



SNOW COLLEGE

College Council Agenda

Monday, November 18, 2019 • 3:45 – 5:00 PM

Lorenzo and Erastus Snow Conference Room • Noyes Building

	1. Welcome		Brad Cook President
Action			
	2. Meeting Minutes	Attachment 1	President Cook
Final Review			
	3. Performance Evaluation Policy	Attachment 2	Carson Howell Vice President for Finance/Admin Services
	4. Nepotism Policy	Attachment 3	Dr. Howell
	5. Restrictions on Relationships Policy	Attachment 4	Dr. Howell
	6. Library Copyright Policy	Attachment 5	Steve Hood Provost
Initial Review			
	7. Academic Workload Policy	Attachment 6	Dr. Hood
	8. Personnel System Policy	Attachment 7	Dr. Howell
	9. Course Fee Policy	Attachment 8	Dr. Hood
	10. College Auxiliary Policy	Attachment 9	President Cook
Discussion & Informational			
	11. Noncapital Asset Policy	Attachment 10	Dr. Howell
	12. College Council Composition		President Cook
	13. Academic Calendar 2020-21	Attachment 11	Dr. Hood
	14. Calendaring Details January 7, 2020 Spring Semester Begins January 10, 2020 Board of Trustees Meeting January 13, 2020 College Council Meeting		

Committee Membership:

Mike Brenchley, Nate Caplin, Brad Cook, Renee Faatz, Steve Hood, Carson Howell, Janalee Jeffrey, Melanie Jenkins, Ron Lamb, Paul Tew, Ben Scheffner, Larry Smith, Jason Springer, Bryce Warby



College Council Meeting Summary • September 9, 2019

Members Attending: Brad Cook, Jake Dettinger, Renee Faatz, Janalee Jeffery, Ron Lamb, Landon Peterson, Larry Smith, Ben Scheffner, Jason Springer, Paul Tew, Bryce Warby

Others Attending: Josh Hales, Marci Larsen (secretary)

Welcome (President Cook)

- The group was welcomed and thanked for attending the meeting

Meeting Minutes (President Cook)

- Larry Smith made a motion to approve the minutes. Jason Springer seconded the motion, and it passed unanimously

Email Communication Policy (Vice President Dettinger)

- Josh Hales said no comments were received in the 30-day review period
- Larry Smith made a motion to approve. Bryce Warby seconded the motion, and all voted in favor
- Renee Faatz questioned the subject title of the policy and suggested it be clarified that this is a policy for email
- Larry Smith made a motion to amend the original motion to include the change. Renee Faatz seconded the motion. All voted in favor
- *Action: VP Dettinger send to trustees for final consideration*

Hiring, Promotion, Transfer Policy (Vice President Dettinger)

- Turned time to Josh Hales
- He said this document combines two policies and procedures and the only changes were made to procedures.
- Bryce Warby asked who is authorizing "on case-by-case basis" in (3.1.1). Josh said the president would authorize, and he agreed to add that wording to the policy
- There were a few questions about student employees
- Paul Tew made a motion to approve. Jason Springer seconded the motion, and all voted in favor
- *Action: VP Dettinger send to trustees for final consideration*

Libraries Copyright Policy (Vice President Hood)

- Steve Hood said library staff wrote the policy and added that legal counsel reviewed it and praised the work
- He welcomed Jon Ostler for questions/comments
- Jon was asked to change Section 4 from procedures, continue the #3 series and fix grammar in 2.4
- Janalee Jeffrey made a motion to send out for 30-days. Jake Dettinger seconded the motion, and all were in favor
- *Action: Academic Affairs will send to all employees for 30-day review*

Nepotism Policy (Vice President Dettinger)

- Jake Dettinger turned the time to Josh Hales
- It was suggested that 3.2 be changed to add "one of the following" or "or"
- The council requested that HR check for capitalization consistency
- Larry Smith made a motion to send out the policy with the edits made. Bryce Warby seconded the motion. All voted in favor.
- *Action: HR will send to all employees for 30-day review*

Performance Evaluation System Policy (Vice President Dettinger)

- Josh Hales said this was a revamp of the original policy
- There was a discussion on 3.2 and should vs. shall on giving feedback; there was a request to strike this and put it in procedure
- Josh Hales noted other procedures will be created
- Bryce Warby made a motion to strike 3.2 and modify 2.4. Jason Springer seconded the motion. The motion passed, one opposing vote is recorded
- *Action: HR will send to all employees for 30-day review*

College Council Meeting Summary • September 9, 2019

Compensation Philosophy Policy (Vice President Dettinger)

- Jake Dettinger said they learned that the original, big compensation committee was difficult to manage
- Bryce Warby made a motion to table the policy; Paul Tew seconded the motion. All voted in favor
- *Action: College Council requests that 1) a communication be sent to employees with changes and 2) this new philosophy be pursued/published*

Relationships (Vice President Dettinger)

- Josh Hales reviewed this policy
- Janalee Jeffrey made a motion to send it to employees for review. Jason Springer seconded the motion, and it passed unanimously
- *Action: HR will send to all employees for 30-day review*

SUBJECT: PERFORMANCE EVALUATION (FACULTY AND REGULAR STAFF) POLICY

1.0 PURPOSE

- 1.1. A culture of accountability is necessary for Snow College to continue its tradition of excellence. Regular feedback on performance facilitates that culture of accountability and helps employees with their own professional development.
- 1.2. This policy sets forth the minimum requirements for performance evaluations at Snow College.

2.0 DEFINITIONS

- 2.1. Tenure-Track Faculty: Faculty who are eligible for advancement and tenure as outlined in their Memorandum of Understanding.
- 2.2. Professional Track Faculty: Faculty members who are neither Tenure-Track nor Adjunct.
- 2.3. Adjunct Faculty: A person who is not Faculty but who is employed to teach classes. All Adjunct Faculty are considered At-will Employment Employees.
- 2.4. Administration Employee: Officers of the administration whose primary responsibilities are management and general business operations including the President, Provost, Associate Provosts, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, and other administrative employees as designated by the employee's MOU. All Administration Employees are considered At-will Employment Employees.
- 2.5. Regular Staff Member: a staff member whose employment is of a continuous nature, initially funded for a non-temporary period, who has successfully completed the probationary period. This includes exempt and non-exempt employees not covered by a similar faculty procedure, but excludes Probationary Regular Staff Employees, At-will Employment Employees, Administration Employees, Part-time Staff Employees, Temporary Employees and Adjunct Faculty. Normally, a Regular Staff Member is one assigned to work 75% or more in a position expected to last more than 6 months that is a full-time benefits eligible position and defined as a Regular Staff Member in an employment MOU. May also be referred to as Regular Staff Employee
- 2.6. Probationary Regular Staff Employees: Regular Staff Members during their initial period in which they are considered in At-will Employment status and under evaluation. At the sole discretion of the College, the probationary period for Probationary Regular Staff Employees may be extended with approval from Human Resources with or without prior Corrective Action or Discipline in accordance with Policy 323 - Probationary Period
- 2.7. Part-time or Temporary Staff Member: a Staff Member assigned to work less than full-time, or in a position considered temporary or expected to be of short duration. Normally, a Part-Time Staff Member is one assigned to work

less than 75%. A Temporary Staff Member is an Employee in a position that is not expected to last more than 9 months. All Part-time and Temporary Staff Employees are considered At-will Employment Employees.

- 2.8. Formal Performance Evaluation: An evaluation where a manager follows a set evaluation process and assigns the employee a rating that indicates the extent to which the employee is meeting the expectations of their position.

3.0 POLICY

- 3.1. Managers and supervisors shall regularly assess the performance of their employees and use that assessment to help employees improve their performance.
- 3.2. Managers and supervisors shall hold a Formal Performance Evaluation with each of their employees at least once per fiscal year, or more often as determined by the process established by the College through its Office of Human Resources. The Evaluation shall use the forms and criteria provided by Human Resources, the Advancement and Tenure Committee, or the Professional Track committee, as applicable, which may be customized by Human Resources for a particular Department.
- 3.2.1. The Formal Performance Evaluation may be used in determining eligibility for salary increases, promotions, training needs and other purposes.
- 3.3. The process for evaluating Tenure-Track Faculty is governed by Policy 410 – Advancement and Tenure Policy
- 3.4. The process for evaluating Professional-Track Faculty is governed by Policy 411 – Professional Track, Non-Tenure Promotion
- 3.5. The process for evaluating all other Faculty, including Adjunct Faculty, is maintained and monitored by the Office of Academic Affairs, in consultation with the Office of Human Resources.
- 3.6. The process for evaluating Administration Employees, Regular Staff, Part-Time Staff, and Temporary Staff is maintained and monitored by the Office of Human Resources.
- 3.7. The process for evaluating Probationary Regular Staff Employees is governed by Policy 323 – Probationary Period
- 3.8. Each employee will have an opportunity to review and discuss their performance evaluation before it is finalized and recorded.

SUBJECT: PREVENTION OF NEPOTISM POLICY (ALL EMPLOYEES)

1.0 PURPOSE

- 1.1. Snow College abides by the nepotism laws of the State of Utah. This Policy emphasizes and clarifies that compliance.

2.0 DEFINITIONS

- 2.1. Relative—a father, mother, husband, wife, legal domestic partner, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepmother, stepfather, stepbrother, stepsister, stepson, and stepdaughter and equivalent relationships.
- 2.2. Household member—a person who resides in the same residence as the public officer.
- 2.3. Employee— Faculty, Regular Staff, Probationary Staff, Part-time staff, Administration and Adjunct Faculty.
- 2.4. Public Officer— Members of the Board of Trustees, and employees of Snow College.
- 2.5. Indirectly Supervise—an Employee in the chain of supervision such as a Vice President of a Department.
- 2.6. Employment Opportunity: Any opportunities or privileges associated with employment at Snow College. This includes, but is not limited to: work assignments, compensation, benefits, promotions, and job titles.

3.0 POLICY

- 3.1. Employees shall be appointed or employed on the basis of qualifications and merit. Therefore, all employee positions shall be filled in accord with College Policies, Procedures and the rules administered by Human Resources.
- 3.2. A public officer may not employ, appoint, or vote for or recommend the appointment of a prospective employee if the prospective employee will be directly or indirectly supervised by a relative or household member, unless one or more of the following applies:
 - 3.2.1. the Prospective Employee is eligible or qualified to be employed by a department or agency of the College as a result of the Prospective Employee's compliance with civil service or merit system laws or regulations;
 - 3.2.2. the Prospective Employee will be compensated from funds designated for vocational training;
 - 3.2.3. the Prospective Employee will be employed for a period of 12 weeks or less during an academic year;
 - 3.2.4. the Prospective Employee is a volunteer as defined by the employing entity; or

- 3.2.5. the President of the College or his or her designee determines in writing that the Prospective Employee is the only or best person available, qualified, or eligible for the position.
- 3.3. A public officer may not directly or indirectly supervise a Prospective Employee or Employee who is a ~~R~~relative or ~~H~~household ~~M~~member of the public officer, unless one of the following exceptions applies. If an exception applies, Human Resources shall determine if direct supervision is appropriate and, in most cases, should provide for direct supervision by a non-relative or ~~H~~household ~~M~~member:
 - 3.3.1. the Employee was appointed or employed before the public officer assumed the public officer's supervisory position, if the Employee's appointment did not violate the provisions of this chapter in effect at the time of the Employee's appointment;
 - 3.3.2. the Prospective Employee is eligible or qualified to be employed by the College as a result of the Prospective Employee's compliance with civil service or merit system laws or regulations;
 - 3.3.3. the Prospective Employee will be compensated from funds designated for vocational training;
 - 3.3.4. the Prospective Employee will be employed for a period of 12 weeks or less during an academic year;
 - 3.3.5. the Prospective Employee is a volunteer as defined by the employing entity;
 - 3.3.6. the President of the College or his or her designee determines in writing that the public officer is the only individual available or best qualified to perform supervisory functions for the Prospective Employee or Employee.
- 3.4. A part-time, temporary, or student employee cannot be hired to work in a department where a relative or household member is currently employed full-time unless Human Resources approves the hiring and arranges for direct and indirect supervision by a nonrelative or household member.
- 3.5. Relatives and ~~H~~household ~~M~~members should not be hired or assigned to work as full-time employees in the same department. Exceptions may be made only by Human Resources for sufficient justification.
- 3.6. No employee shall use their position at the college to influence the employment or employment opportunities of a ~~R~~relative or ~~H~~household ~~M~~member. To prevent undue influence, the following rules apply:
 - 3.6.1. If an employee directly or indirectly supervises a relative or household member, he/she may not evaluate the relative or household member's job performance or recommend a pay increase or other compensation for the relative or household member.
 - 3.6.2. Any time an employee has a relative or household member in their reporting chain, that employee must be recused from any

- employment decision that impacts the Rrelative or Hhousehold member.
- 3.6.3. No employee shall serve on a hiring committee when a relative or household member is a candidate for the position. Even a relationship that is not defined as a relative or household member should be disclosed to Human Resources and others on the hiring committee; if that relationship may create actual, or reasonably perceived, bias from the employee.
 - 3.6.4. An employee should not otherwise use their position to unduly influence the employment opportunities of a relative or household member.
- 3.7. A violation of this policy may result in college discipline regardless of whether state law has been violated as well.

**SUBJECT: RESTRICTIONS ON RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS
OR OTHER EMPLOYEES**

1.0 PURPOSE

- 1.1. Voluntary consent in amorous relationships where one party has the real or perceived ability to evaluate or influence the educational or employment opportunities of the other is difficult to determine because of the asymmetric nature of the power structure in the relationship.
- 1.2. Because any employee can have a perceived, if not an actual, ability to influence the educational opportunities of a student, amorous relationships between employees and students are discouraged, and in most cases, prohibited. In all cases, employees should guard their own reputation and the reputation of the College. All conduct between employees and students should be above reproach.
- 1.3. Employees should be cautious when engaging in amorous relationships with another employee to ensure that the relationship does not interfere with the meritocratic learning and work environment for which Snow College strives.
- 1.4. This policy is intended to match or exceed the standards restricting relationships with students found in Regent's Policy R842 and will thus be interpreted as matching or more restrictive than that policy.

2.0 DEFINITIONS

- 2.1. Amorous Relationship – Any romantic relationship or sexual conduct outside of a marriage.
- 2.2. Romantic Relationship – A relationship between two individuals that is sexual and/or involves a strong attraction towards another person and who mutually and consensually agree to the relationship. This includes a dating relationship.
- 2.3. Sexual conduct – Any intentional touching for sexual gratification (including intentional contact with the breasts, buttocks, groin, or genitals, including touching another with an object or any of these body parts, or making another touch you or themselves), however slight, by any person upon any other person. This definition excludes consensual conduct occurring within a preexisting marital relationship. This includes sharing any sexually explicit or lewd communication, image, or photograph.
 - 2.3.1. Sharing sexually explicit or lewd communication, image or photograph does not include any communication, image, or photograph that faculty shares with students as part of a legitimate academic exercise, such as pedagogical requirements for health, science, literature, or art courses.
- 2.4. Employee – For purposes of this Policy an Employee is any member of the College who is paid by or volunteers for the College including but not limited to Faculty, Regular Staff, Probationary Staff, Part-time staff, Administration

and Adjunct Faculty. Student employees are not considered Employees in this policy unless they are Special Trust Employees under Section 2.8 of this policy or otherwise noted in this policy.

- 2.5. Faculty - A person who is a member of the College's full-time Faculty as defined in Policy.
- 2.6. Adjunct Faculty – A person who is not Faculty but is employed or volunteers to teach classes.
- 2.7. Administration Employee – For purposes of this Policy an Administration Employee is any employee with general, higher level duties at the College. This includes the President, Provost, Associate Provosts, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents.
- 2.8. Special Trust Employee - An employee of a higher education institution who is in a Position Of Special Trust, as defined in Utah Code 76-5-404.1 with a higher education Student. This includes the following employees at Snow College:
 - 2.8.1. Athletic Managers
 - 2.8.2. Coaches
 - 2.8.3. Counselors
 - 2.8.4. Advisors
 - 2.8.5. Athletic Trainers
 - 2.8.6. Faculty and Adjunct Faculty including Lecturers, Instructors, Assistant Professors, Associate Professors, Professors
 - 2.8.7. Teaching Assistants
 - 2.8.8. Supervisors (including direct supervisors, indirect supervisors in the chain of supervision, and those with significant influence over student employees)
 - 2.8.9. Recreational leaders (including those who work in summer camps)
 - 2.8.10. Any employee with religious leadership outside of the college
 - 2.8.11. Any individual in a position of authority, other than those individuals listed above, which enables the individual to exercise undue influence over a student
- 2.9. Student – Anyone taking, or enrolled in, classes at the college for credit. This includes all concurrent enrollment students.
- 2.10. Educational Opportunities - a student's admission to an institution or programs within an institution; receipt of financial aid; assessment of academic performance (grades); placement in academic opportunities such as internships, assistantships; and graduation.
- 2.11. Subordinate Student - a Student of a higher education institution whose educational opportunities could be adversely impacted by an Employee including those Employees who have academic or other professional responsibilities towards that Student.
- 2.12. Teaching Assistant – A student employed to assist instructors and professors in their teaching, grading, and grade reporting responsibilities.

- 2.13. Evaluative Authority – The perceived or actual ability to impact the outcomes of professional or educational evaluations or opportunities
- 2.14. Marriage -A legal relationship between two persons as defined by and entered into pursuant to state law or an equivalent relationship where two persons are cohabitating; have mutually assumed marital rights, duties, and obligations; and who hold themselves out as in a committed, mutual relationship; and where the Marriage occurred before one or both of the persons became a student or employee of the College.

3.0 POLICY

3.1. Relationships between Employees and Students

- 3.1.1. Nonconsensual sexual conduct and sexual harassment between an Employee and Student is expressly prohibited.
- 3.1.2. The following amorous relationships between employees and students are prohibited:
 - 3.1.2.1. Between special trust employees and subordinate students. This includes Faculty and Adjunct Faculty towards Students in their classes. This includes a prohibition against the sharing of any sexually explicit or lewd communication, image, or photograph, consensual or nonconsensual, between a Special Trust Employee and Subordinate Student.
 - 3.1.2.2. Between Administration Employees and Students
 - 3.1.2.3. Between any student and an employee who has a reasonably perceived influence over the Educational Opportunities of that student, or any employee who has direct or indirect supervisory authority over someone with perceived influence over the Educational Opportunities of that student such as Department Chairs or Deans.
 - 3.1.2.4. Any Sexual Conduct or Amorous Relationship, consensual or nonconsensual, between an Employee and a Student under the age of 18 or otherwise not legally capable of consent.
- 3.1.3. All other Amorous Relationships between employees and students are discouraged. Prior to continuing an Amorous Relationship that preexists this Policy or beginning, engaging in, or reciprocating an Amorous Relationship after enactment of this Policy it must be disclosed in writing to the Human Resources Office. The Human Resources Office, in consultation with the employee, student, and Title IX office, will develop a written management plan to ensure the

relationship is consensual and does not appear to violate policy or state or federal law.

3.1.4. Student employees who abuse their real or reasonably perceived authority to enter into an Amorous Relationship will be terminated, and their case will be referred to the Title IX office for student discipline as well.

3.2. Relationships between employees

3.2.1. No employee may have supervisory or evaluative responsibility over someone with whom that employee is engaged in or was formally engaged in an amorous or married relationship. Consistent with this rule:

3.2.1.1. No employee shall be hired or transferred into a position for which the current manager is, or was, engaged in an amorous or married relationship unless approved by the College President or designee.

3.2.1.2. If two employees wish to begin an amorous or married relationship, and one of those employees has existing supervisory or evaluative authority over the other, the employees must contact Human Resources.

3.3. Any use of actual, or reasonably perceived, authority to willfully exercise undue influence over a student or employee in regards to an amorous or nonconsensual sexual relationship is considered a violation of this policy regardless if it is prohibited elsewhere in this policy.

4.0 ENFORCEMENT

4.1. The college will thoroughly investigate all reports of potential violations of this policy according to procedures established by the Human Resources office.

4.2. Discipline up-to and including termination will be administered if it is determined that a violation of this policy has occurred.

4.2.1. If it is determined that the employee used their position to willfully exercise undue influence over a student or another employee in regards to an amorous relationship, the presumed discipline is termination.

SUBJECT: LIBRARIES COPYRIGHT POLICY

1. PURPOSE

- 1.1. The Snow College Libraries are dedicated to providing an environment where learning occurs. The library provides research instruction and quality curriculum supporting information sources in the most appropriate formats.
- 1.2. As many of the materials provided by the Libraries in support of its role and mission are copyrighted, this Policy provides guidance on the application of copyright law to materials and resources provided by the College Libraries.

2. DEFINITIONS

- 2.1. Exclusive Rights: Federal law (primarily the Copyright Act of 1976 and the Digital Millennium Copyright Act of 1998 found in Title 17 of the United States Code) protects original works of authorship through the U.S. Copyright Act. The owner of a copyright under the Copyright Act has the exclusive rights to do and to authorize any of the following:
 - 2.1.1. To reproduce the copyrighted work in copies or phonorecords.
 - 2.1.2. To prepare derivative works based upon the copyrighted work.
 - 2.1.3. To distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental lease, or lending.
 - 2.1.4. In the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly.
 - 2.1.5. In the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly.
 - 2.1.6. In the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.
- 2.2. Fair Use Exception: A reasonable noninfringing use, including reproduction, of copyrighted material for such purposes as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, as determined from consideration of all relevant circumstances, including (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole (generally less than 10% or one chapter of a book); and (4) the effect of the use upon the potential market for or value of the copyrighted work.
- 2.3. Library & Archives Exception: It is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy of a work or to distribute such copy or phonorecord under certain conditions.
- 2.4. Face-to-Face Teaching Exception: It is not an infringement of copyright to perform or display a copyrighted work or a work by instructors or pupils in the course of face-to-face

teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, of a lawfully made copy.

- 2.5. Copying: Making a reproduction of materials including paper copies and electronic versions.
- 2.6. Other definitions are as stated in 17 USC 101.

3. POLICY

- 3.1. Snow College Libraries protect the rights of holders of copyright in accord with Federal and state law, rules and regulations (“law”). Libraries materials may not be copied or used except in accord with the law and this Policy and Procedures.
- 3.2. Snow College Libraries abides by disability and accommodation rules and regulations and this Policy and Procedures shall be implemented in accord with those.
- 3.3. Copying of copyrighted works by library employees and patrons within the library.
 - 3.3.1. General reserve desks may circulate single reproduction copies of library-owned copyrighted materials, provided that in the preparation of such circulating copies, library personnel do not exceed the standards for permissible copying under the law of fair use. A copy shall include a notice of copyright as found in the original or a notice that the work may be protected by copyright.
 - 3.3.2. With respect to interlibrary loans, Snow College libraries as borrowing libraries shall keep and retain records of filled loan requests for three full years following the end of the calendar year in which the requests were made in order to insure that during said period of three years:
 - 3.3.2.1. The library did not request and receive more than five articles from any copyrighted periodical title published within the five years immediately prior to the date of a request; and
 - 3.3.2.2. the library did not request and receive more than five copies of or from any given copyrighted work, including a collection of copyrighted works, during the entire period such material was protected by copyright.
 - 3.3.3. Snow College libraries as lending libraries may make isolated and unrelated reproductions of a single copy of the same copyrighted materials on separate occasions as long as the libraries and their personnel are not aware of and have no reason to believe they are engaging in related or concerted reproduction of multiple copies.
 - 3.3.4. College libraries shall refuse:
 - 3.3.4.1. to fill an interlibrary loan request where prior contractual obligations prohibit copying of such copyrighted material;
 - 3.3.4.2. to honor a request from a borrowing library which has not verified on its order form that the request conforms to the copyright law and guidelines.
 - 3.3.5. For the purpose of preserving and maintaining library collections, College libraries are permitted to make:
 - 3.3.5.1. facsimile reproductions of unpublished works that are currently in the library-owned collection for purposes of preservation, security, or deposit in another library; and

- 3.3.5.2. a copy of published copyrighted work to replace a work that is damaged, deteriorating, lost or stolen, if:
 - 3.3.5.2.1. the library determines, after a reasonable effort, that an unused replacement cannot be obtained at a fair price, and
 - 3.3.5.2.2. the copy includes a notice of copyright.
- 3.4. Copying for Personal Use
 - 3.4.1. Copies for personal use may only be made in accord with the Fair Use Exception.
- 3.5. Copying for Classroom Use
 - 3.5.1. Copies for classroom use may only be made in accord with the Fair Use Exception. For guidance on this topic see sections ***How does fair use apply to photocopying of course materials?*** and ***How does fair use apply to use of third-party materials on a course website?*** found in the Harvard Office of General Counsel publication **Copyright and Fair Use** found at <https://ogc.harvard.edu/pages/copyright-and-fair-use> (Copyright © 2016 President and Fellows of Harvard College).
- 3.6. Copying for those with disabilities and in aid of accommodations.
 - 3.6.1. Copies for those with disabilities and in aid of accommodations may be made in accord with disability law, rules and regulations.
- 3.7. Performance or display of copyrighted works in the library.
 - 3.7.1. The performance or display of copyrighted works may occur in the library in the course of face-to-face teaching activities in an area such as a classroom, study area or auditorium devoted to instruction including showing a lawfully made copy of a full-length movie, playing a lawfully made recording of a song, or showing a lawfully obtained image without a license.

SUBJECT: ACADEMIC WORKLOAD POLICY

1.0 PURPOSE

- 1.1. Snow College faculty are devoted teachers who have very heavy responsibilities. Faculty responsibilities are meant to enrich students' learning experiences and change lives. This document is meant to define what the basic full-time faculty workload for a Snow professor is, so we can maintain high standards of excellence in teaching and acknowledge the great things our teachers do that are beyond professional expectations. This workload policy is a living document and may be modified by the Deans Council with the approval of the College Council and the Board of Trustees.
- 1.2. With a few exceptions approved by Dean's Council, nearly all full-time faculty members have the same workload responsibilities at Snow College:

2.0 POLICY

- 2.1. All full-time faculty teach, advise, prepare for courses, develop courses, hold regular office hours (minimum 5 a week), participate in course and program assessment activities, fulfill college responsibilities and meet deadlines, assist department chair with department governance responsibilities, and attend August meetings prior to the Fall Semester and year-end assessment meetings as part of their normal teaching load. Faculty should not ask for course reductions to prepare courses, teach new courses, or perform other tasks that are part of their regular workload responsibilities. Faculty in their first year of teaching, however, may be given a three-credit release in the Fall Semester so they can have time to attend the New Faculty Seminar and become acclimated to the College;
- 2.2. Annual and Triennial faculty evaluations are directly linked to this workload policy (please see Policy 410). It is every faculty member's responsibility to be effective teachers, to engage in ongoing professional development activities, and to render service to the College. While faculty members are required to provide five office hours for student meetings per week, they are members of departments, divisions, and the College as a whole and need to be present beyond teaching times and office hours. Collegial faculty members engage with faculty colleagues and students in a formal and informal basis and need to maintain an active presence at the College whether in or out of the classroom.

- 2.3. All full-time faculty are expected to attend department meetings, division meetings, college-wide meetings. Full time faculty are also expected to accept and perform roles that support department, division, and college governance;
- 2.4. All full-time faculty share in the GE mission of the College and are expected to teach GE courses regularly (ideally each semester);
- 2.5. Faculty teach balanced loads throughout the academic year (they do not overload one semester and teach reduced schedules another semester);
- 2.6. Full time faculty teaching in the liberal arts and sciences divisions teach 28-32 credits per year;
- 2.7. Load will be determined using the Instructional Workload Formula. Adjustments to the formula (credit exceptions and course releases) can only be used if the Deans Council has formally approved either an “Instructional Workload Credit Adjustment Request” or a “Non-Instructional Academic Workload Credit Equivalency Request”;
- 2.8. All full-time faculty teaching loads will primarily be in a face-to-face classroom situation;
- 2.9. Each online course will be treated the same as a face-to-face class in terms of size, rigor, and load. Exceptions to section size will be determined by the division dean in consultation with the VPAA;
- 2.10. Each IVC course will be treated the same as a face-to-face class in terms of size, rigor, and load, as determined by dean and department chair in consultation with the Concurrent Enrollment Coordinator;
- 2.11. Full time faculty will teach no more than six credits of overload per semester, as outlined by policy 13.2.17, Extra and Overload Assignments, and Overtime Compensation. Exceptions may be recommended by the Deans Council to the President for approval for requested term only. Overload will generally not be granted for additional sections of the same course when load sections are not full (or nearly full);
- 2.12. Low enrollment courses (8 or fewer) will not carry unless approved by the appropriate division dean and the VPAA;
- 2.13. Faculty members who have assignments that are non-academic, or remotely related to teaching, are to be paid separately for these assignments by departments or divisions. Those stipends will be considered when interested parties submit the “Non-Academic Financial Compensation Request” form to the Dean’s Council. Faculty members cannot request course-reductions for performing these assignments unless recommended by the VPAA or President and approved by the Deans Council.

2.14. Faculty will not receive workload exceptions for committee or administrative assignments unless approved by Deans Council.

3.0 NON-INSTRUCTIONAL ACADEMIC WORKLOAD

3.1. Non-teaching responsibilities of faculty will be categorized as either Non-Instructional Academic Workload or Non-Academic Workload. In both of these situations, a 2.5 hour per week formula will be used. Requests for load adjustment or supplemental pay must be submitted to the Dean's Council using the Snow College Non-Instructional Academic Workload Credit Equivalency or the Non-Academic Financial Compensation Request. Financial compensation will be determined by the dean's council at a rate comparable to overload pay. The Deans Council will review both approved and proposed adjustments to the workload policy yearly. Adjustments are approved by Dean's Council and on file in the VPAA's office

4.0 APPROVED TEACHING LOAD ADJUSTMENTS

4.1. Administrative Reassignment

- 4.1.1. Deans will receive a half load (15 credits/academic year) reassignment in order to carry out the duties outlined in the Dean Responsibilities document. In cases where the dean also serves as a department chair, the dean will not be given additional load reassignment unless approved by Deans Council.
- 4.1.2. Department Chairs will receive load reassignment based upon the number of full-time faculty members in the department.
- 1-5: A 3 credit reduction each academic year
 - 6-9: A 6 credit reduction each academic year
 - 10+: A 12 credit reduction each academic year
- 4.1.3. Deans Council will consider additional credit hour reassignments for department chairs in departments where there are an exceptional number (typically more than 9) of adjuncts, concurrent enrollment teachers, TICE teachers, etc. Department chairs can petition the Deans Council for overload pay (for the approved number of credits) instead of credit hour reductions to do the administrative work or, in cases where the 3-credit reduction doesn't correlate well with teaching assignments, a department chair can bank the credit and use it in the next academic year.

4.2. Multiple Sections

- 4.2.1. Two or more courses or sections taught at the same hour by the same instructor will count toward workload as one class.
- 4.3. Large Courses
 - 4.3.1. In accordance with Regents Policy S11, large classes without TA support and/or additional compensation will be awarded additional credits based upon the following formula.
 - 60-100 = 1.2 per CH (3 CH=3.6 workload; 4 CH= 4.8 workload; 5 CH=5.0 workload)
 - 101-150=1.4 per CH
 - 151-200=1.6 per CH
 - 200+ = 1.8 per CH
- 4.4. Team Taught Integrated Courses
 - 4.4.1. One of two formulas will be used to calculate workload for team taught courses. Courses that classify as team-taught under this formula will be courses where both instructors are fully engaged the entire semester in the teaching and assessment of the course.
 - Merely splitting the course between two or more faculty members does not qualify as team teaching. In those situations, each instructor will be entitled to half the course credits.
 - Pairing or linking classes does not qualify as team teaching. In those situations, instructors can apply for a supplemental stipend IF pairing the courses requires a substantive amount of out-of-class team preparation.
 - 4.4.1.1. Formula 1: When 40 or more students are enrolled in a team-taught course, both instructors will receive full credit.
 - 4.4.1.2. Formula 2: When 18-40 students are enrolled in a team-taught course worth 3 or more credits, the instructors will split the course credit and receive 1 CR each of supplemental pay. For 1 and 2 credit hour courses, the instructors will need to submit a syllabus to Dean's Council for supplemental pay determination.
- 4.5. Multiple Adjustments
 - 4.5.1. When awarded workload adjustment under one formula, additional adjustments will not be awarded using another formula. Only one adjustment formula per course—unless approved by Dean's Council.
- 4.6. Adjustment Ceiling

- 4.6.1. Adjustments and/or exceptions will not exceed 10 credits per semester
- 4.7. Credit Hours, Contact Hours, and Syllabus
 - 4.7.1. The approved, official syllabus will be used to calculate workload. Courses must be scheduled for the number of contact hours listed on the approved syllabus.

SUBJECT: PERSONNEL SYSTEM

1. PURPOSE
 - 1.1. A well-functioning personnel system allows the college to recruit and retain the talented employees it needs to accomplish its mission. This Policy sets forth the ways Snow College implements such a personnel system.
2. DEFINITIONS
 - 2.1. Total Rewards: The total value provided by the college to employees in exchange for their service to the college. This includes both compensation and benefits.
 - 2.2. Employee: Faculty, Regular Staff, Probationary Staff, Part-time staff, and Adjunct Faculty. Student employees are also considered employees in this policy.
 - 2.3. Supervisor: The Immediate or Line Supervisor or other persons in the immediate line of supervision including Administration Employees.
3. POLICY
 - 3.1. The President of Snow College, with the approval of the Board of Trustees is charged with appointing administrative officers, deans, faculty members, and other professional and support personnel, prescribing their duties, and determining their salaries. [Regents Policy R220]
 - 3.2. In carrying out that charge, the Snow College President has formed a Human Resources Department. The Human Resources Department is charged with implementing a Personnel System. As part of the Personnel System, HR shall:
 - 3.2.1. Develop and recommend Policies regarding all aspects of employment at Snow College. With regard to staff employees, HR has the primary responsibility of implementation including developing and recommending policies regarding hiring; classifying employees; probation; advancement, promotions and transfers; employment and work conditions; performance review; absences; ethics; corrective action; and grievance procedures.
 - 3.2.2. With regard to academic employees, HR has the joint responsibility with Academic Affairs of implementation including developing and recommending policies regarding hiring; classifying employees; advancement, promotions and transfers; employment and work conditions; performance review; absences; ethics; corrective action; grievance procedures; and tenure.
 - 3.3. HR is charged with training and assisting Supervisors at the College in implementing the Personnel System. This shall include training and assisting Supervisors with:
 - 3.3.1. Applying policies and procedures fairly and uniformly across all employees.
 - 3.3.2. Developing and maintaining a work environment that is reasonably safe from physical hazards and unlawful harassment or discrimination.
 - 3.3.3. Implementing reasonable accommodations granted by the College.
 - 3.3.4. Training employees on relevant laws and college policies and procedures.
 - 3.3.5. Training employees on their work duties.
 - 3.3.6. Providing regular feedback to employees on their performance.

- 3.3.7. Administering corrective action, when necessary, in compliance with applicable laws and policy.
- 3.4. Among its other duties, HR shall take an active role in the following:
 - 3.4.1. Hiring new personnel. This shall include:
 - 3.4.1.1. Developing policies and procedures for fair ~~and~~, systematic ~~[etc]~~ to recruitment of the best qualified employees.
 - 3.4.1.2. Serving as an aid to search committees to help the College hire qualified employees in accord with law, rules and regulations. An HR representative must be included on all search committees. The HR representative will oversee and coordinate the hiring process and maintain documents.
 - 3.4.2. Advising Supervisors and administrators on personnel related issues, including organization structure and change management.
 - 3.4.3. Administering campus-wide Total Rewards programs.
 - 3.4.3.1. ~~The payroll office is responsible for handling wage deductions, delivering pay to employees and disbursing funds to benefits vendors and state and federal tax authorities, as well as overseeing paid leave accrual and usage. Therefore, the HR office will work closely with the payroll office to ensure accurate information is conveyed.~~
 - 3.4.3.1. ~~The payroll office has responsibility to deliver pay and benefits to employees and to make sure that benefits vendors are paid appropriately. Therefore, the HR office will work closely with the payroll office to ensure they have accurate information.~~
 - 3.4.3.2. Since Total Rewards programs significantly impact the college budget, the budget office will be consulted in decisions regarding Total Rewards.
 - 3.4.4. Investigating complaints of misconduct and recommending corrective action when necessary.
 - 3.4.5. Maintaining accurate employee records.
 - 3.4.6. Acting as the college EEO office.
 - 3.4.7. Managing and approving disability accommodations for employees.
 - 3.4.8. Facilitating compliance training for employees.
 - 3.4.9. Administering Worker's Compensation and campus-wide safety programs.
 - 3.4.10. Performing other duties consistent with the mission of the Human Resources Office.
 - 3.4.11. Performing any other duties assigned by policy.
 - 3.4.12. Performing any other duties delegated by the College President or the Vice President responsible for the Human Resources Office.

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SUBJECT: COURSE FEE POLICY

1.0 PURPOSE

- 1.1. This policy establishes rules for requesting, reviewing, approving new course and lab fees and periodically reviewing existing course and lab fees as required by Regent Policies R220, R510, R511, and R516.

2.0 DEFINITIONS

- 2.1. **Account Monitor.** A designated member of the budget office or business office assigned to monitor course and lab fee accounts to ensure that fees are being used in the manner specified in the course and lab fee application and approved by the Fee Committee. The Account Monitor may serve as the budget office representative on the Fee Committee.
- 2.2. **Course and Lab Fees.** A course or a lab fee is a fee a student must pay in order to cover particular costs for that course or lab that is not covered by tuition costs or general fees. A course or lab fee is assessed to a particular course or lab in order to avoid passing the costs associated with the course or lab onto the general student population.
- 2.3. **Fee Committee.** The committee charged by the Board of Trustees to solicit course and lab fee requests, review course and lab fee requests, recommend course and lab fee requests to the Board of Trustees, and review existing course and lab fees. The Fee Committee only considers course and lab fee requests and does not consider student fees. The Fee Committee is comprised of the division deans, a student-body advocate, a representative of the VPAA's office, and a representative of the budget office. The academic deans and the student-body advocate are the only voting members of the committee.
- 2.4. **General Fees.** General fees are all student fees that do not pertain to specific course and lab fees. General fees are not covered in this policy.

3.0 POLICY

- 3.1. The Fee Committee is responsible for notifying academic departments and programs of the procedure for requesting course and lab fees and for reviewing fee applications and reviewing existing fees every three years.
- 3.2. Academic departments and programs shall be notified by December 15th that applications for course and lab fees will be due in the VPAA's office by the third Friday of January at 5:00 p.m.
- 3.3. Course and lab fee applications must be specific in detailing why a fee is necessary for a course or lab and how the money will be used, i.e., for equipment maintenance, supplies, repairs, consumables, field trips, of software purchases, licenses, etc. The creation of new student fees shall be supported by a demonstrated need, clear statement describing the fee, and a

sound budgetary plan. All fee applications must be submitted using the standard format contained in Appendix A of this policy.

- 3.4. Every three years, departments must reapply to continue fees for specific courses. Departments must submit the form in Appendix A for a full review by the Fee Committee (Appendix A will also be used to review existing fees). The Committee may discontinue a fee if they believe the fee does not contribute to the academic quality or maintenance of a course. After completing its review of existing fees, the Fee Committee will submit a list of continued or discontinued course and lab fees to the Board of Trustees by the first Friday of March.
- 3.5. An academic dean or any member of the Fee Committee may recommend reviewing a course or lab fee at any time by requesting a review of the fee. When a fee review request has been made, the academic department in which the fee resides shall complete the form in Appendix A and the Fee Committee will review the purpose of the fee and determine if the fee should continue. If a department does not wish to have the fee reviewed and desires to end the fee, the form in Appendix A need not be submitted. The department chair will submit a request to the appropriate academic dean requesting termination of the fee, and the dean will report discontinuance to the Fee Committee.
- 3.6. The Fee Committee will complete its review of fee applications by the first Friday of March. Fees that are deemed appropriate by the Fee Committee will be recommended to the Board of Trustees for approval.
- 3.7. Approved course fees must appear on the College course schedule.

4.0 OTHER PROVISIONS

- 4.1. Each approved course or lab fee will be placed in an account with a separate account number. The Account Monitor will ensure that fee expenditures match the conditions in which the fees were approved. The Account Monitor will notify the Fee Committee of any irregularities and the committee will take steps to ensure compliance or cancel the course or lab fee.
- 4.2. Course and lab fees approved for purposes of compensating course or lab instruction can only be used for part-time faculty. Full-time faculty must be paid through the general accounts of the College.
- 4.3. Normally, the Fee Committee will not consider applications for course or lab fees that are under \$XX. Whenever possible, academic departments and programs should use their department and program budgets to support the academic purposes of each course and lab.

Appendix A, Continued
Course/Lab Fee Planning Account

Account Name: _____

Beginning Fund Balance: _____

Planned Expenses:

Item Description	Estimated Cost	Existing Funds	Additional Funds Needed	How Often Equipment/Supplies Must be Replaced	Last Year Equipment Purchased	Estimated Funding Needed Per Year

Total Expected Long-Term Expenses: _____

Course/Lab Expense Totals, Last Three Years:

Item Description	Year 1	Year 2	Year 3

Average Expenses Per Year: _____

Signatures:

Department Chair: _____ **Date** _____

Division Dean: _____ **Date** _____

Student-Body Advocate: _____ **Date** _____



Policy # 205
Date Approved:
Date Amended:
Responsible Office: VPAA

VPAA Office Representative's signature certifying approval by Fee Committee:

_____ **Date** _____

SUBJECT: AUXILIARY SERVICES POLICY

1.0 PURPOSE

1.1. This policy is intended to set forth the Policy of the College with regard to the Auxiliary Services Department (Auxiliary Services), oversight and management of funds raised through Auxiliary Services, and employee use of services provided by Auxiliary Services. This Policy is intended to comply with Board of Regents Policy R550.

2.0 DEFINITIONS

2.1. **Auxiliary Enterprises:** Business enterprises or other support activities (as distinguished from primary programs of instruction, research, and public service, and from organized activities and intercollegiate athletics) the primary purpose of which is to provide specified services to students, faculty, staff or guests of the institution. All housing, food service, and college store activities in any institution are to be classified and managed as auxiliary enterprises. Other activities which serve primarily individuals (as distinguished from internal departments of the institution) and operate on an essentially self-supporting basis, also should be classified and managed as auxiliary enterprises.

2.2. **Essentially Self-Supporting:** Receiving revenues (fees for services, sales, dedicated general fees, contributions, and investment income) to cover all or most of the direct and indirect operating expenses, assignable indirect costs, debt service and capital expenditures for the activity. "Most" is defined as 100% of direct and indirect operating expenses over a five-year average but may be as low as 90% in an individual year unless a specific subsidy is approved by the Board of Trustees.

2.3. **Auxiliary Services Department:** Snow College Department consisting of the following Auxiliary Enterprises:

- Food Services
- Campus Stores (Ephraim and Richfield)
- Residence Life

Auxiliary Enterprises may be added to or subtracted from this list as determined by the Administration without necessity of amending this Policy. Although the Sevier Valley Center (SVC) is considered an Auxiliary Enterprise, they have their own oversight Board and operate under policies established by the Board. Because of this, the SVC will not be part of the Auxiliary Services Department.

3.0 POLICY

- 3.1. Auxiliary Services is to be run in accordance with Utah State Board of Regents Policy, R550 meaning it is to operate on an essentially self-supporting basis and is to be managed as auxiliary enterprises.
- 3.2. Auxiliary Services is to be operated in accordance with overall management principles as defined in Regents policy R550; is to employ professional management; and there must be administrative, accounting and financial management oversight of auxiliary enterprises, through one or more senior officers designated by the President.
 - 3.2.1. Revenues of auxiliary enterprises are to be used to cover expenses and obligations of the auxiliaries and to provide working capital and sufficient reserves.
 - 3.2.1.1. Each auxiliary enterprise which involves sale of goods and services should have adequate working capital to support accounts receivable and necessary inventories of goods and supplies.
 - 3.2.1.2. Renewal and replacement funds for all auxiliary enterprises should be accumulated in amounts sufficient to provide for major equipment repair and replacement as well as refurbishment, renewal and replacement of physical facilities.
 - 3.2.1.3. Auxiliary enterprises are not, however, expected to accumulate fund balances in excess of requirements for working capital, renewals and replacements, and debt service. Subsidies from outside funds and then charges to users should be adjusted downward if an enterprise produces revenues in excess of this requirement.
 - 3.2.1.4. Auxiliary enterprises budgets are to include costs of physical plant operations, accounting services directly chargeable to their operations, and an appropriate share of other administrative support costs of the College. The cost of these support services may either be budgeted directly in the operations of the auxiliary enterprises, or budgeted as payments to the education and general departments or service enterprises providing the support services.
 - 3.2.1.5. Accounts for each auxiliary enterprise are to include all revenues, expenditures, and transfers relating to the

enterprise, including interest on loans from other institutional or outside sources and expenditures or indirect charges for operation and maintenance of physical plant and financial accounting services and for other administrative support costs. Mandatory and non-mandatory transfers out are to be specifically identified, as are all loans and all transfers in from other auxiliary enterprises and from institutional discretionary funds, other education and general funds, or other funds of the institution.

- 3.2.2. Excess revenues may be used for other purposes only after expenses, obligations, working capital and sufficient reserves have been funded and subsidies and charges have been reduced. Such other uses shall be clearly identified and approved by the President of the College. Procedures shall be established setting the criteria for and the approval for use of auxiliary revenues for other purposes.
- 3.2.3. Procedures should be established for the oversight and approval of transfers of funds from Auxiliary Enterprise funds to Non-Auxiliary Enterprise funds, particularly where the financial manager (fund custodian) is the same person for both funds.
- 3.2.4. Operating procedures for each auxiliary enterprise should be established in accordance with the mission and objectives of Auxiliary Services Department.
- 3.2.5. Appropriate fees shall be charged to users of the auxiliary enterprises, including academic or administrative departments. To the extent reasonably possible, selling prices, rents, fees, admissions and other charges by each auxiliary enterprise are to be set at a level adequate to support the operating and reserve requirements of the enterprise.
- 3.3. Annual Reports and frequent audits. An Annual Report, in accord with Board of Regent Rule requirements below, must be prepared for Auxiliary Enterprises. The Annual Report will be submitted to the Board of Trustees so that it may exercise its duty to review the College's Auxiliary Enterprises. In addition, quarterly reports should be prepared for the Board of Trustees' Finance and Facilities Committee for review at each Board of Trustee's meeting. Periodic internal audits (which may be "mini" audits or focused on a specific aspect of an Auxiliary Enterprise) shall occur on a regular basis and be reported to the Audit Committee. A full internal audit of each Auxiliary Enterprise shall occur at least every five years.

- 3.3.1. The Annual Report shall detail auxiliary enterprises operations, covering the completed actual year and the current budget year. The report, in accord with forms or in a format provided by the Commissioner, is to include as a minimum, for each designated auxiliary enterprise and for the institutional auxiliary enterprises in total, the following information: (1) appropriate detail on revenues (e.g., sales and services, student fees, other income) and expenditures (e.g., costs of goods sold, direct operating expenses, charges for indirect costs); (2) identification of each specific source and amount of transfers in; (3) identification of each specific amount and recipient of transfers out; and (4) Details of any outstanding loans other than bonded indebtedness. (Bonded indebtedness is disclosed in the institution's audited financial statements.)
- 3.4. Where practicable, campus departments should use Auxiliary Services for business related purposes before going to outside businesses which may/should include:
 - 3.4.1. First right of refusal of Food Services to provide food for on-campus functions.
 - 3.4.2. Housing scholarship funds be used first for on-campus housing options.
 - 3.4.3. First right of refusal of Campus Stores for all clothing and apparel purchased using college funds by employees of the college.

SUBJECT: NONCAPITAL ASSET INVENTORY AND TRACKING POLICY

1. Purpose & Scope

- A. To establish College policy for accountability of Noncapital Assets for which departments, units, and colleges are responsible. Comply with associated Noncapital Asset Inventory and Tracking policy as set forth by the Utah Board of Regents (R572).

2. Definitions

- A. Acquisition Cost – The net invoice unit price including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it is acquired (This is usually the purchase price).
- B. Annual Inventory - A physical verification of Noncapital assets and Noncapital Information Technology Assets conducted by the department or unit every year.
- C. Disposal: To pass or part with, in relieving custodial responsibility when an asset is sold, lost, obsolete, or damaged beyond economic repair.
- D. Excess College Property- College property that is unusable or no longer required by the College
- E. Expendable Supplies – Supplies that are consumed in use, such as chemicals, paint, fuel, cleaning and preserving materials, medicines, etc., used in a classroom setting that lose their identity.
- F. Fair Market Value – The price that property would sell for on the open market. For equipment donated to the College, this value may need to be determined by an independent party to the transaction.
- G. Gift-in-Kind – Donation to the College of tangible asset other than cash or securities. Cost will be recorded at fair market value.
- H. Noncapital Asset – Equipment or other physical asset having an acquisition cost of greater than or equal to \$3,000, but less than the \$5,000 capital threshold, and with a useful life greater than one year. Items of any value less than \$5,000, but greater than \$50, that can be checked out by students, employees or the public for personal use. Examples of such items; musical instruments and sporting equipment.
- I. Noncapital Information Technology (IT) Asset – Items that can access or store personally identifiable information (PII) with an acquisition cost of less than \$5,000 capital asset threshold. Examples of these assets are, but not limited to:
 - 1. iMacs
 - 2. Hard Drives
 - 3. NUCs (PC Computers)
 - 4. Printers
 - 5. Scanners (if there is built in storage)
 - 6. Tablets
 - 7. Cameras
 - 8. Video cameras
 - 9. Other Assets that contain PII

3. Policy

- A. Noncapital Assets of the College, including Noncapital Information Technology Assets, must be properly identified, maintained, and accounted for. It is the responsibility of each department or unit which acquires, holds, or disposes of Noncapital Assets to properly record them when acquired, properly inventory them on a regular basis, properly safeguard them, and properly report disposal. Expendable supplies used for educational or research purposes will not be tracked as a noncapital asset.
4. Accountability for Noncapital Assets and Noncapital IT Assets
 - A. It is the responsibility of each department or unit which acquires, holds, or disposes of Noncapital Assets, including Noncapital Information Technology Assets, to ensure that each Noncapital Asset is:
 1. Properly recorded with the Controller's office when acquired;
 2. Properly tagged;
 3. Properly inventoried and safeguarded by the department or unit;
 4. Properly reported at time of disposal to the Controller's office;
 5. Appropriately insured, if necessary.
 - B. When the receipt of Noncapital assets and Noncapital IT assets has been recorded, the department making the purchase will attach an appropriate inventory tag to those assets if it has an acquisition cost of greater than or equal to \$3,000 or the asset is a Noncapital Information Technology Asset of any cost. Placement of an appropriate inventory tag may be required for Noncapital Assets with a lesser value. If a Noncapital Asset is too small or otherwise not suitable for an inventory tag the Controller's Office should be consulted for an exception or alternative. Records of the unique inventory tag, location and other pertinent information shall be maintained within the department in an approved form. This information shall be reported to the Controller's Office which shall retain an updated list of all inventoried Noncapital Assets until such items are processed for disposal. This list should include the names of the custodian to whom each asset is assigned.
 - C. It is the responsibility of each employee and department, to properly maintain Noncapital Assets which have been entrusted to him or her. Lost or stolen Noncapital Assets must be promptly reported to an employee's immediate supervisor, Risk Management and the Controller's Office.
 - D. Noncapital Assets donated to the College will be valued at its fair market value at the time of donation.
 - E. Each department is required to complete an annual inventory of Noncapital assets and Noncapital IT Assets per section 9 below.
5. Disposal of Noncapital Assets and Noncapital IT Assets
 - A. The College shall dispose of excess Noncapital Assets in a manner that will maximize the return or benefit to the College, consistent with laws governing state and federal property.
 - B. Before disposal of Noncapital Information Technology Assets containing data storage devices, the department or unit must inquire of the Information Security office whether the device should be retained for legal purposes, and if not must

- have those devices destroyed according to procedures established to prevent the improper access to stored PII information.
- C. If a Noncapital asset was purchased with federal or grant funds the disposing department shall work with the Grant Compliance Officer before disposing of the Noncapital Asset.
- 6. Transfer of Noncapital Assets and Noncapital IT Assets
 - A. Noncapital Assets may be transferred from one College department to another, with the agreement of both departments.
 - 7. Off-Campus Use of Equipment
 - A. Prior written approval of the cognizant department head must be obtained for off-campus use of College or government owned property, which includes Noncapital Assets. Approval documents must identify the specific off-campus location, the College Noncapital Asset description or serial number and inventory tag number, the individual responsible for the Noncapital Asset, and the purpose of off-campus use. Completed approval documents must be kept on file with the department.
 - B. An individual who removes Noncapital Assets from its campus location without proper authorization is responsible for replacing such property if it is lost, stolen or damaged.
 - 8. Security and Losses
 - A. The Noncapital Asset custodian is responsible for the physical security, maintenance, and utilization of Noncapital Assets in their custody. Special precautions must be taken to safeguard equipment containing PII data and Noncapital Assets with a high-risk for theft.
 - B. Loss, theft or destruction of College or government owned Noncapital Assets must be reported promptly, and no later than twenty-four hours of discovery of the loss to the employee's immediate supervisor, Risk Management and the Controller's Office.
 - C. Negligence in the handling, loss, theft or destruction of Noncapital Assets may subject the responsible employee to discipline through the Corrective Action Policy.
 - 9. Inventory Records
 - A. Departments will maintain Inventory records of Noncapital Assets and conduct an annual Inventory on such equipment. It is suggested that departments elect to perform an inventory more frequently if any of the following apply:
 - 1. Items are highly portable;
 - 2. Items contain sensitive or confidential data including any PII;
 - 3. Items have a high probability for theft or misappropriation.
 - B. During the physical Inventory of Noncapital Assets, the department will verify the existence, condition and location of each item of noncapital property that they are responsible for.
 - C. Departments will be accountable for property that cannot be located.
 - D. The annual Inventory process is facilitated by use of the Noncapital Asset Inventory Form.

- E. The annual Inventory shall be reported to the Controller's Office with a list of missing Noncapital Assets to the Vice President for Finance and Administrative Services. This annual Inventory process is subject to audit by the Internal Audit department and the Controller's office.

2020-2021 CALENDAR

(Proposal: Calendar Committee)

FALL 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug.	23	24 Fall Semester begins	25	26	27	28 Last day to pay tuition and fees	29
Sept.	30	31	01	02	03	04	05
	06	07 Labor Day	08	09	10	11 Last day... - To drop without a \$25 fee and "W" - To add	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	01	02	03
Oct.	04	05	06	07	08	09	10
	11	12	13	14 1st-half sem. Ends	15 Fall Vacation	16 Fall Vacation	17
	18	19 2nd-half sem. begins	20	21	22	23	24
	25	26	27	28	29	30	31
Nov.	01	02 Last day to drop a class	03	04	05	06	07
	08	09	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25 Thanksgiving Holiday	26 Thanksgiving Holiday	27 Thanksgiving Holiday	28
Dec.	29	30	01	02	03	04	05
	06	07	08	09	10	11 Last day of class	12
	13	14 Final Exams	15 Final Exams	16 Final Exams	17 Final Exams	18	19
	20	21	22 Grades Due	23	24	25	26

IMPORTANT DEADLINES:

Part of Term	Last day to add:	Last day to drop w/out a \$25 fee and "W":	Last day to drop:
1st Half	Sept. 2	Sept. 2	Sept. 29
2nd Half	Oct. 28	Oct. 28	Nov. 23

Full Semester: Instruction Days: 74 Exam Days: 4
 1st Half Sem.: Instruction Days: 37
 2nd Half Sem.: Instruction Days: 37

Approved:

Summer Semester 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May	09	10	11	12 Full Semester (FS) begins	13	14	15
	16	17	18 Last day to pay tuition and fees	19	20	21	22
	23	24	25	26	27	28 FS: Last day... - to drop w/out a \$25 fee and "W" - to add	29
June	30	31 Memorial Day	01 Summer Term Begins	02	03	04	05
	06	07	08	09	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	01 Last day to drop	02	03
July	04	05 Independence Day Holiday	06	07	08	09	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23 Pioneer Day Holiday	24
	25	26	27	28	29	30 Classes End Final Exams	31
Aug.	01	02	03	04 Grades Due	05	06	07
	08	09	10	11	12	13	14

IMPORTANT DEADLINES:

Part of Term	Last day to add:	Last day to drop w/out a \$25 fee and "W":	Last day to drop:
Summer Term	June 11	June 11	July 13

Full Sem.: Instruction days: 55

Exam Days: 1

Summer Term Instruction days: 42

Exam Days: 1

Fall Sem: Instruction days: 74

Exam Days: 4

Spring Sem: Instruction days: 73

Exam Days: 4

Approved: