCHASING POLICY ON ITEMS OF \$10,000 OR MORE

1. Purchases of goods and services with an aggregate dollar value in excess of \$10,000 per transaction will normally be bid by the Prospective Purchaser and reported to the Chief Financial Officer and thereafter presented to the Board of Trustees for its approval before execution of any contract or purchase order.
2. A Notice of Invitation for Bids will be provided in the manner deemed most appropriate to the subject matter of the bid with the objective of encouraging fair and unbiased competition. The Notice shall be designed to secure a reasonable distribution to potential bidders.
3. The Notice inviting competitive bids shall be distributed and/or publically posted and shall include a general description of the products or services to be purchased; provide where bid forms, specifications, or other detailed plans may be obtained; and the time and place for submission and opening of bids, along with the College's general terms and conditions.

Bids shall be recorded as received by the President's Office. Bids shall be opened and read publicly by the President's Office and recorded in writing.

The appropriate department administrator/staff and President's Cabinet shall evaluate the bids submitted and provide a recommendation for award.

The President's Cabinet shall have the authority to reject individual bids, part of any bid, or all bids for any one or more supplies or contractual services included in the proposed contract for failure to comply with the requirements of the invitation for bids or when the

ARTICLE VIII - BUSINESS PROCEDURES

PURCHASING POLICY ON ITEMS OF \$10,000 OR MORE - CONTINUED

public interest will not be served thereby, and may require the solicitation of new bids.

4. Contracts resulting from a request for bid shall be awarded to the lowest and most qualified bidder whose bid conforms to the specifications and meets all other requirements and criteria set forth in the bidding process, but not necessarily to the lowest bidder. The Board of Trustees may give preference to a bidder that resides in the taxing district. Any known related parties will be communicated to the department administrator, Cabinet, and Board of Trustees. Any and all bids will be made available to the Board of Trustees upon request.
5. The following purchases shall be permitted without following the informal or formal competitive bidding procedures:
 - a. The item to be purchased is available only from a single source.
 - b. Emergency expenditure is necessary for repairs to College property in order to protect against further loss or loss of, or damage to, College property, to prevent or minimize serious disruption of College services, to ensure the integrity of college records or any other situation which may result in hardship for the College.
 - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity.
 - d. After solicitation of a number of sources, competition is determined inadequate.
6. When the total amount expended exceeds the Board approval requirement level, the President will submit a complete summary of expenditures and an explanation of the procurement to the Board of Trustees for its ratification at the next regularly scheduled Board meeting.
7. A properly completed purchase order shall be required for each purchase decision (i.e. total amount of goods and services purchased, not unit cost).

ARTICLE VIII - BUSINESS PROCEDURES

PURCHASING POLICY ON ITEMS OF \$10,000 OR MORE – CONTINUED

8. A pre-numbered purchase order will be generated by the Accounts Payable Clerk after an appropriate online requisition is submitted and approved.
9. Some activities paid with federal funds require a review of eligibility on SAM.gov. If required by the specific grant, the respective grant administrator will review SAM.gov to ensure that sub-awardees and contractors for goods and services have not been debarred or suspended from receiving Federal funds (29 CFR 95.13 Debarment and suspension also, UF 200-212). The SAM.gov verification form will be downloaded and saved on file as supporting documentation.
10. The College shall take all affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

8.52 DISPOSITION OF ASSETS

Property, defined as all items, equipment, possessions purchased by MAC through any funding source as well as property donated to the College, no longer being actively used, should be recommended as surplus by an employee, director, coordinator, or chairperson to the appropriate supervisor. The supervisor confers with the appropriate administrator regarding the property in question. Once the administrator has given approval, the supervisor or his/her designee will be responsible for formally deeming property as surplus, and the Chief Financial Officer will be notified and determine an acceptable method of disposal.

Methods of disposal:

- A. Internal Sale – An employee who wishes to purchase an item from the College must seek approval from his/her Dean or appropriate supervisor. For items such as Funding For Results (FFR) disbursements, the Business Office will determine an approximate fair market value of the items by using comparisons such as eBay and Amazon or other relevant means if available. The employee will be responsible for reimbursing the College for the item(s) prior to their last day of employment or within ten days.
- B. Internal Redistribution – Surplus items that have been identified will be compiled in a list that will be approved by Cabinet and distributed to staff. The items will be distributed on a first-come, first-served basis.

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DISPOSITION OF ASSETS – CONTINUED

- C. External Sale - Identified items will be offered for sale to the public through auction. Notice of auction may include advertisement in at least two newspapers of general circulation, in such places as are most likely to reach prospective attendees. An electronic medium available to the general public may also be used, and other methods of advertisement may be utilized when such other methods are deemed appropriate.
- D. External Redistribution – Where feasible, priority should be given to disposition procedures that attempt the recovery of residual value of the asset in question through reselling, auctioning, donation, or reassignment to a less-critical function. When external redistribution of the identified is determined to be the method of choice, preference should be given to entities within the College taxing district and then to public and/or not-for-profit institutions.
- E. Disposal – Disposition may be by standard waste disposal, with the exception of hazardous waste, which must be eliminated under the direction of the staff member designated to ensure compliance with EPA requirements. Sensitive material must be adequately destroyed with a certificate of destruction/transfer of liability of information being completed, or the equipment must be electronically wiped clean and factory default settings restored to the device.

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

8.60 USE OF PHYSICAL FACILITIES BY OUTSIDE GROUPS

In keeping with the role of the community college as a public institution, the Board desires that Mineral Area College facilities be used to help meet general education, civic, cultural and recreational needs of district residents. The facilities of the campuses shall be made available to community groups for these purposes whenever it is consistent with the objectives of the campuses and when such use does not conflict with the district's educational mission, policies or regulations, or the college schedule. Personal use of college facilities for private events are outside the scope of the college's mission.

The physical facilities of Mineral Area College are available to student groups under the following conditions:

ARTICLE VIII - BUSINESS PROCEDURES

USE OF PHYSICAL FACILITIES BY OUTSIDE GROUPS – CONTINUED

Mineral Area College will provide an opportunity for student-initiated groups to conduct meetings on campus premises and will not discriminate against students on the basis of religious, political or philosophical content of the speech at such meetings.

Mineral Area College will provide an opportunity for student-initiated groups to meet on campus premises when the following criteria have been met:

- A meeting must be voluntary and student-initiated. No student shall be in any way coerced to participate in religious or other activity. Professors and college administrators, when acting within the course and scope of their employment, will strictly observe a policy of official neutrality regarding religious activity.
- The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the college.
- Non-college persons may not direct, conduct, control, or regularly attend the meetings of a student-initiated group.

The physical facilities of Mineral Area College are available to in-district community groups under the following conditions:

1. Responsibility for the use of facilities will rest with the individual locations. The “Application for Room or Space Reservation” will be approved by the appropriate room coordinator or designee. The room coordinator reserves the right to reject a request for facility use by any person or organization when it is determined that such request does not serve the best interest of the district.

Priority for use of facilities will be:

- a. College or district instructional, administrative, or professional activity.
- b. Educational community service programs of the College.

ARTICLE VIII - BUSINESS PROCEDURES

USE OF PHYSICAL FACILITIES BY OUTSIDE GROUPS – CONTINUED

- c. Student-led activities and meetings for College-sponsored clubs and organizations.
 - d. Educational or cultural events and/or activities sponsored by community groups.
 - e. Other events and/or activities considered appropriate by district officials.
- 3. User fees will be based on facility use and support services. Facility use fees include room usage and utilities. Support services can include but are not limited to media, equipment, food service, custodial, maintenance, security, administrative services, and overtime pay.
- 4. Activities or events that are in direct competition with services provided by the College require approval by a College Administrator.
- 5. All groups wishing to schedule rooms outside of regularly scheduled hours must have the approval of the room coordinator.
- 6. A district-wide facility fee schedule approved by Administration will be generated on a yearly basis. Exceptions to the fee schedule may be authorized by the room coordinator of each location. Groups wishing to use facilities will be charged in accordance with the following:
 - a. Mineral Area College or affiliated groups: Facility use fees will not be charged for the following groups. Fees for support services will be charged as indicated.
 - i. Mineral Area College groups composed of employees or students provided such use pertains to educational or cultural events and/or activities of the College. Fees for support services may be charged if the usage is beyond what is normally provided.
 - ii. Community or business groups working in a joint or cooperative effort with a Mineral Area College office, department, or organization.

ARTICLE VIII - BUSINESS PROCEDURES

USE OF PHYSICAL FACILITIES BY OUTSIDE GROUPS – CONTINUED

Fees for support services will be charged if the usage is beyond what is normally provided.

- b. Community groups or public agencies. Facility use or contract fees will be charged for the following groups.
 - i. Community groups or public agencies who wish to use facilities on a limited basis will be charged facility use fees.
 - ii. Community groups or public agencies who wish to use facilities on an ongoing basis may be required to negotiate separate contracts with the appropriate room coordinator.
- c. Businesses. Facility use or contract fees will be charged for the following groups.
 - i. Businesses who wish to use facilities for events or activities for which they charge no fee will be charged facility use fees.
 - ii. Businesses who wish to use facilities for events or activities for which they charge fees may be required to negotiate separate contracts with the appropriate room coordinator with approval by a College Administrator.
 - iii. Businesses within the College service district that are members of training consortiums or who use College Workforce Development services may use available space at no charge.

8.70 COMMUNITY USE OF THE C. H. COZEAN LIBRARY

- 1. Residents of the District who are not students at the College will be required to obtain a community borrower's card for \$ 10 (non-refundable) for use of the C. H. Cozean Library services (library card).
- 2. Non-resident patrons who are not students at the College will be required to obtain a community borrower's card for \$ 15 (non-

ARTICLE VIII - BUSINESS PROCEDURES

COMMUNITY USE OF THE C. H. COZEAN LIBRARY - CONTINUED

refundable) for use of the C. H. Cozean Library services (library card).

3. All patrons must provide appropriate identification and verification of their name and address before they are issued a library card allowing them to check out C. H. Cozean Library materials.

8.80 TRESPASSING

1. The College buildings and all College owned property shall be used to further the educational pursuits of the institution and in accordance with Article 8.60, USE OF PHYSICAL FACILITIES BY OUTSIDE GROUPS. Any other use shall be deemed trespassing and offenders shall be prosecuted as trespassers.
2. The President of the College or Vice President (in his/her absence) is delegated to prosecute said offenders when, in their best judgment, the trespassing is not in the best interests of the College.
3. Diligent effort shall be made to post No Trespassing signs in appropriate locations, and to otherwise inform the public of this policy.

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

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

1. Distribution of Literature

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

ARTICLE VIII - BUSINESS PROCEDURES

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

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

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

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

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

2. Right to Free Expression

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

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

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

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

ARTICLE VIII - BUSINESS PROCEDURES

8.91 ANTI-FRAUD AND CORRUPTION POLICY

Administration, which includes the President, Vice President, Deans, and Chief Financial Officer, is responsible for the detection and prevention of fraud, misappropriations and other inappropriate conduct. Administration also recognizes that a key preventive measure in the fight against fraud and corruption is to employ staff who possess high standards in terms of propriety and integrity. Further, all employees and officials of the College have a duty to the College to ensure that the College's resources are prudently used in accordance with the law. Administration further is committed to continuously improving the systems for which it is responsible, both through its own assessments and by positive and prompt responses to audit recommendations. It is, therefore, the intent of the Board of Trustees of the College to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations to aid in the detection and prevention of fraud against the Mineral Area College.

As a Federal grant recipient, the College will report waste, fraud, and program abuse to the United States Department of Labor (USDOL). The College will also report such incidents concurrently to the Missouri Division of Workforce Development (DWD).

In accordance with the Training and Employment Guidance Letter (TEGL) No. 2-12, the College will immediately document allegations, suspicions and complaints involving possible fraud, program abuse and criminal misconduct using the U.S. Department of Labor Incident Report (IR) form.

In addition, situations involving imminent health or safety concerns, or the imminent loss of funds exceeding an amount larger than \$50,000 will immediately reported to the Office of Inspector General (OIG) and the Office of Financial and Administrative Management (OFAM) by telephone and follow up with a written report in the form of an IR, no later than one working day after the telephone report.

The administration is responsible for the development of procedures to implement this policy.

Article 7 amended & approved by Board 10-13-16

Article 7.50, 7.51, 7.91 revised & approved by Board 09-13-18

Article 7.60 approved by Board 10-11-18

Article 7.40 revised & approved by Board 10-10-19

Article 7.45, 7.50 & 7.51 revised & approved by Board 11-14-19

Article 7.06 & 7.07 approved by Board 12-12-19

Article 7.49 approved by Board 03-05-20 (new policy)

Article 7.48 approved by Board 08-13-20 (new policy)

ARTICLE VIII - BUSINESS PROCEDURES

Article 7.35 approved by Board 11-10-20 (new policy)

Article 7.52 revision approved by Board 08-12-21

Article 7.10 and 7.20 revisions approved by Board 11-04-21

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