

# Ozarka College Administrative Procedures Manual



Updated: June 2023

**ADMINISTRATIVE PROCEDURES MANUAL**

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# **Administrative Procedures Manual**

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Governance</b> <b>PROCEDURE: Review of Mission Statement</b> <b>ASSOCIATED BOARD POLICY: Mission Statement – BP 1.00</b> <b>NUMBER: AP 1.00</b> <b>DATE ADOPTED: August 2012</b></p>
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Ozarka College will review the Mission, Vision and Values of the College every five years. Recommendations for changes to the Mission, Vision and Values will be reviewed and considered by the Presidents Consultation Council and presented to the Board of Trustees for consideration and approval.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Governance</b> <b>PROCEDURE: Non-Discrimination</b> <b>NUMBER: 1.03</b> <b>DATE ADOPTED: March 2015</b></p>
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Ozarka College is an equal opportunity/affirmative action college. Accordingly, all Ozarka College employees will fulfill their educational and professional responsibilities in compliance with the non-discrimination policy.

Cases of perceived discrimination will be reported promptly to the Office of the President, Title IX Coordinator, and Director of Human Resources. These cases will be reported to law enforcement authorities if appropriate. All reported occurrences will be investigated and the appropriate corrective action will be taken.

Reference Governance Procedure 1.04 for detailed guidance regarding Title IX implications and additional actions.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Governance</b> <b>PROCEDURE: Discrimination, Harassment, Retaliation and Sexual Misconduct</b> <b>Complaint/Grievance Procedure</b> <b>Associated Policy: BP 1.03, BP 1.04, BP 1.05</b> <b>NUMBER: AP 1.04</b> <b>DATE ADOPTED: February 2015</b></p>
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Title IX protects the Ozarka College community from sexual discrimination, harassment and misconduct in a school's educational programs and activities. Title IX protects the Ozarka College community in connection with all academic, educational, extracurricular, athletic, and other programs, whether those programs take place on Ozarka College property, in Ozarka College transportation, at a class or training program sponsored by Ozarka College at another location or elsewhere.

All complaints or any concerns about conduct that may violate this Policy should be submitted to the Title IX Coordinator:

Vice President of Student Services  
P.O. Box 10, Melbourne, AR 72556 870-368-2028  
[titleix@ozarka.edu](mailto:titleix@ozarka.edu)

**Filing Report with Local Law Enforcement**

In some instances, sexual misconduct may constitute both a violation of Ozarka College policy and criminal activity. The Ozarka College grievance process is not a substitute for instituting legal action. Ozarka College encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities, where appropriate. Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

Izard County Sheriff's Department - 870-368-4203  
Fulton County Sheriff's Department – 870-895-2601  
Sharp County Sheriff's Department – 870-994-7329  
Ash Flat Police Department – 870-994-3061  
Stone County Sheriff's Department – 870-269-3825  
Mountain View Police Department – 870-269-4211

To report a crime or other non-emergency communications:  
Students are also encouraged to report crimes or suspicious activity to the Vice President of Student Services or the campus security officer.

### **Preserving Evidence**

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting the criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush her/his teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault should be placed in a plastic bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of rape and sexual assault.

### **Student and Visitor Responsibility to Report**

Students and visitors to Ozarka College are strongly encouraged to report allegations of discrimination, harassment, retaliation and sexual misconduct to the Title IX Coordinator and/or deputies. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for Ozarka College to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

### **Mandatory Employee Reporting**

In order to enable Ozarka College to respond effectively and to proactively stop instances of discrimination, harassment, retaliation and sexual misconduct at Ozarka College, all employees must, within 24 hours of receiving information regarding a potential violation of this Policy, report information to the Title IX Coordinator and/or deputy coordinator. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements. This Policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.

### **Off-Campus Conduct**

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to Ozarka College's attention.

### **Confidentiality**

Subject to the other provisions of this procedure and the requirements of law, every possible effort will be made to ensure that all information received as part of Ozarka College's complaint/Grievance Procedure is treated discreetly. All parties to the complaint are required to maintain the confidentiality of all information received

during this process. However, it is not possible to guarantee that all complaints will remain confidential because of Ozarka College's obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the Title IX Coordinator who has the authority to make such determinations. Except as compelled by law or in the interest of fairness, just resolution or health and safety considerations, disclosure of information contained in complaints, their substance, procedures and the results of investigations will be limited to the immediate parties, witnesses and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

### **Availability of Counseling and Advocacy**

Counseling and other mental health services for victims of sexual assault are available in the community. A current list of these services is available on the Ozarka College website. Family Violence Prevention, Inc. may assist with making referrals for individual counseling and support groups and in identifying community resources that may be of additional help and serve as a victim advocate upon request.

### **Education and Awareness Programs**

Ozarka College's Title IX Coordinator, in conjunction with other campus offices, is responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape, domestic violence, dating violence, and other sex offenses. Programs are presented regularly throughout the academic year in student orientation, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Month.

### **Policy Expectations with Respect to Consensual Relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of Policy. Ozarka College does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of Ozarka College. However, for the personal protection of members of this community, relationships in which power differentials are inherent

(faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

### **Complaint/Grievance Procedure**

These procedures are intended to apply to all grievances involving discrimination, harassment, retaliation and sexual misconduct as described in the Ozarka College Board of Trustees Policies 2.48, 2.48.1, 4.24 including but not limited to those brought by a student against an employee and/or fellow student, employee against fellow employee and/or student, and third party against employee and/or student. All other grievances by students, employees or third parties shall be addressed through other grievance procedures detailed in the Ozarka College Catalog.

Ozarka College benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the Ozarka College community.

### **Informal Complaint Process**

Ozarka College does not require a Complainant to utilize the Informal Complaint Process if doing so is impracticable or unsafe, or if the Complainant believes that the conduct cannot be effectively addressed through informal means. For example, the Informal Complaint Process should not be used to address allegations of sexual assault. However, in other circumstances where it is practical and safe to do so, every reasonable effort should be made to constructively resolve issues with students, faculty, staff and administrators before pursuing the Formal Complaint Process. Under the Informal Complaint Process, a Complainant may elect to resolve his/her complaint by discussing it with the offending party. If the offending party is an employee and satisfactory resolution cannot be reached after discussion, the Complainant may also contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the Formal Complaint Process may be initiated.

### **Formal Complaint Process**

Upon receiving a report of alleged or possible violation of this Policy, the Title IX Coordinator and/or deputy will evaluate the information received and determine what further actions should be taken. The Title IX Coordinator will follow the procedures described in this Policy. The Title IX Coordinator and/or deputy will take steps, either directly with the complainant or through a reporting employee, to provide information about the Ozarka College's Complaint/Grievance Procedure, as well as available health and advocacy resources and options for criminal reporting.

### **Investigation**

The Title IX Coordinator will be responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with Ozarka College. The Title IX Coordinator or his/her designee will investigate all complaints of discrimination, harassment, retaliation and sexual misconduct and determine any accommodations or other remedial short-term actions necessary in light of the individual circumstances presented.

The Title IX Coordinator or his/her designee will apprise the President and the Vice President for the appropriate division of the complaint.

The Title IX Coordinator or his/her designee, who will have been properly trained, will:

- identify the correct policies allegedly violated;
- conduct an immediate initial investigation to determine if there is reasonable cause to charge the Respondent(s);
- meet with the Complainant to finalize the complaint;
- prepare the notice of charges on the basis of initial investigation;
- develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the Respondent;
- conduct a thorough, reliable and impartial investigation during which witnesses may or may not be given notice prior to the interview;
- complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- make a written finding on the case, based on a preponderance of the evidence, which indicates that it is more likely than not that a Policy violation has or has not occurred, and identifies appropriate remedies and/or sanctions, if any; and
- prepare a complete report on the investigation and findings.

As noted above, an investigation of the complaint will be conducted by the Title IX Coordinator or his/her designee unless it is clear from the face of the complaint or the Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue violates this Policy.

In the event that the complaint was made by someone other than the alleged victim, the Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint:

- the source and nature of the information,
- the seriousness of the alleged incident,
- the specificity of the information,
- the objectivity and credibility of the source of the information,
- whether the alleged victims can be identified, and
- whether those individuals wish to pursue the matter.

In the event that the Title IX Coordinator determines that an investigation of the complaint should not be conducted, he/she will determine and document (in consultation, as necessary, with the alleged victim, the Respondent and any other Ozarka College administrators) the appropriate resolution of the complaint and inform the parties of the same.

With all complaints, if the Title IX Coordinator determines that an investigation should be conducted, the Title IX Coordinator will promptly investigate the matter. The existence of concurrent criminal investigations or proceedings shall not delay the investigation of any complaint filed under this Policy.

If another individual is designated to investigate the matter, the Title IX Coordinator will share the investigator's name and contact information with the alleged victim and the Respondent and will forward the complaint to the investigator. Within three (3) days of such appointment, the investigator, the alleged victim or the Respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest posed by assigning such investigator to the matter. The Title IX Coordinator will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

Upon receipt of the complaint, the Title IX Coordinator will promptly begin the investigation, which shall include but is not limited to the following:

- conducting interviews with the Complainant, the alleged victim (if not the Complainant), the Respondent, and third-party witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form;
- visiting, inspecting, and taking photographs at relevant sites; and
- where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies).

Throughout the investigation, the Title IX Coordinator will remain neutral. The Title IX Coordinator should obtain, where applicable and where possible, the written consent of any third-party witnesses to the disclosure, as contemplated by this

Policy, of any personally identifiable information contained in the Complaint, the Investigative Report, and for any other documents the disclosure of which is contemplated by this Policy in order to further the resolution of the complaints.

### **Initial Meeting with Complainant and/or Alleged Victim**

As soon as is practicable, the Title IX Coordinator will contact the Complainant and the alleged victim (if not the Complainant) to schedule an initial meeting to, as applicable:

- provide a copy of this Policy;
- provide a copy of the Discrimination, Harassment and Sexual Misconduct Complaint Form (a copy of which is attached as Exhibit A) on which the Complainant may, if he or she agrees to disclose the information, provide details regarding the allegation, including the name of the accused individual and the date, location and general nature of the alleged violation of Policy (the Complaint Form may be completed by Complainant or dictated to the Title IX Coordinator, who will confirm the accuracy of his or her documentation with the Complainant);
- explain avenues for resolution;
- explain the steps involved in an investigation under this Policy;
- discuss confidentiality standards and concerns;
- determine whether the Complainant or the alleged victim (if not the Complainant) wish to pursue a resolution through Ozarka College or no resolution of any kind;
- refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
- discuss, as appropriate, possible interim measures that can be provided during the pendency of the investigative and resolution processes.

### **Interim Measures**

Unless circumstances dictate otherwise, the Title IX Coordinator will promptly issue a “No Contact” order to all parties upon notice of any sexual assault complaint. In all cases, Ozarka College may implement any necessary interim measures, deemed appropriate and reasonably available, regardless of whether a complaint has been filed (with either campus administrators or law enforcement agencies) or whether an investigation has commenced (by either campus administrators or law enforcement agencies). Interim measures may include, but are not limited to:

- issuing no-contact orders;
- providing an escort to ensure that an individual can move safely between classes, work, and/or activities;
- changing work arrangements or location;
- rescheduling class work, assignments, and examinations;
- arranging for the Complainant to take an incomplete in a class;
- reassigning class section;
- permitting a temporary withdrawal from Ozarka College;
- providing alternative course completion options;
- providing counseling services; and

- providing academic support services.

Following the initial meeting with the Complainant and the alleged victim (if not the Complainant), the Title IX Coordinator will, if applicable, promptly determine the interim measures to be provided to the alleged victim. Such determination will be promptly communicated to the alleged victim, and no later than the point at which it is communicated to the Respondent.

### **Initial Meeting with Respondent**

If the Complainant or alleged victim (if not the Complainant) wishes to pursue resolution through Ozarka College or if Ozarka College otherwise deems that a further investigation is warranted, as soon as is reasonably practicable after the Title IX Coordinator's initial meeting with the Complainant (and, if applicable, the alleged victim), the Title IX Coordinator will schedule an initial meeting with the Respondent. During the initial meeting with the Respondent, the Investigator will, as applicable:

- provide sufficient written information, consistent with privacy laws and any request for confidentiality, to allow Respondent to address the allegation (e.g., the name of the Complainant/alleged victim, the date, location, nature of the alleged violation of Policy, etc.);
- provide a copy of this Policy;
- explain Ozarka College's procedures for resolution of the complaint;
- explain the steps involved in an investigation under this Policy;
- discuss confidentiality standards and concerns;
- discuss non-retaliation requirements;
- inform of any interim measures already determined and being provided to the Complainant and/or the alleged victim that would directly affect the Respondent (e.g., changing his or her class schedule, etc.);
- refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
- discuss, as appropriate, possible interim measures that can be provided to the Respondent during the pendency of the investigative and resolution processes.

### **Investigative Report**

The Title IX Coordinator shall complete a written investigative report ("Investigative Report") that shall include the following items:

- the name and sex of the alleged victim and, if different, the name and sex of the person reporting the allegation (It should also include any other relevant protected class characteristics if the complaint involves a violation of this Policy based on a protected status other than gender);
- a statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- the date that the complaint or other report was made;

- the date the Complainant and alleged victim (if not the Complainant) were interviewed;
- the date the Respondent was interviewed;
- the names and sex of all persons alleged to have committed the alleged violation of this Policy (It should also include any other relevant protected status characteristics if the complaint involves a violation of this Policy based on a protected status other than gender);
- the names and sex of all known witnesses to the alleged incident(s);
- the dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- any written statements of the Complainant (or victim, if different from the Complainant), the Respondent and any witnesses;
- summaries of all interviews conducted, photographs, and descriptions of relevant evidence, summaries of relevant electronic records, and a detailed report of the events in question;
- a written finding on the case, based on a preponderance of the evidence which indicates whether or not it is more likely than not that a Policy violation has occurred;
- the policy or policies violated and, in consultation, as necessary, with the Complainant, alleged victim (if different than the Complainant), Respondent, and other Ozarka College officials, any remedial and/or disciplinary action deemed appropriate under the circumstances;
- the response of Ozarka College personnel including any interim measures and permanent steps taken with respect to the Complainant, alleged victim (if different than the Complainant) and the Respondent; and
- a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

If the Title IX Coordinator is unable to obtain the consent of third-party witnesses, he or she will redact the Investigative Report to the extent necessary to avoid inappropriate disclosure of such witness's personally identifiable information, while ensuring that such redaction does not prevent resolution of the complaint.

If the Title IX Coordinator determines and documents, based on the investigation, that reasonable grounds exist to believe that the conduct at issue constitutes a violation of this Policy, the Title IX Coordinator will determine the appropriate remedy and/or sanction to be imposed and will include the appropriate remedy and/or sanction in the Investigative Report. Imposition of the appropriate remedy and/or sanction will be imposed only after all appeals have been exhausted.

In determining the appropriate remedy and/or sanction, Ozarka College will act to end the discrimination, harassment, retaliation or sexual misconduct, prevent its recurrence and remedy its effects on the victim and/or Ozarka College community. Sanctions will depend upon the nature and gravity of the misconduct, any record

of prior discipline for a violation of this Policy, or both. Sanctions may include, without limitation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, expulsion or suspension from Ozarka College, disciplinary probation, mandated counseling and/or educational sanctions as deemed appropriate.

The Title IX Coordinator shall complete and distribute the Investigative Report, concurrently, to the alleged victim and Respondent within thirty (30) calendar days following receipt of a complaint. All parties to whom the Investigative Report is distributed pursuant to this Policy should maintain it in confidence. The Investigative Report may only be disclosed as contemplated by this Policy.

If the Title IX Coordinator finds no reasonable grounds to believe that the conduct at issue constitutes a violation of this Policy, then the Title IX Coordinator will determine and document the appropriate resolution of the complaint in the Investigative Report and will promptly notify the parties of that determination.

#### **Appeal involving Faculty/Staff**

All appeals where the Respondent is an Ozarka College faculty or staff member shall be made to the President or his/her designee. Both the alleged victim and the Respondent may appeal any or all of the Title IX Coordinator's decision in writing to the President or his/her designee within ten (10) days of receipt of the Investigative Report. The appealing party must also provide a copy of the appeal to the Title IX Coordinator within the same time period. The appeal should include a brief statement describing any or all parts of the Investigative Report that is being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery. The Title IX Coordinator will promptly inform the other party of the appeal.

Within thirty (30) days of receipt of the appeal, the President or his/her designee will make a final determination as to whether the complaint should be closed, whether a violation of Policy has occurred, and/or whether any additional or different remedial action or sanctions are warranted. The President or his/her designee will concurrently notify the alleged victim and the Respondent of his/her decision.

All faculty and staff members of Ozarka College are at-will employees who may be terminated at any time, with or without cause. With regard to such faculty and staff, nothing in this Policy shall create an expectation of continued employment with Ozarka College or be construed to prevent or delay Ozarka College from taking any disciplinary action deemed appropriate (including suspension and immediate

termination of employment) for any violation of state law, federal law or Ozarka College policy.

### **Appeal Involving a Student**

In those instances where the Respondent is an Ozarka College student, the alleged victim and/or the Respondent may appeal any or all of the Title IX Coordinator's decision to a Hearing Panel by providing a written appeal to the President or his/her designee with a copy also being provided to the Title IX Coordinator. The appeal must be submitted within ten (10) days of receipt of the Investigative Report and must include a brief statement describing any or all parts of the Investigative Report being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery.

Within three (3) days of receiving the appeal, the President or his/her designee will appoint the members of the Hearing Panel, to include at least three faculty and/or staff members. The President or his/her designee will select one member of the Hearing Panel to act as the Chair. The Title IX Coordinator will provide a copy of the complaint and the Investigative Report to each member of the Hearing Panel and, if only a portion of the Title IX Coordinator's findings and determinations are appealed, the Title IX Coordinator will specify which part(s) of the alleged misconduct will be the subject of the hearing.

Promptly after the appointment of the members of the Hearing Panel, the Title IX Coordinator will provide concurrent written notice to the alleged victim and the Respondent, setting forth the names of the individuals selected to serve on and chair the Hearing Panel. If only a portion of the findings and determination are appealed, the Title IX Coordinator will also specify in the notice which part(s) of the alleged misconduct will be the subject of the hearing.

The parties may challenge the participation of any member of the Hearing Panel by submitting a written objection to the President or his/her designee within three (3) days of receipt of the notice of the composition of the Hearing Panel. Any objection must state the specific reason(s) for the objection. The President or his/her designee will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the composition of the Hearing Panel. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

### **Submission of Written Materials**

Within five (5) days of receipt of the notice of the initial composition of the Hearing Panel, the alleged victim and the Respondent may provide the Chair of the Hearing Panel with a list of witnesses, if any, that they propose that the Hearing Panel call

and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute, any supporting documents or other evidence, and a written statement of position.

### **Notice of the Hearings**

Not less than five (5) days but not more than ten (10) days after delivery of notice of the initial composition of the Hearing Panel to the parties, the Hearing Panel will provide a separate notice to the alleged victim, Respondent and any witnesses or other third parties whose testimony the Hearing Panel deems relevant, requesting such individuals to appear before the Hearing Panel. The notice should set forth the date, time, and location for the individual's requested presence. The Hearing Panel shall provide the names of the witnesses or other third parties that the Hearing Panel plans to call in its notices to the alleged victim and the Respondent. The hearing shall be conducted within twenty (20) days but no sooner than ten (10) days of the receipt of the appeal.

### **Failure to Appear**

If any party fails to appear before the Hearing Panel if requested to do so, and such party was provided proper notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the complaint.

### **Support Persons**

Both the alleged victim and the Respondent may be accompanied by one support person to assist them during the hearing process. This support person can be anyone, including an attorney, but the support person may not take part in the hearing. The support person may not address the Hearing Panel, present evidence, make objections or statements, ask questions of any party or witness or otherwise participate in the hearing, beyond privately communicating with the party that he/she is supporting. The Chair must be notified five (5) business days in advance of the hearing if a party will be accompanied by a support person. The Chair may disallow the attendance of any support person if he/she is also a witness or if, in the discretion of the Chair, such person's presence would be disruptive or obstructive to the hearing or otherwise warrant removal. All support persons must agree to keep any and all information presented in the hearing confidential in order to attend. Absent accommodation for disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this Policy. Ozarka College officials may seek advice from the University's Office of General Counsel on questions of law and procedure at any time during the process.

### **Evidentiary Matters**

The alleged victim and the Respondent will have an equal opportunity to present evidence during their hearing. Formal rules of evidence will not be observed during the hearings.

### **Prior Sexual Conduct**

Evidence of the prior sexual conduct of the alleged victim and the Respondent with others will not be permitted at the hearings, with the following exceptions:

- evidence is permitted to show that the alleged victim has in the past been formally disciplined by Ozarka College for falsely filing complaints alleging a violation of this Policy;
- evidence is permitted to show that the Respondent has in the past been either convicted in a criminal proceeding or formally disciplined by Ozarka College for conduct which would violate this Policy, if deemed relevant; and
- evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally charged with a violation of the Policy with respect to such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged violations of policy at issue before the Hearing Panel, provided that (1) the Respondent has not been found “not responsible” by Ozarka College in a proceeding related to such conduct and (2) the Chair has made written findings both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the conduct at issue before the Hearing Panel to suggest a pattern of behavior.

### **Hearing Procedure**

The Hearing Panel will conduct a hearing during which it will interview and question the Complainant, the alleged victim, the Respondent, and any witnesses or other third parties whose testimony the Hearing Panel deems relevant. The parties will not be allowed to personally question or cross-examine each other during the hearing, but will be allowed to question witnesses. The Chair will resolve all questions concerning procedure or the admission of evidence or testimony, including the relevancy and reliability of the evidence and testimony. All participants at the hearing are expected to provide truthful testimony. The Complainant and/or alleged victim have the option not to be in the same room with the alleged Respondent during the hearing. Any party may choose not to testify or appear before the Hearing Panel; however, his/her exercise of that option will not preclude the Hearing Panel from making a determination regarding the complaint filed against the Respondent.

### **Decision of the Hearing Panel**

Following the conclusion of the hearing, the Hearing Panel will confer and by majority vote determine whether the evidence (including the information provided in and by the Investigative Report, the parties’ written statements, if any, the evidence presented at the hearings, and the testimony of the parties and witnesses)

establishes that it is more likely than not that the Respondent committed a violation of this Policy. In other words, the standard of proof will be the preponderance of the evidence. If the Hearing Panel determines that more likely than not the Respondent committed a violation of this Policy, the Hearing Panel will recommend sanctions and consider whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. The Hearing Panel will forward its recommendations regarding sanctions to the President or his designee, who will make the final determination regarding all sanctions. Sanctions for a finding of responsibility will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both.

Sanctions may include, without limitation, expulsion or suspension from Ozarka College, disciplinary probation, expulsion from campus housing, mandated counseling, and/or educational sanctions deemed appropriate by the Hearing Panel.

Ordinarily, sanctions will not be imposed until the resolution of any timely appeal under this Policy. However, if it is deemed necessary to protect the welfare of the victim or the Ozarka College community, the Hearing Panel may recommend and the President or his/her designee may determine that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

At such time that the appeal process is exhausted, the Title IX Coordinator will determine the final accommodations to be provided to the victim, if any, and the Title IX Coordinator will communicate such decision to the victim and the Respondent to the extent that it affects him/her.

The Title IX Coordinator will also take steps to prevent any harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing training for the campus community, and providing counseling for the Respondent. The Title IX Coordinator will also take steps to prevent the harassment of or retaliation against the Respondent.

Furthermore, the Title IX Coordinator will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further violation of this Policy or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the Ozarka College community. The Title IX Coordinator will also take reasonable steps to

eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

### **Final Outcome Letter**

Within ten (10) calendar days following the conclusion of the hearings, the Hearing Panel will issue a written decision letter (the "Final Outcome Letter") concurrently to the Respondent and the alleged victim. The Final Outcome Letter will set forth (1) the name of the Respondent, (2) the violation(s) of this Policy for which the Respondent was found responsible, if any, (3) the recommended sanctions imposed on the Respondent, if any, and it may set forth names of other individuals, such as a victim or witness, provided that such other individuals provide their written consent to such inclusion.

In order to comply with FERPA, the letter will not include information considered part of a party's "education record" (as that term is defined by FERPA) that is not otherwise exempt from disclosure under the Act, or other information about sanctions that do not relate to the victim.

### **Confidentiality and Disclosure**

In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearings (including the complaint, the Investigative Report, the notices of hearing, and the pre-hearing submissions referenced above) and documents, testimony, or other information introduced at the hearings may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

### **Time Periods**

Ozarka College will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible. Ozarka College's investigation and resolution of a complaint (including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the complaint, absent extenuating circumstances. Hearings, if at all, will take place after the conclusion of the investigation. If hearings have taken place, both the Complainant and the Respondent generally will receive a Final Outcome Letter within ten (10) calendar days of the conclusion of the hearing.

Any party may request an extension of any deadline by providing the Title IX Coordinator or his or her respective deputies with a written request for an extension

that includes reference to the duration of the proposed extension and the basis for the request.

For purposes of calculating all time periods set forth in this complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and Ozarka College closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. The Title IX Coordinator may also modify any deadlines contained in this Policy as necessary and for good cause.

### **Acknowledgement of Responsibility**

At any time prior to the issuance of the Investigative Report or the date of his/her designated hearing, the Respondent may elect to acknowledge his/her actions and take responsibility for the alleged policy violation. In such situation, the Title IX Coordinator will propose sanction(s). If either party objects to the proposed sanction(s), they may appeal the sanction pursuant to this Policy.

### **No Retaliation**

Retaliation against any person who files a complaint, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited. A person who believes retaliation has occurred should notify the Title IX Compliance Officer as soon as possible.

### **False Reports**

Willfully making a false report of sexual harassment is a violation of Ozarka College policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action. False reporting may also violate state criminal statutes and civil defamation laws.

### **Office of Civil Rights Complaint**

Although Complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR). Information regarding applicable timelines and procedures is available from OCR. You may call 1-800-421-3481 to obtain further information about filing a complaint with OCR.

**Effective Date**

Ozarka College reserves the right to make changes and amendments to this Policy as needed, with appropriate notice to the community. However, the Policy in force at the time that a complaint is filed will be the Policy used throughout the investigation, hearing and any appeals that are heard.

**Documentation**

Ozarka College will retain documentation (including but not limited to the written complaint, notifications, the Investigative Report, any written findings of fact, petitions for appeal, hearing transcripts or recordings (if any), and any written communication between the parties), for at least three (3) years. Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Governance</b> <b>PROCEDURE: Committee Structure</b> <b>ASSOCIATED BOARD POLICY: College Organization – BP 1.30</b> <b>NUMBER: AP 1.30</b> <b>DATE ADOPTED: August 2012</b></p>
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Standing committees are expected to meet at least two times per semester. All committees, task forces, etc. are expected to produce an agenda and recorded minutes which are to be uploaded to the College effectiveness website through the myOzarka committee page.

**Committee Membership Responsibilities**

1. Review the committee description, defined responsibilities or goals, and/or group charge. Each committee shall organize and direct its meetings towards the effective accomplishments of the responsibilities, goals, and/or charge.
2. Attend meetings, participate, and contribute.
3. Be proactive and base decisions upon the institutional value of continuous development and improvement.
4. Consider the institutional commitment to learning and being a learning institution committed to helping students and maintaining a work environment that supports each other in the decision-making process.
5. Keep minutes of each meeting. Minutes should be forwarded to committee members by e-mail. Agendas, minutes, reports, etc. shall be posted to the College Effectiveness website through the myOzarka committee page.
6. Seek input from colleagues and appropriate offices as committee responsibilities are reviewed and implemented.

## **Annual Committees and Councils and Taskforces designated by the President**

### **Task Forces**

#### **Purpose:**

To review policies, procedures, practices, timelines, and functions and then make additions, deletions, and changes to ensure effectiveness, efficiency, and student friendliness.

#### **Task Force Chairperson Functions:**

- Initiate task force meeting and develop subsequent meeting review and meeting schedule.
- Clearly articulate the purpose and specific change to task force members.
- Establish guidelines for meetings to ensure effectiveness.
- Facilitate through review and discussions.
- Ensure that notes or minutes are kept to assist in the development of additions, deletions, or changes.
- Ensure completion of report and submission to President's Administrative Council.

### **College Administrative Councils**

Designated by position or appointed by the President.

#### **President's Administrative Council**

The President's Administrative Council meets weekly and consists of the President and the senior College administrators including the Vice President of Academic, Vice President of Student Services, Executive Vice President of Finance, Vice President & Chief Information Officer, Vice President of Advancement and the Assistant to the President.

The Administrative Council exists to:

- Promote coordination and communication across campus.
- Develop programs and services that are fully coordinative among College units and that are supportive of excellence in fulfillment of the mission, vision, value, role and scope, and goals.
- Review administrative policies, procedures, processes, and practices to ensure the College is efficient, effective, and student friendly.
- Recommend College process and be integral to planning and effectiveness review.
- Review recommendations submitted to the Board of Trustees prior to forwarding to the President's Consultation Council.
- Provide leadership which unites all areas of the College.
- Provide assistance to one another for the attainment of the College Mission, Vision, and Values.

- Outline, discuss, and resolve issues that impede the College in fulfilling its Mission, Vision and Values.
- Provide leadership for strategic planning and assessment.

### **President's Consultation Council**

The President's Consultation Council (PCC) will meet at least quarterly, prior to regularly scheduled Board of Trustee meetings, to review the draft Board agenda and to discuss other significant items as deemed appropriate by the College President, Administrative Council and Consultation Council. This Council is established in the spirit of shared governance to assist in ensuring effective and collegial communications are maintained throughout the College. The Council does not possess decision-making authority but rather has legitimacy in an advisory capacity to the College President.

### **Membership:**

- Committee Chair – College President
- Administrative Council
- Division Chairs
- Faculty Council Chair
- Site Coordinators
- Student Government Association President

### **Responsibilities:**

The President's Consultation Council exists to:

- Evaluate periodically the mission, vision and values of the College and make recommendations to the Board of Trustees for consideration and approval.
- Provide recommendations to the President in the most important matters of the College.
- Review and discuss the Board agenda prior to each regularly scheduled meeting of the Board of Trustees.
- Review all new and revised Board Policies prior to presenting to the Board of Trustees.
- Provide input on all major issues related to Strategic Planning and Assessment.
- Promote communication and effectiveness throughout Ozarka College.

### **Planning and Assessment Council (PAC)**

#### **Purpose:**

The Planning and Assessment Council monitors, reviews, coordinates, and suggests enhancements to Ozarka College's planning and assessment efforts for each of the following:

- College strategic planning
- Follow-up on actions of the strategic plan

- Use of assessment information to drive the planning process
- Use of assessment in improving student learning and institutional effectiveness
- Using planning to drive budgeting
- Identified measures of student learning
- Identified measures of institutional effectiveness
- Systemic process check
- Follow-up and documentation of measures of student learning and measures of institutional effectiveness
- Maintain the Ozarka College Assessment Plan document

**Membership:**

Committee Co-Chairs: Vice President of Academic Affairs and Vice President of Advancement

- College President
- Administrative Council
- Division Chairs
- Faculty Council Chair

**Responsibilities:**

The purpose of planning at Ozarka College is to methodically work toward our vision within the boundaries of our mission. We accomplish this through the continuous assessment and improvement of all of our processes. The purpose of assessment at Ozarka College is to facilitate the continuous improvement of student learning and institutional effectiveness. Ozarka College will gather and evaluate information, make informed and relevant changes, and assess the efficacy of those changes.

We shall evaluate our processes in both qualitative and quantitative terms to help us focus on improvement. In an open, but deliverables-focused environment, we shall:

- Agree on specific problems to be addressed.
- Brainstorm for possible solutions.
- Normalize our approaches by focusing on the most value-added and promising solutions.
- Define the appropriate process assets or deliverables needed to support institutionalized behavior.
- Support the training and performance of the improved process, then vigilantly measure the process performance, being careful not to blame people, but focus on process performance.

The Planning and Assessment Council will meet on a regular basis, in general, once a month, to review progress on the planning and assessment activities. As a default, nominal involvement in the PAC means a commitment of meeting time and some

meeting preparation time. Those who are assigned action items or initiatives may require a greater commitment of time dependent on the nature of and their role in the activity.

The PAC is a presidential appointed council created to take the foundational work of the Planning and Effectiveness Committee and advance it to the next level of planning and assessment oversight.

### **Instructional Council**

The Instructional Council is composed of the chairpersons from the Divisions of Math, Science and Education, Applied Science and Technologies, Arts and Humanities, and Allied Health as well as the Directors/Coordinators of Adult Basic Education, Library, Ash Flat, and Mountain View sites. This Group represents the instructional component of the College.

- Provides input and direction to the instructional component of the College in coordination with the Vice President of Academic Affairs.
- Serves as a means of input for faculty and instructional staff in regard to instructional and institutional issues.
- Provides direction and follow-up to ensure the implementation of the “Measures of Student Learning” component of the Institutional Assessment Plan for the College.
- Provides leadership in the development of new programs and courses to enhance the instructional areas of the College.
- Serves as a means of communication in regard to academic policies, program evaluation, catalog requirements and changes, course scheduling, and other instructional functions.

### **College Advisory Councils/Committees**

An educational advisory council is a group of persons selected from the community who advise the College concerning specific occupational education programs and courses of study. Advisory committees include practitioners, employers, and supervisors within their occupation. Students, graduates, and consumers may also be represented on the committee. Members of the College administration, faculty, or staff serve as liaisons to the council.

Technical Education programs are unique because they recognize the need for input from business, industry, health, and public services communities to assure programs meet the needs of community. Advisory committees are indispensable in identifying current and future occupational skills, knowledge, and goals. Such input ensures that graduates have the necessary skills that the labor market demands for success. Ozarka College advisory councils/committees include:

- Adult Education
- Automotive Services Technology

- Business Technology
- Culinary Arts
- Allied Health/Nursing
- Criminal Justice and Corrections
- Library Committee (internal committee)

## **Committee Descriptions and Charges**

### **Academic Appeals Committee**

#### **Purpose:**

The Academic Appeals Committee exists to provide students the opportunity to appeal a grade of which they disagree. Academic evaluation on student performance shall be neither prejudicial nor capricious. Students may appeal grades awarded by faculty members by utilizing the procedures below. Faculty members will provide course materials at the beginning of each semester or term that included course requirements and grading procedure.

#### **Committee Membership:**

1. The Appeals Committee is appointed by the President at the beginning of the academic year at the time other committees are appointed. The Committee shall consist of two faculty members, and one professional staff person.
2. An alternate faculty member and an alternate professional staff member shall be appointed to fill a vacancy or to substitute in the event an appointee is the faculty member in question or in the event there is a conflict with the faculty member or professional staff in question.

#### **Informal Appeal:**

A student who disagrees with their grade shall begin with an informal appeal to the faculty member who awarded the grade in question. The student will explain the reason for their concern, and the faculty member will explain the reason and basis for awarding the grade. The faculty member has the authority and responsibility to determine the grade.

If the student is not satisfied with the response of the faculty member the student may continue their informal appeal by contacting the Vice President for Academic Affairs (VPAA). Once hearing the student's informal appeal, the VPAA will meet with the faculty member. The VPAA discussion with the faculty member may include such topics as adherence to course requirements and grading procedures and understanding and consideration of the basis of the appeal by the student. The VPAA may provide guidance or suggestions to the faculty member and will inform the student of the outcome of the discussion and the decision of the faculty member.

If the student is not satisfied with the informal appeal, the student may file a formal appeal.

**Formal Appeal:**

The formal appeal process consists of the following steps:

1. The student meets with the Vice President for Student Services (VPSS) to review the Formal Academic Appeals Process and no later than the end of the 10<sup>th</sup> class day of the next regular semester following the grade in question (regular semester is Fall and Spring).
2. The VPSS, during this first meeting, will provide the student with a copy of the Academic Appeals process and explain the requirements, the timeframe, and the process. Within seven (7) calendar days from the date of the meeting of the student and the Vice President of Student Services the student must submit a written statement requesting an appeals hearing. The statement shall provide the student's rationale as to why the grade should be changed.
3. Within seven (7) calendar days from the receipt of the student's written appeal request, the VPSS shall forward a copy of the appeal to the faculty member in question and to the VPAA.
4. Within twenty-one (21) calendar days from the receipt of the students' written appeal request, the VPSS shall convene the Academic Appeals Committee for the purpose of hearing the appeal. The VPSS will coordinate the Appeals Hearing with the schedule of the student making the appeal, the faculty member, and the VPAA. If conflicts in schedule create difficulty in finding a time suitable for all, the Vice President of Student Services shall give preference to the committee and the student requesting the appeal.
5. The hearing shall be informal and the hearing committee shall provide reasonable opportunities for witnesses to be heard. The hearing shall be closed, unless student request an open hearing. The VPAA and VPSS may attend the hearing as observers.
6. The hearing shall proceed as follows:
  - a. The student shall present the rationale for grade change (20 minutes).
  - b. The faculty member shall present their grading systems and grade rationale if they so choose (20 minutes).
  - c. The student shall present rebuttal evidence (10 minutes).
  - d. The faculty member shall have an opportunity for rebuttal argument (10 minutes).
  - e. The Academic Appeals Committee shall enter executive session and may take the matter under advisement for two class days before rendering a decision.

- f. The Academic Appeals Committee shall decide by majority vote with all members having an equal vote.
- g. The Academic Affairs Committee Chair shall inform the instructor, the student, the Vice President of Academic Affairs, the Vice President of Student Services, and the President, in writing of their decision.

**Evidence:**

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply in a hearing under this policy and the hearing officer may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chairperson shall exclude irrelevant, immaterial, and unduly repetitious evidence. The chairperson shall give effect to the rules of privilege recognized by law and custom.
2. At the hearing the student shall prove that the evidence supports the charges.
3. The instructor (faculty member) may not be compelled to testify.
4. The hearing committee shall decide the issue and appropriate recommendation solely on the basis of admitted evidence.
5. A recording shall be made of the hearing under supervision of the VPAA. Minutes of the hearing shall be made available to all parties involved in the hearing process upon request.

**Types of Decisions:**

The committee may impose one of more of the following recommendations:

1. Reevaluation of the complaint by the instructor.
2. Specific change to be implemented by the instructor.
3. Status quo.

**Note:**

Information about the student reviews, beliefs, and association acquired by the College personnel in the course of their work is confidential and shall not be disclosed to persons other than College officials acting in an official capacity, except with the consent-expressed or implied-of the student, or under legal compulsion.

A log will be maintained by the Vice President for Academic Affairs of complaints and appeals.

## **Advising Improvement Team**

### **Purpose:**

The purpose of the Advising Improvement Team (AIT) is to define and implement measurable improvements to the advising process that improves overall student placement, goals, and satisfaction.

### **Responsibilities:**

The AIT representing the lead participants for the advising process, will improve our process to improve overall student placement, goals, and satisfaction. We are responsible for the process, training materials, and tools as well as the allocation of human and capital assets that execute and support this process.

We shall evaluate our process in both qualitative and quantitative terms to focus on specific processes to be improved. In an open, but deliverables-focused environment, we shall:

- Agree on specific problems to be addressed.
- Brainstorm for possible solutions.
- Normalize our approaches by focusing on the most value-added and promising solutions.
- Define the appropriate process assets or deliverables needed to support institutionalized behavior.
- Support the training and performance of the improved process, then vigilantly.
- Measure the process performance, being careful not to blame people, but focus on process performance.

## **Campus Preparedness/Safety Committee**

### **Purpose:**

To review and make recommendations concerning College activities that will enhance the safety of employees, students, and visitors.

### **Committee Membership:**

Vice President for Finance as designate Chief Safety Officer

One member from each of the following groups:

- Administrative Team
- Ash Flat site
- Mountain View site
- Maintenance
- Automotive
- Science
- Nursing
- One at large member

- The chairperson shall be appointed by the President

**Responsibility:**

1. Assist in identifying hazards in respective areas of the College at all locations.
2. Provide safety guidelines pertaining to the safety of buildings, grounds, students, staff, faculty and the general public while on the Ozarka College locations.
3. Provide education opportunities to encourage safe practices on campus.
4. Hear and act upon safety concerns expressed to the committee.
5. Initiate and assist in the development of a Campus Preparedness Plan to cover possible crisis situations on campus.
6. Meet a minimum of four times per year to review and revise safety program and operational procedures and to determine effectiveness of measure.

**Additional Guidelines:**

1. All accidents, (major and minor) should be documented on the standard Ozarka College Incident/Accident form.
2. A copy should be filed with the Vice President of Finance and with the Human Resources Manager.
3. The committee will review these accident reports during its meeting to determine if further accidents of the same type can be avoided, make recommendations as such, and enforce such recommendations.

**Catastrophic Leave**

**Purpose:**

The Catastrophic Leave committee will review all catastrophic leave requests and make a recommendation to the President.

**Committee Membership:**

Five (5) members representing a cross section of the College and appointed by the President. The committee shall elect a chairperson.

**Responsibility:**

1. Review all catastrophic leave requests.

2. Ensure that all eligibility requirements are met in accordance with the current Ozarka College Catastrophic Leave policy.
3. Make recommendations to the President.
4. Make recommendation for revisions to the policy as necessary.
5. The committee will meet on an as needed basis.

### **Cost Containment Committee**

#### **Purpose:**

The Cost Containment Committee is established to support the College Mission by identifying opportunities and associated actions for cost containment (savings) at all campus locations. Means to encourage all employees and students to provide input of ideas for consideration will be supported and encouraged. Great care must be taken to avoid the perception that this committee is charged with looking critically at individual budgets. Rather, it is formed to identify practices that may be modified to reduce waste of precious resources to be better used to serve our students, faculty and staff.

The Ozarka College Cost Containment Committee charge consists of, but is not limited to, the following:

- Select a Committee Chair person.
- Identify cost containment opportunities at each Ozarka College campus location.
- Discuss specific staff and faculty members to recruit for dialogue to offer needed expertise or assistance.
- Provide reports, including meeting minutes, to the Administrative Council following meetings.
- Meet at least every other month, or as deemed appropriate by the committee.
- Maintain a list of cost containment measures recommended and also those that are implemented.

### **Cultural Events Committee**

#### **Purpose:**

The Cultural Events Committee is established to support the College Mission by developing events that the Ozarka College Community and surrounding communities may attend for enjoyment and cultural enrichment.

The Ozarka College Cultural Events Committee Charge consists of, but is not limited to, the following:

- Select a Committee Chair person.
- Identify cultural event opportunities for each Ozarka College campus location.

- Discuss specific staff and faculty members to recruit for specific events that may offer needed expertise or assistance.
- Provide reports, including meeting minutes, to the Administrative Council following meetings.
- Meet at least every other month, or as deemed appropriate by the committee.

## **Curriculum Committee**

### **Purpose:**

The Curriculum Committee shall develop and maintain offerings in keeping with the mission, vision and values of the institution and shall identify those components essential for the implementation of such curricular offerings. All faculty members shall have the right to make proposals to the Curriculum Committee. The Vice President of Academic Affairs shall serve as liaison to this committee.

All recommendations for the initiation of new policies and changes of policy shall be reviewed by the President's Consultation Council (PCC). All recommendations concerning program additions, deletions, and changes shall be made to the President. All other recommendations concerning the additions, deletions, and changes of curricular offerings shall be made to the Vice President of Academic Affairs. Actions taken shall be reported to the Committee by the Chairperson of the Committee.

### **Committee Membership:**

- Seven (7) faculty members appointed by the Faculty Council.
- The committee shall elect a chairperson.
- The Vice President of Academic Affairs will serve as the administrative liaison to the curriculum committee.
- The Registrar will be included in the committee for informational purposes.

### **Responsibilities:**

The functions of the Curriculum Committee shall be as follows:

1. Review and recommend to the Faculty Council program, degree, and graduation requirements.
2. Recommend additions and deletions of courses and programs.
3. Recommend criteria for the admission and retention of students in individual programs.
4. Initiate and periodically evaluate all curricular offerings.
5. Make recommendations regarding physical facilities and equipment needed for instructional purpose.

6. Participate in planning of facilities for instruction.

### **Diversity Committee**

#### **Purpose:**

Diversity is represented in many forms, ranging from differences in organizational mission and education levels to differences in ideas, viewpoints, perspectives, values, religious beliefs, backgrounds, race, gender, age, sexual orientation, human capacity, and ethnicity of those who attend and work in organizations. This committee will regularly review the mission, vision, values, as well as processes and practices of the institution to ensure the institution addresses issues of diversity when providing enriching educational experiences and services for students, community, and employees.

#### **Responsibility:**

The committee will assist the institution by identifying and supporting actions and experiences, including but not limited to, which:

1. Provide diverse experiences for its constituencies which establish an environment in which greater intellectual development can occur, and from which constituencies can learn that focusing on commonalities, while understanding differences, binds peoples and cultures.
2. Encourages inclusiveness and discourages acts of insensitivity and disrespect.
3. Provide learning environments in which students can contribute and learn from the diversity that broad life exposure offers.
4. Create and maintain teaching and learning environments that provide educational opportunities for diverse individuals and groups.
5. Ensure the institution's operations are conducted in an equitable and just manner.

### **Faculty Council**

#### **Purpose:**

To involve the faculty more directly in the governance and planning of the College.

The Faculty Council functions:

1. Organize and disseminate information to and from the Administrative Council and committees.

2. Assist in identification of priorities.
3. Review and evaluate the work of the standing committees, offer recommendations and vote on items as needed.
4. Make recommendations to the Administrative Council.
5. Maintain a structure with a chairperson, vice chairperson, and secretary.
6. Assist the committees and departments of Ozarka College in meeting and maintaining accreditation standards.
7. Take a leadership role in the continuing process of maintaining accreditation through North Central Association of Colleges and Schools Commission on Institutions of Higher Education.
8. Provide a forum through which full-time faculty and instructional personnel can actively participate in the governance and planning of Ozarka College.
9. Coordinate with the Vice President of Academic Affairs all aspects for student, peer, and professional review of faculty.

**Membership:**

- Chair (previously the Vice Chair)
- Vice Chair (elected at large by full-time faculty and instructional personnel in August)
- Past Chair
- Representative from each instructional area of the College elected by the personnel in the represented areas
- One representative from each Academic Division
- One representative from the Library
- One representative from each of the instructional grant departments
- Secretary elected by the Faculty Council representatives during the first meeting of the academic year
- One or more ex-officio member(s) may meet with the Faculty Council

**Financial Aid Appeals Committee**

**Purpose:**

The Financial Aid Appeals committee will hear appeals that have been filed through the financial aid appeals process. The committee will follow the appropriate procedures as outlined in the respective policies.

**Committee Membership:**

- Two Professional Staff
- One Faculty member
- Vice President of Student Services—non-voting facilitator
- Financial Aid officer—non-voting information provider

**Responsibilities and Procedures:**

1. Students with unsatisfactory academic progress are placed on financial aid suspension and no further Federal or State aid will be awarded. A student that is placed on financial aid suspension may file an appeal.
2. The appeal will be submitted in writing to the financial aid office with the intent of documenting extenuating circumstances.
3. The Vice President of Student Services will convene the financial aid committee a minimum of one week prior to the beginning of registration each semester to consider financial aid appeals.
4. The committee may also be required to meet additional times to review appeals that are submitted during the registration period.
5. The financial aid officer will serve as an information provider to the committee.
6. The committee will either uphold the suspension or allow one additional semester of financial aid on probation.

**Graduation Committee****Purpose:**

The Graduation Committee will ensure that plans for graduation are completed in a timely and effective manner.

**Committee Membership:**

- Vice President of Student Services—Co-Chairperson
- Vice President of Academic Affairs—Co-Chairperson
- Additional members appointed by the President

**Responsibilities:**

1. Recommend a graduation speaker to the Administrative Council.
2. Ensure the ordering of caps and gowns.
3. Prepare diplomas and programs.

4. Prepare the auditorium.
5. A variety of other tasks as required by the Graduation Checklist.

### **Institutional Improvement Committee**

#### **Purpose:**

The Institutional Improvement Committee will actively promote improvements in and the appropriate uses of facilities and equipment.

#### **Committee Membership:**

- Three faculty members
- Three professional staff members
- Three classified staff members
- Executive Vice President of Finance – ex-officio member

#### **Responsibilities:**

1. Annually review condition of facilities and equipment for Ozarka College locations.
2. Receive input from faculty and staff in regard to needs to upgrade facilities and equipment.
3. Recommend uses and hours of facilities including the library and learning resource centers.
4. Recommend improvements for current and future campus facilities and grounds.

### **Institutional Professional Development Committee**

#### **Purpose:**

The Professional Development Committee shall establish and maintain an active professional development program for the College as a whole.

#### **Committee Membership:**

The Professional Development Committee shall be composed of a member of each representative area of the campus. The College President will appoint a chairperson. The Vice President of Advancement shall serve as a liaison for this committee.

#### **Responsibilities:**

All recommendations for professional development opportunities shall be forwarded to the Administrative Council for review and approval.

Recommendations regarding budgetary needs shall also be made to the Administrative Council. Reporting should include evaluation and documentation of professional development quality and attendance; as well as maintaining and publishing minutes for the committee.

The functions of the Professional Development Committee shall be as follows:

1. Identify the professional development needs each year.
2. When possible, strive for speakers and presentations that will benefit large numbers of employees.
3. Recommend and evaluate a professional development program in keeping with the identified needs.
4. Recommend to the Administrative Council budgetary needs for the implementation of the professional development program.
5. Develop and administer an evaluation program.

### **Professional Development Committee (Faculty Council Subcommittee)**

#### **Purpose:**

The Professional Development Committee shall formulate and maintain an active professional development program.

#### **Committee Membership:**

The five (5) member Professional Development Committee shall be composed of five faculty members appointed by the Faculty Council. The committee shall elect a chairperson. The Vice President of Academic Affairs shall serve as liaison to this committee.

#### **Responsibilities:**

All recommendations for initiation of new policies and changes of existing policies shall be made to the Faculty Council, then to the President's Administrative Council. Recommendations regarding budgetary needs shall be made to the President's Administrative Council.

The functions of the Professional Development Committee shall be as follows:

1. Identify the professional development needs each year.
2. Recommend and evaluate professional development opportunities in keeping with the identified needs.
3. Recommend to the President's Administrative Council budgetary needs for the implementation of the professional development program.

4. Develop and administer an evaluation program for Faculty members and administration.
5. Review and recommend fund allocations for professional development to the President's Administrative Council.

### **Scholarship Committee**

#### **Purpose:**

A College committee charged with the review of scholarship and aid applications; and that determines the award of college scholarships and grants in accordance with College policies and scholarship/grant restrictions.

#### **Committee Membership:**

- Director of Advancement, Chairperson
- Vice President of Student Services
- Director of Financial Aid
- Admissions Counselor/Recruiter
- Admissions Administrative Assistant
- Two faculty members appointed by the President
- One professional staff member

#### **Responsibilities:**

1. Establish criteria for scholarships awarded by the College.
2. Review scholarship applications prior to each semester.
3. Approve the awarding of College scholarships in accordance with scholarship criteria each semester.
4. File a written list of awarded scholarships with the Financial Aid office prior to the beginning of each semester.

### **Student Affairs Committee**

#### **Purpose:**

The Student Affairs Committee shall assist in the development and maintenance of educational, financial, and cultural activities and services for Ozarka student body. The committee will also be responsible for promoting student life issues such as counseling, advising, placement, parking, student organizations, and recreation. The Student Government Association shall report any proposed activities to the Student Affairs Committee for approval. The Vice President of Student Services shall serve as the administrative liaison to this committee.

**Committee Membership:**

The Student Affairs Committee shall be appointed by the Faculty Council and shall be composed of the following:

- Three Faculty Members
- Three Student Services Professional Staff

**Responsibilities:**

All recommendations for the revision of student activities and services shall be made to the Faculty Council. The functions of the Student Affairs Committee will include the following:

1. Recommend new policies and changes in existing policies concerning nonacademic standards of students.
2. Promote the outreach efforts of the institution in all areas.
3. Promote and encourage the use of the library and its resources.
4. Assist in the coordination of the student advisory system.
5. Encourage the establishment and governance of student clubs and organizations.

**Student Appeals Committee****Purpose:**

The Student Appeals Committee serves as the College's appellate board. The committee will hear appeals that have been filed through the code of student conduct appeals process. The committee will follow the appropriate procedures as outlined in the respective policies. The committee may hear other student appeal issues as designated by the President of the College.

**Committee Membership:**

- Two Faculty
- Two Professional
- One Student
- The committee will elect a chairperson
- The Vice President of Student Services will facilitate the appeals process

**Responsibilities and Procedures:**

1. The appellant must complete all required forms in detail and return them to the Vice President of Student Services prior to a hearing date being set.

2. The appellant will be given prior notice of the hearing. If the appellant cannot attend, the hearing will be held in their absence with the committee basing their decision on the evidence available.
3. The hearing shall provide reasonable opportunities for involved parties to be heard. The hearing shall be closed.
4. The hearing shall also be tape recorded. Involved parties may request a copy of the tape. The tape will be provided by the Vice President of Student Services in a timely manner.
5. The hearing shall proceed as follows:
  - a. The appellant will present the appeal and reasons for the appeal (10 minutes).
  - b. An appropriate staff person will present the reasons for the initial decision (10 minutes).
  - c. The appellant will have the opportunity to respond (5 minutes).
  - d. The staff person will have the opportunity to respond (5 minutes).
  - e. The committee members will have an opportunity to ask questions if they would like.
  - f. The committee shall enter executive session and render a decision.
  - g. The committee shall decide by majority vote with all members having equal vote.
  - h. The committee chair shall inform the appellant in writing of the decision within two days.

**Evidence:**

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply in a hearing under this policy. The chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs.
2. The chairperson will conduct the meeting and keep all involved parties on task and on time. Any discussions not directly connected to the appeal will be stopped. All parties will conduct themselves in a civilized manner.
3. The hearing committee will decide the issue and appropriate recommendation solely on the basis of admitted evidence.
4. A recording will be made of the hearing under the supervision of the Vice President of Student Services. Minutes of the hearing shall be made available to all parties involved in the hearing process upon request.

**Notes:**

The Vice President of Student Services is responsible for calling a meeting of the Student Appeals Committee following the receipt of written appeals. Once notified of the appeal, any member of the committee who believes a conflict may exist between them and the appellant should request that they be excused from the hearing involving said students.

A log will be maintained by the Vice President of Student Services of complaints and appeals.

**Standing Committees Initiated by the Faculty**

Appointment considerations:

- Faculty initiated standing committees exist through the by-laws of the Faculty Council.
- The Faculty Council is elected by the members of the Ozarka College faculty.
- Standing committee members are recommended by the Faculty Council and appointed by the Faculty Council Chairperson.
- Committee members will be comprised of representatives from all departments.
- The Vice President of Academic Affairs may meet with the committee as a non-voting ex-officio member.
- See the Constitution and by-laws for additional information.

The Faculty Council and committees are:

- Faculty Council
- Curriculum
- Professional Development
- Student Affairs

**Standing Committees Designated and Appointed by the President**

Appointment Considerations:

- Consultation with appropriate offices and personnel, an appreciation for other committee appointments, and diversity of campus involvement are taken into considerations when making appointments.
- The President, if not designated as a member, is ex-officio member of each committee without voting privileges.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Personnel</b> <b>PROCEDURE: Faculty Tested Experience</b> <b>ASSOCIATED BOARD POLICY: Faculty Appointments – BP 2.12</b> <b>NUMBER: AP 2.12</b> <b>DATE ADOPTED: August 2018</b></p>
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Ozarka College seeks to provide high-quality teaching and learning in its curricula by ensuring that members of its faculty are well-qualified to teach students enrolled in credit-bearing courses. Consequently, College faculty members are employed who possess the requisite academic credentials, work experience, and industry recognized certifications to best serve Ozarka College students' educational aspirations and needs for workforce placement or transfer to other institutions of higher education. Qualification to teach a given course is normally based on the highest earned degree in the teaching field in which the course is situated. However, there are exceptions that might be granted using "Tested Experience" to replace all or part of the required academic credential. These credential requirements align with the Higher Learning Commissions Accreditation Core Criterion 3.C.2 and Assumed Practices B.2.

Ozarka College Board Policy 2.12 addresses the qualifications required of faculty members teaching within different levels of instruction, i.e. transfer associate degrees, Career and Technical Education associate degrees and certificates, and Vocational Non-Degree certificates. Board Policy 2.12.D.1 and 2.12.D.2 specifically address the qualification requirements of faculty in Career and Technical Education Degree programs and Vocational Non-Degree programs. This Ozarka College Board Policy is congruent with the Higher Learning Commission Accreditation Criteria and the Assumed Practices for faculty members teaching in all credit bearing courses and programs.

Specific elements of the procedure include:

1. Tested Experience may be used to substitute for all or part of a required academic credential through the combination or substitution of other recognized experiences through evaluation of the following types of activities:
  - a. evaluation of appropriate certifications, licensure, or documented achievement in the field of instruction;
  - b. evaluation of national or regional recognition in the skill they teach with at least three years professional experience (visual or performing arts and studio coursework);

- c. have appropriate licensure or certification that their students cannot yet possess because they lack the degree required, provided that the content of the course is directly relevant to achieving licensure or certification (practicum, clinical, or similar courses);
  - d. have a minimum of three years of directly related work experience in the field or a closely related field, as determined by the appropriate division chair, when "Tested Experience" is based solely on such work experience.
2. The appropriate academic division defines the "Tested Experience" required to provide high-quality teaching and learning for division coursework. This "Tested Experience" is documented on the "Faculty Credentialing Form" which must be approved by the VPAA.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Personnel</b> <b>PROCEDURE: Overtime</b> <b>ASSOCIATED BOARD POLICY: Overtime Policy – BP 2.22</b> <b>NUMBER: AP 2.22</b> <b>DATE ADOPTED: January 2013</b></p>
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Compensatory time is intended for use only on those rare occasions when it is necessary for an eligible employee to work in excess of the regularly scheduled work week to accomplish specific tasks and can only be earned with prior approval from the appropriate Supervisor, Vice President or Administrative Council Representative. Any accrued compensatory time not used by the end of each fiscal year will be forfeited.

Specific elements of the policy include:

1. Compensatory time may be earned only with the prior approval of the appropriate Supervisor, Vice President or Administrative Council Representative. Signed approval forms will be forwarded to the Payroll Office for record keeping.
2. All employees performing qualifying non-exempt work within a work week will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of forty hours.
3. Compensatory time must be earned before it can be used and should be used within the same pay period or as soon as the scheduled work load will allow.
4. Used compensatory time will be paid at the employee's base hourly rate of pay.
5. When an employee has a compensatory time leave balance, the compensatory time must be used prior to accrued sick or annual leave being taken.
6. No employee may accumulate compensatory time in excess of one hundred sixty (160) hours equating to two hundred forty (240) hours at time-and-a-half.

7. Compensatory time must be used during the fiscal year in which it is accrued and any unused compensatory time remaining at the end of each fiscal year will be forfeited.
8. Work performed on official holidays will be handled under the standard leave policy.
9. Complete and accurate records regarding compensatory time earned and used shall be maintained and included as a separate category on the employee's time sheet or leave records.

Any questions regarding these procedures may be discussed with the appropriate Vice President or the President.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Personnel</b> <b>PROCEDURE: Holidays</b> <b>ASSOCIATED BOARD POLICY: Personnel Policies – BP 2.50</b> <b>NUMBER: AP 2.50</b> <b>DATE ADOPTED: March 1994</b> <b>DATE REVISED: April 2014</b></p>
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Time off will be granted to administrative and classified staff to observe the following regularly scheduled legal holidays.

- |     |                               |                                    |
|-----|-------------------------------|------------------------------------|
| 1.  | New Year's Day                | January 1                          |
| 2.  | Martin Luther King's Birthday | 3 <sup>rd</sup> Monday in January  |
| 3.  | President's Day               | 3 <sup>rd</sup> Monday in February |
| 4.  | Memorial Day                  | Last Monday in May                 |
| 5.  | Independence Day              | July 4                             |
| 6.  | Labor Day                     | 1st Monday in September            |
| 7.  | Veterans Day                  | November 11                        |
| 8.  | Thanksgiving Day              | 4th Thursday in November           |
| 9.  | The Employee's Birthday       | Discretionary                      |
| 10. | Christmas Eve                 | December 24                        |
| 11. | Christmas Day                 | December 25                        |

The Governor, by Executive Proclamation, may grant additional days in observance of special events or for other reasons at his/her discretion.

The Employee's Birthday, President's Day, and Veteran's Day are observed collectively during the holiday break in December each year.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<b>SUBJECT AREA: Personnel</b> <b>PROCEDURE: Annual Leave</b> <b>ASSOCIATED BOARD POLICY: Personnel Policies – BP 2.51</b> <b>NUMBER: AP 2.51</b> <b>DATE ADOPTED: March 1994</b> <b>DATE REVISED: April 2014</b>
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Classified and administrative staff shall accrue annual leave each month in accordance with the following schedule:

<b><u>Employment</u></b>	<b><u>Monthly</u></b>	<b><u>Annually</u></b>
0 - 3 years	1 day	12 days
4 - 5 years	1 day, 2 hours	15 days
6 - 12 years	1 day, 4 hours	18 days
13 - 20 years	1 day, 6 hours	21 days
Over 20 years	1 day, 7 hours	22.5 days

Monthly accruals for annual leave are not available to be taken by the employee until the first day of the following month. Any annual leave in excess of thirty (30) days must be used by December 31st or it will be forfeited by the employee. Employees who are on leave of absence without pay do not accrue annual leave. Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the State, the employee or his/her estate will be paid a lump sum for all unused annual leave up to a maximum of thirty (30) days. Employees transferring between state agencies without a break in service retain all accumulated leave.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p>SUBJECT AREA: <b>Personnel</b> PROCEDURE: <b>Sick Leave</b> ASSOCIATED BOARD POLICY: <b>Personnel Policies – BP 2.52</b> NUMBER: <b>AP 2.52</b> DATE ADOPTED: <b>September 2013</b> DATE REVISED: <b>December 2016, January 2019</b></p>
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All classified full-time employees earn sick leave at the rate of eight (8) hours for each completed month of service, with a maximum accrual of 960 hours. All faculty and division chairs earn sick leave at the rate of six (6) hours per month based on 9-month, 10-month, or 11-month assignments, with a maximum accrual of 720 hours. In addition, faculty may convert one day per semester and one-half day per each summer term (maximum of 3 days per year) into "personal leave" to conduct personal business and other activities as may be required. Hours not used for personal leave during any semester do not carry forward as personal leave but do accumulate as unused sick leave.

All other non-classified personnel accrue sick leave at the rate of six (6) or eight (8) hours per month with a maximum accrual of 720 or 960 hours respectively. The rate of accrual is contingent upon the normal work schedule for each position and may vary from positions of the same or similar title due to the length of an employee's contract and the funding source of the position.

Sick leave accrued the calendar month is not considered to be earned by an active employee until the last working day of the month, and the leave must be earned before it can be used. For accrual purposes only, employees will accrue half their monthly accrual of sick leave if employed on the first working day of the month and are in active status on the payroll through the 15<sup>th</sup> of that month. (If the 16<sup>th</sup> falls on a weekend or holiday, accrual begins on the first working day thereafter). Employees are prohibited from borrowing from anticipated future accruals.

Sick leave is approved on the basis of work days, not calendar days. Non-work days, such as holidays and weekends, are not charged as sick leave.

The minimum sick leave amount an employee can use is fifteen (15) minutes. When an employee is unable because of illness or injury to report for work, he or she must notify the immediate supervisor by 9:00 a.m. or within one hour of the usual time to begin.

Absence due to illness, except in the case of maternity leave, is charged against earned leave in the following order: (1) earned compensatory time (2) earned sick leave, (3) earned annual leave, (4) catastrophic leave, and (5) leave without pay. If an employee does not qualify for catastrophic leave, the employee may request leave without pay.

Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician.

Employees continue to earn sick leave at the normal accrual rate when they are on sick leave, but an employee may not earn sick leave when in a leave without pay status for ten (10) or more cumulative days within a calendar month.

No employee can carry over to the next calendar year more than 120 days of accumulated sick leave. Accrued leave may exceed 120 during the calendar year, but hours in excess of the 120 day maximum will be forfeited if not used by December 31<sup>st</sup> of each year. Employees who have a balance of over 120 days at the end of the calendar year may donate any time over the 120 days to the Ozarka College Catastrophic Leave Bank Program.

Employees transferring without a break in service between state agencies will retain all accumulated sick leave.

If an employee is terminated due to a reduction in force, the employee will have all accrued sick leave restored if the employee returns to Ozarka College within six (6) months of termination.

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment; however, they may be eligible for a payment when they retire or die.

Upon retirement or termination of employment from the College, any unused sick leave not transferred to another state agency and remaining on the books after a period of six (6) months will be transferred to the catastrophic leave bank.

Classified and non-classified employees may be eligible to receive up to a maximum of \$7,500 compensation for unused sick leave upon retirement from the College. Eligibility requirements are available from Human Resources based on Act 447 of the 86<sup>th</sup> Arkansas General Assembly which amends Arkansas Code 214-501.

For purposes of compensation for unused sick leave upon retirement from the College, retirement shall be determined by meeting either of the following criteria:

employee is leaving Ozarka College employment at the age of 55 years or above AND the employee's actual age plus the actual number of years of service to Ozarka College at the time of retirement combine to a total of 75 or more.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p>SUBJECT AREA: <b>Personnel Policies</b> PROCEDURE: <b>Catastrophic Leave Bank for Non-Classified and Classified Employees</b> ASSOCIATED POLICY: <b>Personnel Policies - 2.53</b> DATE ADOPTED: <b>December 1993</b> DATE REVISED: <b>November 2013, November 2018, June 2023</b></p>
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The Ozarka College Catastrophic Leave Bank Program is a pool of accrued annual and sick leave voluntarily donated by employees which may be approved for use by employees who meet catastrophic illness eligibility requirements and is intended to assist eligible employees during medical emergencies and for maternity purposes.

**I. For purposes of the Ozarka College Catastrophic Leave Bank Program the following definitions apply:**

**Catastrophic Leave Bank:** A pool of accrued annual and sick leave voluntarily donated by employees which may be approved for use by employees who meet the eligibility requirements for medical emergency due to illness/injury and/or for maternity purposes.

**Catastrophic Illness/Injury:** A medical condition of an employee, spouse, parent of the employee, or a child of the employee who may be claimed as a dependent under the Arkansas Income Tax Act of 1929, as certified by a physician or other appropriate healthcare provider that requires an employee's absence from duty for a prolonged period of time and which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, holiday and compensatory leave.

**Catastrophic Leave for Maternity Purposes:** An eligible female employee may receive up to four (4) consecutive weeks of paid leave within the first twelve (12) weeks after the birth of the employee's biological child or placement of an adoptive child, or foster placement of an infant under one (1) year of age in the employee's home. An eligible male employee may receive up to one (1) week of paid leave the first week after the birth of the employee's biological child.

**Prolonged Period of Time:** An extended period of time whereby a medical condition prevents the employee from performing the employee's duties. The

period of time may be continuous or intermittent, except for maternity purposes, which must be continuous.

**Medical Condition:** Emergencies limited to catastrophic and debilitating medical situations, severely complicated disabilities and/or severe accidents of the employee or a qualifying family member that could not have been anticipated and which cause the employee to be unable to perform his/her job, require a prolonged period of recuperation and/or require the employee's absence from duty as documented by a physician or other appropriate healthcare provider. Elective surgery does not qualify as a medical condition for catastrophic leave purposes.

For maternity purposes, the birth of the employee's biological child or placement of an adoptive child, or foster placement of an infant under one (1) year of age in the employee's home is the medical condition. Approved catastrophic leave will be granted for the birth of the employee's biological child effective the date of the birth or after and approved catastrophic leave will be granted for the placement of an adoptive or foster child in the employee's home effective the date the child is placed in the home or after, but both within the first twelve (12) weeks after the birth or placement.

**Dependent Child Certification:** To certify that the employee has a dependent child, the employee must complete the State of Arkansas "Dependent Child Certification Form" located on the Arkansas Department of Finance and Administration's website, sign and attach the form to the catastrophic leave request. If the child was acquired after the most current income tax filing, provide other proof, i.e., birth certificate, adoption order, etc.

**Substantial Loss of Income:** A continuous period of time where the employee will not be compensated by Ozarka College due to a medical condition after the exhaustion of all earned sick, annual, holiday and compensatory leave. This requirement does not apply for maternity purposes.

**Onset of the Illness or Injury:** The initial beginning, or start, as certified by a physician or other appropriate healthcare provider, of the medical condition which created the need for the catastrophic leave request. If a recurrence of the same illness necessitates a subsequent catastrophic leave request, the eligibility requirement that the employee has eighty (80) hours of combined sick and annual leave at the onset of the illness shall not be required on the illness recurrence date.

## **II. Eligibility Requirements for Catastrophic Leave:**

- a. The applicant must be a regular, benefits-eligible, full-time, employee of Ozarka College to be eligible to participate in the Ozarka College Catastrophic Leave Bank Program. A person who works less than full time or is in an extra-help position is ineligible to participate in the Ozarka College Catastrophic Leave Bank Program.
- b. The employee must have been employed by Ozarka College for at least one (1) year in a regular, full-time position.
- c. Employees with a medical emergency must have exhausted all accumulated sick, annual, holiday and compensatory leave, and, at the "onset of the illness or injury", had to his/her credit at least eighty (80) hours of combined sick and annual leave. For maternity or paternity purposes, the eighty (80) hours of combined sick and annual leave credit is not required at the time of application for catastrophic leave. For maternity or paternity purposes, employees do not have to exhaust all accumulated sick, annual, holiday, and compensatory leave.
- d. The "80-hour requirement" for a medical emergency due to illness/injury may be waived for an otherwise eligible employee if an "extraordinary circumstance" is declared by the President of Ozarka College due to the applicant providing documentation that one of the following conditions has occurred:
  1. The employee applying for catastrophic leave had, during the previous one (1) year period, another medically documented illness or injury which was not compensated under the Ozarka College Catastrophic Leave Bank Program, but was documented under the Family and Medical Leave Act (FMLA) as a qualifying event, and caused the exhaustion of all sick and annual leave, or
  2. The employee applying for catastrophic leave had during the previous one (1) year period, exhausted his/her sick and annual leave as a direct result of supplementing workers' compensation benefits, which were received as a result of an on-the-job illness or injury with Ozarka College.
- e. If the medical condition is due to illness/injury or for maternity purposes and the employee is covered by workers' compensation, the compensation based on approved catastrophic leave, when combined with the weekly workers' compensation benefit received by the employee, shall not exceed the compensation being received by the employee at the onset of the illness/injury or maternity leave.

- f. The employee has not received a documented disciplinary action for leave abuse during the past one (1) year period from the date of application. This requirement does not apply for maternity or paternity purposes.
- g. An employee shall not be approved for catastrophic leave unless that employee is, or is reasonably expected to be, on leave-without-pay (LWOP) status as a result of the catastrophic illness/injury. This requirement does not apply for maternity or paternity purposes.
- h. An employee is eligible for approved catastrophic leave due to injury/illness for a maximum of six (6) months (1,040 hours) within a five (5) year period. Additional requests within the five (5) year period may be submitted for review and determination by the Ozarka College Catastrophic Leave Bank Committee and the President of Ozarka College. This requirement does not apply for maternity purposes.
- i. The combination of catastrophic leave for the stated medical conditions, due to illness/injury or for maternity purposes, received by an employee may not exceed one thousand, two hundred (1,200) hours in a calendar year (1,040 hours for illness/injury and 160 for maternity purposes).
- j. The Ozarka Catastrophic Leave Bank Committee shall not grant an employee catastrophic leave beyond the date certified by a physician or other appropriate healthcare provider for the employee to return to work.
- k. An employee shall not be approved for catastrophic leave for a medical emergency unless that employee has provided an acceptable medical certificate from a physician or other appropriate health care provider supporting the continued absence and setting forth that the employee is, and will continue to be unable to perform the employee's duties due to a catastrophic illness/injury of the employee or a qualifying family member. The employee is responsible for providing information regarding his/her assigned job duties to the physician in order to have a more accurate medical certification. This request does not apply for maternity purposes.
- l. An employee shall not be approved for catastrophic leave for a maternity purpose unless the employee has provided acceptable proof of the birth or placement. An employee shall not be approved for 1 (one) week catastrophic leave for paternity purpose unless the employee has provided acceptable proof of the birth. For the birth of an employee's biological child, acceptable proof includes a hospital announcement with the mother's name and/or the biological child's name, hospital discharge papers with the mother's name

and the biological child's name, or a birth certificate of the biological child. For the placement of an adoptive child or foster child under the age of 1 (one) year of age in an employee's home, acceptable proof includes the following:

1. Formal document from the placement entity with the mother's name and the child's name, or
2. Legal guardianship papers with the mother's name and the child's name.

### **III. Donations of Leave to the Ozarka College Catastrophic Leave Bank**

The President of Ozarka College or his/her designee shall screen leave donated by the employees of Ozarka College to ensure that the following criteria are met:

- a. Accrued leave may only be donated to the Ozarka College Catastrophic Leave Bank in one (1) hour increments. Donations of leave shall be granted hour-for-hour and not dollar-for-dollar.
- b. No employee of Ozarka College shall be allowed to donate leave to the Ozarka College Catastrophic Leave Bank if such donation will reduce that employee's accrued sick and annual leave balance to less than eighty (80) hours. This restriction does not apply to employees who are terminating employment.
- c. Annual and/or sick leave which has been donated to the Ozarka College Catastrophic Leave Bank will not be restored to the employee who donated the leave time.
- d. Approved donations of leave will be transmitted to the Ozarka College Catastrophic Leave Bank by submitting the Donation of Annual and Sick Leave form.

### **IV. Ozarka College Catastrophic Leave Committee**

#### **Membership:**

The Ozarka College Catastrophic Leave Committee shall be comprised of at least five (5) members representing a cross section of the College and appointed by the President of Ozarka College.

#### **Responsibility:**

The purpose of the Ozarka College Catastrophic Leave Committee is to review all medical emergency catastrophic leave requests and make recommendations for approval, denial or pending for additional information or clarification.

## **V. Catastrophic Leave Bank Administration**

The Ozarka College Catastrophic Leave Bank Program will be administered in accordance with the following guidelines:

- a. Donations to or applications for the Ozarka College Catastrophic Leave Bank shall be submitted to the Director of Human Resources for review of the accuracy and completeness of the donation or application for eligibility. Once reviewed the applications for eligibility will be forwarded to the Chair of the Ozarka College Catastrophic Leave Bank Committee and upon review of the application by the full committee, a recommendation will be made and forwarded to the President of Ozarka College for approval.
- b. The Chair of the Ozarka College Catastrophic Leave Bank Committee will be responsible for the review and record keeping of annual and sick leave balances submitted by donors and for the review and record keeping for the return of accrued annual and sick leave and approved unused leave.
- c. The President of Ozarka College shall review determinations by the Ozarka College Catastrophic Leave Bank Committee and approve or deny any recommendations made. The President's decision is final and binding on all parties.
- d. Catastrophic leave shall not be granted to an employee prior to final approval by the President of Ozarka College.
- e. Only eligible employees may participate in the Ozarka College Catastrophic Leave Bank Program.
- f. Catastrophic leave may be granted or donated in one-hour increments only, not on a monetary basis.
- g. Catastrophic leave shall not be awarded retroactively; for maternity purposes, catastrophic leave may be awarded up to four (4) weeks after the birth of a biological child or placement of an adoptive child. Paternity leave will be awarded the first week after the birth of the employee's biological child.
- h. Catastrophic leave which would result in a negative balance in the Ozarka College Catastrophic Leave Bank shall not be approved.

- i. Employees in a catastrophic leave status, for a medical emergency due to illness/injury during a period of ten (10) or more days in a month, will have the accrued annual and sick leave for the month returned to the Ozarka College Catastrophic Leave Bank. If the employee in a catastrophic leave status, for a medical emergency due to illness/injury, accrues holiday and birthday leave during that time, the accrued holiday and birthday leave will be paid on the day the leave is earned.
- j. Employees in a catastrophic leave status, for maternity purposes, during a four (4) week period will have the accrued annual and sick leave for the month returned to the Ozarka College Catastrophic Leave Bank. If the employee in a catastrophic leave status, for maternity purposes, accrues holiday and birthday leave during that time, the accrued holiday and birthday leave will be paid on the day the leave is earned.
- k. Employees receiving catastrophic leave for a medical emergency due to illness/injury or for maternity purposes will receive his/her normal rate of pay and normal benefits, such as College contributions to insurance and retirement.
- l. The use of catastrophic leave for a medical emergency or maternity purposes will not change an employee's merit eligibility date.
- m. In the event that an employee receiving catastrophic leave for a medical emergency due to illness/injury, returns to work, terminates, retires, or dies prior to expiration of previously approved catastrophic leave, all approved unused catastrophic leave shall be returned to the Ozarka College Catastrophic Leave Bank.
- n. An employee may be dismissed if such employee fails to report to work promptly at the expiration of the period of approved catastrophic leave. Nothing, however, shall prevent Ozarka College from accepting satisfactory reasons provided by the employee, in advance of the date the employee is scheduled to return to work, and from granting leave without pay status to an employee prior to or after the expiration of such catastrophic leave if, in the view of the President of Ozarka College, such action is warranted. Supervisors should not take disciplinary action for such leave until the application has been formally approved or denied.
- o. Alleged or suspected abuse, misrepresentation or fraud of the Ozarka College Catastrophic Leave Bank Program shall be investigated, and on a finding of wrongdoing, an employee shall repay all of the leave hours awarded from

the Ozarka College Catastrophic Leave Bank and shall be subject to such other disciplinary action as is determined by the President of Ozarka College.

- p. Approved catastrophic leave for a medical emergency or for maternity/paternity purposes shall be applied concurrently with the Family and Medical Leave Act, if the employee is eligible.
- q. Recommendations of the Ozarka College Catastrophic Leave Bank Committee and/or the President of Ozarka College are not subject to grievance, arbitration or litigation.

## **VI. Record Keeping**

The Chair of the Ozarka College Catastrophic Leave Bank Committee with the assistance of the Ozarka College Payroll Technician will establish procedures to track the following:

1. The amount of leave donated by each employee, the rate of pay and dollar value of such donated leave at the time of donation.
2. The amount of catastrophic leave awarded and returned, including the name of the recipient, position number, rate of pay and personnel number.
3. Records on catastrophic leave activity will be available in the Ozarka College Finance Department Payroll Office.

## **VII. Prohibition of Coercion**

An employee may not directly or indirectly intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, another employee for the purpose of interfering with that employee with respect to donating, receiving or using annual or sick leave. Any report of such described instances shall be reported in writing to the President of Ozarka College. All written reports of such described instances shall be investigated thoroughly and appropriate disciplinary action may be taken for any substantiated violation.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p>SUBJECT AREA: <b>Personnel</b> POLICY: <b>Family and Medical Leave</b> ASSOCIATED BOARD POLICY: <b>Personnel Policies – BP 2.54</b> NUMBER: <b>AP 2.54</b> DATE ADOPTED: <b>March 1994</b> DATE REVISED: <b>December 2013</b></p>
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**Eligibility**

Employees are eligible if they have worked for the College for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

**Reasons for Taking Leave**

Unpaid leave will be granted for any of the following reasons:

1. To care for the employee's child after birth, adoption or foster care. Both women and men can take FMLA leave for birth and adoption.
2. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition. Extended family members do not meet the eligibility requirements for FMLA leave.
3. For a serious health condition that makes the employee unable to perform his or her job.

**Requirements**

1. The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.
2. The College may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the College's expense) and a fitness for duty report to return to work.
3. While on FMLA leave, the employee must first use all available sick leave allowance. The employee then has the option of using all or a portion of available vacation days.

4. For the duration of FMLA leave, the College will maintain the employee's health coverage under its group health plan. In addition, as long as the employee is in pay status, vacation and sick leave will continue to accrue.
5. Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
6. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
7. The College will not interfere with, restrain, or deny the exercise of any right provided under FMLA.
8. The College will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
9. The U.S. Department of Labor is authorized to investigate and resolve complaints.

Additional information is available from the Director of Human Resources.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Personnel</b> <b>PROCEDURE: Bereavement Leave</b> <b>ASSOCIATED BOARD POLICY: Personnel Policies – BP 2.55</b> <b>NUMBER: AP 2.55</b> <b>DATE ADOPTED: March 1994</b> <b>DATE REVISED: April 2014</b></p>
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A full-time employee may request up to three (3) days of bereavement leave without loss of pay for the death of an immediate family member. As defined in BPM 2.52, immediate family members include: father, mother, sister, brother, spouse, child, grandparents, in-laws, or any individual acting as a parent or guardian of an employee. Such requests must be approved by the employee's immediate supervisor and the President. Bereavement leave shall be deducted from the employee's accumulated sick leave.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Personnel</b> <b>PROCEDURE: Leave of Absence</b> <b>ASSOCIATED BOARD POLICY: Personnel Policies – BP 2.56</b> <b>NUMBER: AP 2.56</b> <b>DATE ADOPTED: March 1994</b> <b>DATE REVISED: December 2013, January 2019</b></p>
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Leave of absence without pay (LWOP) is the least desirable employment status and should be requested by employees only in rare circumstances. An employee on unapproved LWOP may be subject to disciplinary actions, up to and including termination.

Employees may not take LWOP until all their accrued leave has been exhausted except in the following circumstances:

1. Maternity leave;
2. Inclement weather as designated by policy;
3. Active duty military leave;
4. Budget reductions as determined necessary by the President of Ozarka College; and
5. Disciplinary actions according to the College's written policies.

The President of Ozarka College may grant continuous leave without pay. Any such period shall not exceed six (6) continuous months. Each request for leave without pay shall be considered on a case-by-case basis. At the expiration of a six (6) month period of LWOP, additional extensions may be requested by the employee if updated justification with appropriate documentation is provided.

Approval or disapproval of requests for leave without pay as an accommodation shall be determined based upon impact on the College's operations and mission and whether approval would create an undue hardship on the College.

An undue hardship is "an action requiring significant difficulty or expense" when considered in relation to a number of factors. These factors may include, but are not limited to, the nature of the position occupied by the employee and cost of the request in relation to the size, resources, nature, and structure of the College's operation and mission. Whether or not an accommodation request would create an undue hardship focuses on the resources and circumstances of the College in relationship to the cost or difficulty of providing a specific leave request. Undue hardship refers not only to financial difficulty, but also to requests that are unduly

extensive, substantial, or disruptive, or those that would fundamentally alter the nature of operations of the College.

The President of Ozarka College may declare an undue hardship where a leave request accommodation would be unduly disruptive to other employees' ability to work efficiently. For example, if granting leave would prevent other employees from doing their jobs, then the significant disruption to the operations of the College constitutes an undue hardship. In some situations, an employee may be able to provide only an approximate date of return because treatment and recuperation do not always permit exact timetables. If the College is able to show that the lack of a fixed return date imposes an undue hardship, the College can deny the leave. An undue hardship could result if the College can neither plan for the employee's return nor permanently fill the position.

An employee may not earn leave when in a leave without pay status for ten (10) or more cumulative days within a calendar month. This includes annual, sick, holiday and birthday leave. The annual leave that is lost due to the LWOP is based on the rate of accrual authorized for that employee.

Employees may continue to participate in the College group insurance programs during the period of LWOP. Employees who choose this option must pay the total cost (employee deduction and employer matching) of the coverage. However, if an employee is on FMLA or Workers' Compensation related leave, agencies are required to remit the employers matching portion of coverage.

Employees having kept their group insurance in effect while on LWOP are to be fully reinstated in insurance programs when they return to work. However, employees on FMLA leave are eligible for reinstatement in the insurance program even if the employee failed to pay their premium while on FMLA leave. Upon return from FMLA, LWOP employees are responsible for payment of the total amount of the premiums that are in arrears. Employees who receive less than ten (10) hours of pay in a given pay period and who do not have Workers' Compensation Leave, Military Leave, or FMLA Leave approved for that pay period will be responsible for the employee premium as well as the employer portion of their medical insurance.

The employee will be reinstated with full rights at the end of the period of LWOP. An employee who is on LWOP and returns within the required six (6) months continues to earn credited service toward the next rate in the leave accrual schedule just as the employee who had never gone on LWOP. A returning employee's leave accrual rate will not be affected by periods of LWOP, nor will the time of entitlement to a change in leave accrual rate be adjusted because of LWOP. If the position the employee left is no longer available due to a budgetary reduction in staff, the employee will have no options and cannot be reinstated.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p>SUBJECT AREA: <b>Personnel</b> PROCEDURE: <b>Legally Required Absences</b> ASSOCIATED BOARD POLICY: <b>Personnel Policies – BP 2.57</b> NUMBER: <b>AP 2.57</b> DATE ADOPTED: <b>March 1994</b> DATE REVISED: <b>April 2014</b></p>
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Employees are granted leave for legally required absences. The amount of leave time and pay status vary depending upon the type of legally required absence.

**Voting**

The College encourages employees to exercise their voting rights in all national, state, and local elections. The College, therefore, allows one hour in pay status for voting. If additional time is needed to vote, the President may approve up to three (3) more hours in non-paid hours off.

**Jury or Witness Service**

The College gives full-time employees time off with pay for jury duty required by the courts. If an employee is subpoenaed for legal testimony, he/she will be paid when there is no direct interest in the outcome of the trial. An employee will need a statement from the court to be paid for the period of absence. Full pay is also authorized if the College directs the employee to be present in the courts.

Time off for court appearances of a personal nature must be taken as vacation or time off without pay.

**Military Service**

A yearly short-term leave of absence may be granted to full-time employees who are members of the National Guard or any Reserve branch of the Armed Forces. An employee must request a short-term military leave in writing and include a copy of the military orders. The President must approve the leave and the employee will be paid during the period of the leave.

A long-term military leave of absence is without pay, and may last up to four years. The President must also approve the leave.

An employee who is discharged under honorable conditions and asks for a reinstatement within ninety (90) days of release from active duty will be reemployed in the same or comparable position.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Personnel Policies</b> <b>PROCEDURE: Children’s Educational Activities Leave (CEAL)</b> <b>ASSOCIATED BOARD POLICY: Personnel Policies – 2.59</b> <b>NUMBER: AP 2.59</b> <b>DATE ADOPTED: March 2016</b> <b>DATE REVISED:</b></p>
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The purpose the Children’s Educational Activities leave (CEAL) is to provide all Ozarka employees with an eligible child or grandchild the opportunity to participate in the educational activities or interscholastic activities of that child or grandchild. Eligible employees shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of engaging in and traveling to and from the educational activities or interscholastic activities.

For CEAL Leave the following definitions apply:

Child: A person enrolled in prekindergarten through grade 12, including a homeschooled student, who is of the following relation to a state employee:

1. Natural child;
2. Adopted child;
3. Stepchild;
4. Foster child;
5. Grandchild;
6. Ward of the state employee by virtue of the state employee’s having been appointed the person’s legal guardian or custodian;
7. Any other legal capacity where the state employee is acting as a parent for the child.

Child includes a person who meets the criteria above but is over eighteen (18) years of age and:

1. Has a developmental disability; or
2. Is declared legally incompetent.

Developmental Disability: A disability of a person that:

- A. (1) Is attributable to mental retardation, cerebral palsy, spina bifida, Down syndrome, epilepsy, or autism; (2) Is attributable to any other condition of a person found to be closely related to mental retardation because the condition results in an impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental

retardation or requires treatment and services similar to that required for a person with mental retardation; or (3) Is attributable to dyslexia resulting from a disability described in A(1) or A(2);

- B. Originates before the person attains the age of twenty-two (22) years;
- C. Has continued or can be expected to continue indefinitely; and
- D. Constitutes a substantial handicap to the person's ability to function without appropriate support services, including, but not limited to, planned recreational activities, medical services such as physical therapy and speech therapy, and possibilities for sheltered employment or job training.

Educational Activity: Any school-sponsored activity including without limitations:

1. Attending a parent-teacher conference;
2. Participating in school-sponsored tutoring of the child;
3. Participating in a volunteer program sponsored by the school in which the child is enrolled;
4. Attending a field trip with the child;
5. Attending a school-sponsored program or ceremony in which the child is participating;
6. Attending a graduation or homecoming ceremony in which the child is participating;
7. Attending an awards or scholarship presentation in which the child is participating;
8. Attending a parents' or grandparents' breakfast in which the child is participating;
9. Attending a classroom party in which the child is participating;
10. Attending a school committee meeting of the school in which the child is enrolled;
11. Attending an academic competition in which the child is participating;
12. Attending an athletic, music, or theater program in which the child is enrolled; and
13. Engaging in any of the activities listed above that are connected with a prekindergarten program.

Home-schooled student: A student legally enrolled in an Arkansas home school.

Interscholastic activity: An activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of a school district, including without limitation an athletic activity, a fine arts program, or a special interest club or group; and taught by an individual with a minimum of a high school diploma.

Prekindergarten: An educational and child development program that is designed to prepare children who are at least three (3) years of age for an academic kindergarten program.

Resident School: The school to which the student would be assigned by the resident school district in which the home-schooled student's parent resides.

The following restrictions apply to CEAL:

A home-schooled student shall not participate in interscholastic activities at a public school other than the student's resident school.

Children's Educational Activities Leave that is unused at the end of the calendar year may not be carried over to the next year and is not compensable to the employee at the time of retirement or departure from the institution for any reason.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Personnel Policies</b> <b>POLICY: Employee Scholarships &amp; Tuition Reimbursement</b> <b>NUMBER: AP 2.63</b> <b>DATE ADOPTED: March 1994</b> <b>DATE REVISED: May 2008, May 2011, January 2019</b></p>
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Employee Tuition-Waiver

The employee tuition waiver applies to the employee, the employee's spouse, and/or the employee's dependent child while the employee is employed by Ozarka College. The scholarship does not apply to in-laws, grandchildren, etc.

The individual who requests the employee tuition scholarship must be in good academic standing with institution. The eligibility to receive the scholarship is the same eligibility as other forms of financial aid such as scholarships and pell grants. A person whose academic standing has caused them to be ineligible for other forms of financial aid will also be ineligible for the employee tuition scholarship until the academic standing has been satisfied.

Employees are not eligible for a tuition waiver for themselves, their spouse or dependent child until they have been employed by the College in a full-time position for a minimum of six (6) months.

Employees who have completed a six (6) month probationary period will be eligible for a 100% tuition only waiver for a maximum of six (6) credit hours per semester. The employee will be responsible for all other fees. Additional hour may be taken at the employee's expense. All courses must be scheduled outside of the employee's normal working hours.

The spouse and/or the dependent child (as verified by the most recent tax return) of an employee who has been employed by the College in a full-time position for a minimum of six (6) months is eligible for a 50% tuition only waiver. The employee's spouse and/or dependent child will be responsible for the remaining tuition and fees.

Due to the demand of qualified nursing professionals, the employee tuition waiver cannot be used by the employee, the employee's spouse, or the employee's dependent child for courses in the following competitive programs:

**LPN Program and RN Program**

Due to the costs necessary to cover the maintenance and fuel needed for aviation flight time requirements, any flight practicum courses are excluded from the employee tuition waiver for the employee, the employee's spouse and the employee's dependent child.

### Employee Tuition Reimbursement

Employee tuition reimbursements may be authorized when the administration of the College identifies an "institutional need" is present. An "institutional need" will be defined by the educational requirement expectations of the position for which a person is employed by the College. When an "institutional need" is present, the completion of the advanced degree and the timeline to completion will be a condition of the employment contract.

The acceptance of a tuition reimbursement includes the commitment to continue working at the institution for one contract year, as defined by your position, after the most recent reimbursement period unless the employee is terminated for reduction in force. A contract year is defined by position, such as classified staff 12 months and all contract employees by their normal contract year length. The dissolution of a grant contract does not qualify as termination due to reduction in force.

If employment ends before the one contract year period, the employee is responsible to reimburse the College for all tuition reimbursements received. Repayment is due by the final day of employment. Balances not paid will be submitted to the State of Arkansas for collection action. Employees are encouraged to seek clarification of these terms before accepting an employee tuition scholarship.

All coursework will require successful completion with a "C" or better for undergraduate courses or a "B" or better for graduate courses to qualify for reimbursement.

The amount of reimbursement as stated below is constant regardless of the cost or location of the institution where employees choose to continue their education.

- \$200 per credit hour for undergraduate (\$2,400 yearly maximum)
- \$300 per credit hour for graduate (\$3,600 yearly maximum)

No transportation or mileage reimbursement will be provided.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Finance and Administration</b> <b>PROCEDURE: Legislative Budget Request</b> <b>ASSOCIATED POLICY: Legislative Budget Request – BP 3.00</b> <b>NUMBER: AP 3.00</b> <b>DATE ADOPTED: May 1994</b> <b>DATE REVISED: November 2014</b></p>
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The legislative budget document contains general narrative addressing the mission and goals of the College. A general history and description of the College are included to assist readers in further understanding the budget request.

The legislative request for capital funding needs addresses new construction, land acquisition, facility repair and rehabilitation, and major equipment acquisition. An introductory summary statement provides information concerning each capital request which is prioritized according to college goals and needs. Data by project are included with pertinent information concerning need, relationship to the strategic plan, other capital improvement projects, impact on space usage, expected contribution to educational services, and cost computations.

The legislative request for operating funds addresses the expenditure estimates by major object and functional categories along with estimated sources of income supporting the educational services of the College.

The annual and biennial budget formats are dictated by instructions from the Department of Higher Education. The format and presentation of data may vary to comply with their instructions as well as to accommodate College management in formulating budget documentation to best present the needs and objectives of the College.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Finance and Administration</b> <b>PROCEDURE: Annual Internal Budget</b> <b>ASSOCIATED POLICY: Annual Internal Budget – BP 3.01</b> <b>NUMBER: AP 3.01</b> <b>DATE ADOPTED: May 1994</b> <b>DATE REVISED: November 2014</b></p>
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The College internal budget is prepared on an annual basis and the process mirrors the consummated legislative budget request in regard to state appropriations and legislative intent relative to student fee increases and wage and salary adjustments.

The budget buildup as well as the final budget composite provides for expenditures by general object category. Current general expenditure objects include regular salaries, extra-help salaries, fringe benefits, supplies and services, travel, utilities, capital equipment, institutional scholarships and waivers, and debt service (bond payments).

All department administrators contribute to the formation of institutional budgets. Budget requests are reviewed by College administration to ensure compliance with established internal goals and external legislative intent. The expenditure budget must not exceed the established revenue budget which incorporates revenue from student fees, state appropriations, and miscellaneous sources. The appropriations amount is the result of legislative action, while forecasted fees are derived from prior year enrollment and Board of Trustees approved fee schedules.

The administration will recommend a designated budgetary reserve amount to the Board of Trustees for consideration and approval. The recommended percentage of the operating budget will be based on the anticipated state funding level and corresponding economic conditions expected for the budget year. This percentage may vary year to year, as approved by the Board of Trustees, depending on the fiscal health of the College and the economic conditions of the state.

After the annual budget document is reviewed by College administration, it is presented to the Board of Trustees in May of each year for approval before forwarding to the Department of Higher Education.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Finance and Administration</b> <b>PROCEDURE: Retention of Financial Records</b> <b>ASSOCIATED POLICY: Retention of Financial Records - BP 3.10</b> <b>NUMBER: AP 3.10</b> <b>DATE ADOPTED: May 1994</b> <b>DATE REVISED: November 2014</b></p>
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The College will retain all original financial documents for a minimum period of five (5) fiscal years. The five (5) year retention period will start with and include the fiscal year last audited. In regard to grants and contracts, the five (5) year retention period starts when the final financial status report is submitted to the funding agency.

If any litigation, claim, or audit is started before the expiration of the five (5) year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.

The current year and previous fiscal year are to be retained on site in the financial area to facilitate rapid retrieval. The files for years prior may be archived.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Finance and Administration</b> <b>PROCEDURE: Procurement</b> <b>ASSOCIATED BOARD POLICY: Purchasing – BP 3.22</b> <b>NUMBER: AP 3.22</b> <b>DATE ADOPTED: December 2012</b></p>
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The purchasing of equipment, supplies, printing, services, or rental of equipment and facilities must be executed in accordance with all applicable state and federal statutes. The following Ozarka College procedures are to be followed by all College personnel conducting or executing purchasing activities.

1. Authorized Officials

The President and the Vice President of Finance, or their designee(s) are the only employees authorized to obligate funds of the College. The Vice President of Finance serves as the College Purchasing Official.

2. State Laws and Regulations

All State laws and resulting regulations apply to the College, and, therefore, procedures for procuring needed services, supplies, and equipment must be in conformity. Bidding requirements vary by the total amount of the purchase and type of procurement.

3. Purchase Request

A purchase request form must be used to request the purchase of needed supplies, equipment, and services. Employees desiring to review new materials on approval must also complete the purchase request. Ozarka College purchase orders will not be issued "after the fact" if proper approval has not been first obtained, and the employee will be personally responsible for the financial obligation. No purchase requests should be authorized without first determining if sufficient budgetary unit funds are available.

Purchasing cards may be issued to College employees under direction of the Vice President of Finance. Purchasing cards may only be used for official business purchases, for items listed in approved purchase categories and after purchase request forms have been completed. Unauthorized or inappropriate use of purchasing cards by employees will result in card privileges being revoked.

#### 4. Office Supplies

The constitution of the State of Arkansas specifically mandates that all office supplies including printing shall be bid by the office of State Purchasing in Little Rock and awarded to vendors who will service the entire state. Because of this, the College receives a considerable discount on needed items. The delivery time may be longer than if ordering directly from the manufacturer or a local retailer. Therefore, employees should plan ahead and notify the Finance Office as far in advance as possible for anticipated needs if large quantities are required. Any supplies which display Ozarka College name or logo must be coordinated prior to order by the Public Relations Specialist.

#### 5. Definition of Equipment

Any item which costs less than the current approved rate by the State of Arkansas and has a life expectancy of two (2) years or more is classified as equipment. Components that each cost less than the amount allowed by law but make up a set which costs more than the amount allowed by law in total and has a life expectancy of two (2) years or more may be considered equipment.

#### 6. Technology Related Purchases

Ozarka College provides funding for computers, peripherals, and software through a centralized budget maintained by the Information Systems department. This budget funds both administrative and academic technology needs including all technology in public and departmental computer labs. Requests for purchases of computers, printers, software, and related products must be approved by through the Information Systems department prior to purchasing.

#### 7. Consultants

When the services of a person or firm outside the College are needed and the total amount for fees and expenses exceed what is allowed by state law, a Professional Consultant's Services Contract must be completed through the Office of the Vice President of Finance and subsequently approved by the President. Certain contracts may also be approved by State Building Services and/or the Legislative Council. The approval process and timing is complex, and often up to two (2) months is required for the final approval. For those contracts less than the amount allowed by state law (\$5,000), a purchase order will suffice. The guidelines for consultants' contracts change periodically; therefore, the Vice President of Finance should be contacted before making any plans which include the services of a consultant.

8. Construction

Any major construction project requires the approval of the Board of Trustees. The President and the Executive Vice President of Finance shall administer progress of the work.

9. Ordering New Materials

New materials may be acquired by completing a purchase request and routing it to the Executive Vice President of Finance or designee for processing.

Occasional purchase of materials may be done locally by the instructor or staff member in emergency situations, but may not be done without a previously approved purchase order number and appropriate signatures on a purchase request. Standard office supplies are generally obtainable only through Arkansas State Purchasing and are not to be purchased locally.

10. The Finance Office is not authorized to make purchases for any individual or non-College organization.

11. All expenditures must be within approved budget allocations except for those specifically authorized by the Department of Higher Education.

12. When in doubt about any purchasing procedures, the employee should check with the Vice President of Finance.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Personnel</b> <b>PROCEDURE: Space Heaters</b> <b>ASSOCIATED BOARD POLICY: Facilities – General – BP 3.30</b> <b>NUMBER: AP 3.30.1</b> <b>DATE ADOPTED: March 1994</b> <b>DATE REVISED: April 2014</b></p>
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The purpose of a portable electric space heater is to supply supplemental heat to a small space for a short period of time. The physical plant should be contacted to increase the heat to the area in question on a permanent basis. To utilize a space heater for temporary, supplemental heat, all of the following requirements are mandatory:

1. Unit must be UL listed.
2. Unit can only be used in an office space.
3. Unit must be plugged directly into a hard-wired electrical wall outlet (no extension cords or power strips under any circumstance). Contact the physical plant director to ensure the electrical circuit will not become overloaded.
4. Unit must be positioned a minimum of 3' from any combustible material.
5. Unit must have a thermostat.
6. Unit must have a safety "tip-over" shut-off.
7. Unit must be continuously supervised by designated personnel.
8. Liquid fueled space heaters of any type shall not be used.
9. College employees requesting the use of a portable electric space heater shall complete the "Ozarka College Portable Electric Heater Acknowledgement Form" stating that the employee has read and understands the policy regarding the proper use of said heaters. Forms can be obtained from the Executive Vice President of Finance.

Questions concerning this Policy may be addressed to the Executive Vice President of Finance.

This procedure has been reviewed and endorsed by the Campus Preparedness and Safety Committee.

**Ozarka College  
Portable Electric Space Heater  
Acknowledgement Form**

I hereby attest that I have read, reviewed, and fully understand the Ozarka College Policy regarding the use of Portable Electric Space Heaters. I further agree to comply with all parts and aspects of said policy.

Location of heater acknowledgement:

Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Department: \_\_\_\_\_

Date Heater Placed in Service: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE

**SUBJECT AREA: Finance and Administration**  
**PROCEDURE: Use of College Facilities for Other than College Activities**  
**ASSOCIATED BOARD POLICY: Requesting Facilities – BP 3.32**  
**NUMBER: AP 3.32**  
**DATE ADOPTED: September 2012, March 2014**

Ozarka College and its campus sites in Ash Flat, Melbourne and Mountain View are funded through the generosity of taxpayer dollars and a variety of other federal, state, local and private sources. Ozarka College exists to serve the educational needs of students in North Central Arkansas.

When possible, College facilities are available for use by outside parties with scheduling of events based on the following priorities:

- Academic needs
- College organizations, groups or committees
- Campus-sponsored events
- Community groups not affiliated with Ozarka College

Facilities are defined as land, open space areas, parking lots, buildings, amphitheater, and similar holdings of Ozarka College and under the jurisdiction of officials of Ozarka College.

All users will be assessed a facility maintenance/custodial fee as deemed appropriate. Non-profit groups or entities that use any College facility may be charged a rental rate according to the approved facility usage rate schedule. All for-profit groups or entities will be charged a rental rate according to the approved facility usage rate schedule.

Organized community, civic, or school groups which meet on a regular basis for short periods of time and do not require the use of the lecture hall, auditorium, or amphitheater may be exempt from all charges upon approval by the President.

**Requesting Facilities**

A facilities usage request form is available online at <https://www.ozarka.edu/facilities>. The information is needed upon request to utilize Ozarka College space:

- Contact information (name, phone, fax, organization)
- Dates/times for event
- Time for practice, additional set-up if applicable
- Specific space desired

- Type of event
- Set-up needs (chairs, tables, sound, equipment, etc.)
- Other special requests

Ozarka College reserves the right to determine the time, place, and manner of usage of the facilities based on the general operating needs of the institution. The College further reserves the right to deny the use of their facilities for any reason without cause or explanation. If a reservation is made, the College reserves the right to amend or cancel the reservation due to extenuating circumstances.

A facilities usage reservation will be considered upon receipt of the Facilities Usage Request Form by the Office of the President. Reservations will generally be made for only the regular operating hours of Ozarka College, between 7:30 a.m. and 9:00 p.m. Monday-Friday. Reservations for weekends must be requested a minimum of two full weeks in advance and approved by the President. As a general rule, the College will not take reservations during official closures i.e. Christmas holidays, spring break, Independence Day, etc.

If the scheduled event requires set-up time, this must be specified on the reservation request form and will be counted as part of the facilities usage time for billing purposes. Reserving parties are responsible for set-up and clean-up of the reserved space.

### **Guidelines for Usage**

- Any use of the Ozarka College name or logo must be approved in writing by the Public Relations/Marketing staff prior to publication.
- Ozarka College will not be held liable for accidents occurring in conjunction with events on campus nor for personal items which are lost or stolen while College facilities are being used.
- Participant activities will not be allowed to disrupt or interfere with scheduled classes in any way.
- All events are subject to change at the discretion of the Administrative Council.
- Non-profit or for-profit productions are limited to 7 days of facility use for rehearsal with no charge prior to the production. All rehearsal dates must be scheduled.
- The organizer or promoter of conferences, concerts, or any for-profit activities must verify ticket sales, gate receipts, or participant numbers with the Vice President of Finance with 24 hours of conclusion of the event. After 24 hours, an additional fee of \$500 will be assessed. If the activity is a Friday or Saturday activity, the verification will occur on the following Monday.

### **Facilities Usage Rates**

All rates are inclusive of general use of tables and chairs. All rates are daily rates. Rental rates are the higher of the minimum rate or 25 percent of the gate receipts. Requests for excessive set-up of furnishings may be assessed additional hourly fees as determined by the Office of the President.

<b>Room</b>	<b>Capacity</b>	<b>Maintenance Fee</b>	<b>Rental Rate</b>
John E Miller Auditorium	800	\$50	\$500
John E Miller Lecture Hall (C104)	150	\$25	\$250
Melbourne SSC Downstairs (1 room)	65	\$50	\$150
SSC Downstairs (both rooms)	100	\$50	\$300
Melbourne SSC Dining Room	100	\$50	\$300
Melbourne SSC All Downstairs	225	\$50	\$500
Ash Flat Lecture Hall	140	\$25	\$250
Mountain View Lecture Hall	100	\$25	\$250
Mountain View Amphitheatre	135	\$25	\$100
Dining Area	75	\$25	\$200
Classroom/Conference Room/ John E. Miller Lobby/Student Centers	varied	\$25	\$100

### **Additional Fees as Applicable**

Excessive Cleaning	\$25 per hour
Lighting/Sound/Tech (1 hour minimum)	\$25 per hour
Rehearsal/Extra Set-up	\$25 per hour
Repairs to Facilities	as needed
Personnel needed after hours	as needed
Key replacement fee	\$50

Other expenses for excessive use or damages may be assessed if equipment is lost or broken during facilities use.

All waiver requests for not-for-profit organizations and fundraising events will be considered by the Administrative Council.

### **User Responsibilities**

Each user of a campus facility must have at least one legally responsible adult present during the entire time the facility is in use per reservation request. Additional sponsors may be required for large group activities.

The sponsor's duties are:

- To ensure that any special requirements for use of the facility are met;

- To ensure that no damage is done to Ozarka College facilities or equipment;
- To maintain order at the event so that classes and other groups that may be sharing the same or a nearby facility are not disturbed;
- To inspect the facility for litter;
- To report any damage to the Office of the Executive Vice President of Finance or the office of the Campus Director.
- Necessary furniture rearrangement must be listed on the facilities usage form and is subject to approval. If furniture is rearranged, it should be back in place prior to vacating the premises. Emergency exits, disabled accesses and service doors may not be blocked at any time.

All users and guests of Ozarka College facilities are expected to follow all institutional, state, local and federal laws and policies including, but not limited to the following:

- Sale, distribution or consumption of alcohol is prohibited anywhere on campus.
- In accordance with state law, all Ozarka College property is tobacco-free. Tobacco use is not permitted on any campus property at any time.
- Firearms and highly flammable and/or explosive materials are prohibited from the grounds.
- Solicitation is generally prohibited. Solicitation of any legal nature must be in accordance with institutional, state and federal guidelines and approved in advance by the Office of the President.

### **Security**

Ozarka College does not provide security for events. If an approved event requires special security, the College must receive a plan for approval by the Office of the President. The plan for outside security should be submitted along with the facilities usage request form.

### **Audio-visual Equipment**

Audio-visual equipment is available for use if requested in advance on the facilities usage form. Equipment is available on a first-come, first-served basis in accordance with the previously-stated priorities.

Stage lights, sound systems and other select equipment must be operated by a technician provided by or approved by the College. Exceptions for outside persons to operate the sound or lighting equipment must be approved in advance.

### **Ozarka College Responsibilities**

Ozarka College personnel will be responsible for:

1. Temperature control

2. Unlocking and locking the facility at the designated times as listed on the request form.

Special requests not addressed by the general policies and procedures for facilities usage at Ozarka College will be considered on a case by case basis under the authority of the President.

### **Appendix I**

#### **Freedom of Expression:**

No rights are more highly regarded at Ozarka College than the first amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. Ozarka College remains firmly committed to affording each member of the College community the opportunity to engage in peaceful and orderly protests and demonstrations. However, these activities must not disrupt the operation of the College. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the College will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time ensuring that the institution fulfills its educational mission, the College has the responsibility to regulate the time, place, and manner of expression. Through such regulation, equal opportunity for all persons can be assured, order within the College community can be preserved, College property can be protected and a secure environment for individuals to exercise freedom of expression can be provided.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Finance and Administration</b> <b>PROCEDURE: Tree Procedure</b> <b>ASSOCIATED BOARD POLICY: Tree Policy – BP 3.35</b> <b>NUMBER: AP 3.35</b> <b>DATE ADOPTED: September 2012</b></p>
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1. Purpose

It is the purpose of the following procedural guidelines are to promote and protect the health, safety, and general welfare of the students, employees, and visitors of Ozarka College by providing for the development of an Ozarka College Community Forestry Plan to address the planting, maintenance, and removal of trees on the Ozarka campuses at Ash Flat, Melbourne, and Mountain View in order to promote the benefits of our community forest resources.

2. Definitions

Dripline. An imaginary vertical line that extends downward from the outermost tips of the tree branches to the ground.

Hazardous tree. A tree or tree parts with high probability of falling and causing injury or property loss; also, includes trees harboring insects or disease that could be detrimental to surrounding trees.

Person. An individual, firm, corporation, partnership, business, group of individuals, city department or other entity which acts singly or collectively for a common purpose.

Topping. Also referred to as stubbing, dehorning, and heading; it is the severe removal of the tree canopy back to large stubs.

Tree. Any self-supporting woody perennial plant, usually having a main stem or trunk and many branches, and at maturity normally attaining a trunk diameter greater than three inches at DBH (diameter at breast height) and a height of over ten feet.

### 3. Administration

The Ozarka Community Forestry Committee will be advisory in nature with the purpose of providing advice to the Ozarka President as to the management of the community forests of Ozarka, in accordance with the intents and purposes of Board Policy 3.35. The President shall make final decisions when the need presents itself.

### 4. Establishment of the Community Forestry Committee

The purpose of the Community Forestry Committee shall be promoting the responsible planting of trees on Ozarka property, education about trees, promotion of proper maintenance of trees, advocating trees within the College, and developing innovative and joint funding for projects from a variety of sources.

A. The Committee shall consist of three (3) members including the Ozarka Landscaper, Director of Maintenance, and the Vice President of Administration.

B. Members of the Committee shall serve as part of their official Ozarka duties.

C. The Committee shall meet every winter and at any other time deemed necessary to make plans for the coming year concerning its plan for care, preservation, pruning, planting, or removal of trees and shrubs. The Committee shall keep a journal of its proceedings and present its plan to the President for approval. The Committee shall also address educational opportunities for the coming year.

D. The Committee will encourage and foster the planting of trees and other vegetation for the beautification of the College; and disseminate information to the College concerning proper selection and care of trees.

### 5. Financial Assistance

Ozarka College will provide budgetary assistance either directly or through the acquisition of grants and donations for the maintenance of its current community forests and to increase the number of quality trees on its grounds.

### 6. Tree Planting and Maintenance

Ozarka College will maintain existing trees and to provide for and encourage the planting of new trees on its grounds to the greatest extent possible.

7. Hazardous and Nuisance Trees

Ozarka College will remove any trees that become a nuisance, diseased beyond being returned to good health, or hazardous. Tree removal requires approval of the President and/or the Ozarka Landscaper.

8. Tree Protection

Ozarka College will protect its community forests.

- A. It shall be against Ozarka College policy to damage, destroy, or mutilate any tree on the Ozarka College grounds.
- B. It shall be against Ozarka College policy to attach or place any rope or wire, sign, poster, handbill, or any other object to any tree on the Ozarka College grounds other than that approved by the Ozarka Landscaper as safe and congruent with tree health.
- C. It shall be against Ozarka College policy to top or cut back to stubs the crown of any tree on its grounds but instead to lead by example by using proper tree pruning techniques.
- D. It shall be against Ozarka College policy to plant trees inappropriately such as potentially planting large trees under power lines or planting trees and shrubs that would conceal a fire hydrant from the street.
- E. It shall be against Ozarka College policy to deposit, place, store, or maintain upon an Ozarka Campus any stone, brick, sand, concrete, or other materials which may impede the free passage of water, air, or nutrients to the roots within the drip line of any tree growing on said campus except with written permission of the Ozarka Landscaper.

9. Penalty

Any violation of the above procedure provisions shall be reviewed by the President of Ozarka College.

10. Conflicts in Procedure

Where a conflict arises between this Ozarka College policy and any other ordinance or policy, the more stringent requirement shall apply.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Finance and Administration</b> <b>PROCEDURE: Key Control</b> <b>ASSOCIATED BOARD POLICY: Keys - BP 3.42</b> <b>NUMBER: AP 3.42</b> <b>DATE ADOPTED: April 2014</b></p>
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**Objective**

It is important in an educational institution to balance the accessibility of the facility with the need to provide a safe and secure environment. This policy seeks to address the accessibility concerns while also providing the most appropriate level of security.

**General Guidelines**

All locks and keys are the sole property of Ozarka College and may not be duplicated. Furthermore, Ozarka College reserves the right to change locks and keys as needed. Upon resignation or termination of employment, all keys must be returned to Ozarka College.

**Issuance of Keys**

- Faculty and staff members may be issued keys to Ozarka College facilities based upon need of access. The issuance of keys must be authorized by the appropriate senior-level staff member by completing a key request form.
- Employees who are issued keys as part of their job requirements should store those keys in a secure area.
- Other than normal operating hours, all buildings should be locked to maintain the security of College property. An individual entering or leaving a locked building shall be responsible for securing the door.
- Keys will not be issued to students for any reason.
- Non-College personnel, vendors and contractors shall not be issued keys on a permanent basis. Contractors, vendors and other personnel may be authorized to sign keys out from the Director of the Physical Plant on a daily basis. The Executive Vice President of Finance must authorize this issuance of keys to any non-College personnel.

**Lost or Stolen Keys**

All lost or stolen keys must be reported to the Executive Vice President of Finance for a prompt review of the security risks involved and the measures that should be taken. Requests for replacement keys should be in writing and describe the facts surrounding the loss; in particular, the location of the loss, whether or not there

were Ozarka College identifiers attached to the key, and the area that the key accessed.

### **Damaged or Broken Keys**

If a key is damaged or broken, the employee can present the key to the Director of the Physical Plant for a replacement.

### **Return of Keys**

Upon termination or resignation of employment, the employee must return their keys to Human Resources or the Campus Director during the exit interview process. The keys will then be forwarded to the Director of the Physical Plant to be reissued.

All keys remain the property of Ozarka College and shall be returned under the following conditions:

- Upon transfer to another building
- Upon resignation/termination of employment
- Upon the request of the supervisor or department head

### **Loaning Keys**

Loaning or transferring assigned keys to any other person is strictly prohibited.

### **Responsibilities**

#### **Executive Vice President of Finance:**

- Develops, distributes, reviews, implements and enforces the Key Control Policy.
- Assists Physical Plant with the development of keying systems.
- Maintains key control for non-College personnel.
- Investigates all reports of lost or stolen keys.

#### **Physical Plant:**

- Responsible for installing and maintaining the College's lock and key system.
- Maintains the central key control records issued to faculty and staff.
- Procures and issues all keys and locks.
- Securely stores all unassigned keys.
- Performs all lock work except that being done on a contractual basis.
- Personnel who are issued keys:
  - Must sign a key request.
  - Must maintain the security of issued keys.
  - Must report lost or stolen keys to the Executive Vice President of Finance.
  - May not lend or duplicate any key issued to them.
  - Must return all keys to human resources or the campus director upon resignation/termination from the College.

**Non-College Personnel:**

- Are responsible for the safekeeping of Ozarka College keys assigned to them.
- May not loan keys to other contractors.
- May not use keys to enter areas that are not part of a job.
- Must return keys to the Physical Plant at the end of each workday.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academics</b> <b>PROCEDURE: Guidelines for Degree and Certificate Programs</b> <b>ASSOCIATED BOARD POLICY: Principles to Guide Curriculum Reform and Development – BP 4.00</b> <b>NUMBER: AP 4.00</b> <b>DATE ADOPTED: May 1994</b> <b>DATE REVISED: December 2012</b></p>
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General curriculum guidelines provide a basic framework for the development of all College degree and certificate programs.

To comply with the requirements of BPM 4.00 the following guidelines are established for the certificates and degree programs.

A Certificate of Proficiency does not require general education coursework and will have a range of 7-18 credit hours of coursework to complete.

A Technical Certificate requires a minimum of 6 credit hours in general education coursework and will have a range of 18-52 credit hours of coursework to complete unless specified by an external agency such as a germane state or accrediting body.

An Associate of Applied Science Degree will have a minimum of 15 credit hours in general education coursework and will have a range of 60-66 credit hours of coursework to complete unless specified by an external agency such as a germane state or accrediting body.

Certificates and Associate of Applied Science Degrees strive to incorporate workplace and industry needs in the development of curricula.

An Associate of Arts or Science will have a minimum of 35 credit hours in general education coursework and will have a range of 60-64 credit hours of coursework to complete unless specified by an external agency such as a germane state or accrediting body.

Note: the preferred credit hour length for all associate degrees is 60 credit hours.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academics</b> <b>PROCEDURE: Developmental Education Program</b> <b>ASSOCIATED BOARD POLICY: Developmental Education Program</b> <b>NUMBER: AP 4.02</b> <b>DATE ADOPTED: September 2013</b></p>
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**Purpose**

The Developmental Education Program provides basic academic skill courses, tutoring, and other learning support interventions to strengthen academically deficient students so that they are prepared to meet the general education course entry requirements.

**Process**

When a student demonstrates through diagnostic testing or classroom performance that he or she does not possess the basic skills and knowledge necessary to begin completing the desired course or program successfully, the student is enrolled in appropriate developmental education course(s). The types of support include diagnostic testing and assessment, tutoring, computer-aided instruction, academic and career advisement, and financial aid counseling. The College identifies academically deficient students through testing or assessment and recommends their placement into courses which will best prepare them to successfully complete their program of study. Tutorial services and computer-aided instruction are provided in the basic skills subject areas. Academic advisement is available to students to ensure appropriate course placement. The College provides career counseling to potential students and to current students to assist them in making program and career choices that are realistic and congruent with their interests and aptitudes. Financial aid counseling is provided to students to ensure their understanding of becoming a financial aid recipient.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academics</b> <b>PROCEDURE: Program Review and Development</b> <b>ASSOCIATED BOARD POLICY: Program Review and Development – BP 4.03</b> <b>NUMBER: AP 4.03</b> <b>DATE ADOPTED: September 2013</b></p>
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Arkansas state law requires that the Arkansas Higher Education Coordinating Board consider new program proposals that have been formally approved by the President and Board of Trustees. Compliance is ensured by a comprehensive review by the Faculty Council/Curriculum Committee, the President/Administrative Council, and the Academic Affairs Committee of the Board prior to submission to the full Board of Trustees.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academics</b> <b>PROCEDURE: Maintenance of Master Course Inventory</b> <b>ASSOCIATED BOARD POLICY: Master Course Inventory – BP 4.04</b> <b>NUMBER: AP 4.04</b> <b>DATE ADOPTED: March 2014</b></p>
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1. The Curriculum Committee reviews new or revised college credit bearing courses. The new or revised courses will include course outcomes, a topical outline, suggested texts, suggested instructional materials, and the rationale for the course.
2. If the Curriculum Committee approves the course, then the course matriculates to Faculty Council for approval consideration.
3. If the Faculty Council approves the course, then the course matriculates to Administrative Council, which determines whether the proposed course is feasible in terms of cost and staffing. If the course is authorized, the Office of the VPAA adds the course to the master course inventory.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academics</b> <b>PROCEDURE: Program Evaluation</b> <b>ASSOCIATED BOARD POLICY: Program Evaluation – BP 4.05</b> <b>NUMBER: AP 4.05</b> <b>DATE ADOPTED: October 2014</b></p>
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Each instructional program will be evaluated regularly by the Chief Academic Officer using specified criteria. Data necessary for evaluation will be collected throughout the school year beginning at least three years in advance of scheduled program review.

**Evaluative Criteria**

Faculty Credentials - All faculty members must meet the same credentialing requirements whether they are part-time, full-time, on-campus, or off-campus. All relevant degrees must have been earned from accredited institutions of higher education. Persons teaching in a Certificate of Proficiency or Technical Certificate program should have at least an associate degree or certification by a national credentialing organization in the trade or profession. Persons teaching in an Associate of Applied Science degree program must have a related two-year degree with appropriate work experience and technical credentials. Persons teaching in an Associate of Applied Science degree program are encouraged to have a bachelor's degree. Persons teaching in the Associate of Arts degree program (or teaching transferable courses within any technical program) should have at least a master's degree. The only exceptions will be for persons providing instruction under the oversight of a fully-qualified faculty member.

Professional activity - Faculty members are strongly encouraged to participate in multiple professional development activities each year. Examples include formal on-campus workshops; workshops and seminars offered at the state, regional, or national level; summer employment related to the teaching area; and enrollment in for-credit courses related to the teaching area.

Number of faculty - The number of full-time-equivalent faculty teaching in the program shall be sufficient to support the College's goal of an FTE student : FTE faculty ratio of no more than 25:1.

Hours in the major and the program - Hours in each major and program will align with recommendations of the Arkansas Higher Education Coordinating Board.

Advisory Committee and Curriculum Committee recommendations - Curricular change will reflect Advisory Committee input, where applicable, and consultation with the College's Curriculum Committee.

Frequency of course offerings - Courses will be offered frequently enough to allow students to complete programs within standard time periods: one or two semester(s) for Certificates of Proficiency, two or three semesters for Technical Certificates, and four to five semesters for Associate degrees.

Library holdings - Students and faculty will find library holdings adequate to support instructional needs of each program, as indicated on annual Student and Employee Surveys. As part of the review process, the library will provide a list of resources related to the program under review and indicate the number of items added to the collection in each of the last three years.

Facilities and equipment - Students and faculty will find facilities and equipment adequate to support instructional needs of each program, as indicated on annual Student and Employee Surveys. As part of the review process, programs will provide a description of facilities and equipment related to the program under review and indicate any changes or additions during the past three years.

Number of majors - An unduplicated headcount of majors for each of the three preceding years will show sustainable enrollment.

Number of graduates - All programs will meet the productivity standard of at least three graduates per year, as set by the Arkansas Department of Higher Education.

Assessment of student learning - An assessment program using multiple measures will evaluate student learning outcomes. Elements may include standardized tests, licensure rates, course evaluations, alumni surveys, employer surveys, peer-review assessment, pre- and post-testing, and other components as determined by the faculty.

Transfer/placement effectiveness - The percent of transfer graduates will meet or exceed the state average for two-year colleges. The majority of identifiable technical program graduates will be employed in their field or related field of study within a year of leaving Ozarka College.

Alumni satisfaction - Graduates will indicate a high degree of satisfaction with their program.

Employer satisfaction - Employers of technical program graduates will indicate a high degree of satisfaction.

These evaluative criteria collectively serve as evaluative indicators to identify any problem areas within programs. Accordingly, whenever program review reveals any problems, the program will require the implementation of a Program Improvement Plan.

### **Program Improvement Plan**

The purpose of the Program Improvement Plan (PIP) is to explore reasons for the results obtained in Program Review and, where appropriate, identify strategies for correcting deficiencies.

The process begins with formation of a PIP Committee, which should include 1) up to four on-campus faculty teaching in the program, whether full-time or adjunct, 2) the Division Chair who oversees the program of study, and 3) other knowledgeable persons, such as Advisory Committee members, employers, etc., as necessary.

This Committee has several responsibilities, including 1) meeting regularly, 2) keeping minutes, 3) developing a plan of corrective action, including implementation dates, costs, and responsible personnel, 4) overseeing implementation of the plan, 5) monitoring results in relation to curriculum revision, faculty development, recruiting, retention, and cost containment, and 6) recommending program continuation or closure.

Any corrective action will be implemented as soon as possible. The PIP Committee will monitor the process during the next academic year. By the spring semester, the PIP Committee will report to the President whether 1) the program is making adequate progress and monitoring may cease, 2) insufficient progress has occurred and further monitoring is recommended, or 3) the program should be terminated. When terminating a program, the College will take into consideration any measures needed to allow all currently enrolled students to complete graduation requirements. The PIP Committee will be dissolved when the program has met its identified goals or has been slated for termination.

### **Review Schedule**

All programs will be reviewed according to the Arkansas Department of Higher Education (ADHE) policy for the review of existing academic programs.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academics</b> <b>PROCEDURE: Grading</b> <b>NUMBER: AP 4.20</b> <b>DATE ADOPTED: June 2014</b></p>
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Faculty members assess and assign course grades. These grades are reported to the Office of the Registrar twice during each term--at midterm for purposes of counseling and at the end of the term for reporting the course grade. Midterm and final grade reports are electronically accessible to the student, faculty member, advisor, financial aid officer, student service personnel, division chair, and VPAA.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<b>SUBJECT AREA: Academics</b> <b>PROCEDURE: Advising</b> <b>NUMBER: AP 4.21</b> <b>DATE ADOPTED: June 2014</b>
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Full-time faculty members, designated professional staff, and appropriate administrators will serve as academic advisors for the student body as part of their professional responsibilities.

1. The Office of the Vice President of Student Services, working in collaboration with the Director of Advisement, will assign students to their respective advisors on a continual basis.
2. The selection of advisor for a given student will be made based on the student's (a) program major, (b) location, and (c) preference. In addition, maintaining an appropriate advising load is strongly considered when finalizing advisement assignments.
3. Advisors will attend advisor trainings and use the advising syllabus to maintain effectiveness.
4. Advisors will assist their advisees with course registration, academic credential completion, and career advisement.
5. Advisors will communicate their availability with advisees and make every effort to have a synchronous exchange with their advisees at least once each semester.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academics</b> <b>POLICY: Approval of Polls and Questionnaires; Institutional Review Board</b> <b>ASSOCIATED BOARD POLICY: Approval of Polls and Questionnaires;</b> <b>Institutional Review Board – BP 4.27</b> <b>NUMBER: AP 4.27</b> <b>DATE ADOPTED: August 2014</b></p>
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Polls, questionnaires, interviews, etc., using the name of Ozarka College in any part by any employee require prior approval of the Department of Institutional Research.

Institutional Research reviews and approves submitted instruments or creates instruments based on, but not limited to, the following best practices:

- (1) Instrument meets exemption criteria from review of the Institutional Review Board (IRB).
- (2) Instrument mode effectively gathers information in a manner which respects employee time.
- (3) Introduction and directions clearly guide the subject in completing the instrument.
- (4) Design of the instrument suits the audience.
- (5) The author of the instrument considers end-use in the construction of the instrument.
- (6) The proposal contains an appropriate plan for aggregation, dissemination and storage of results.
- (7) Appropriate persons vet the instrument.

Vetting of the instrument ideally includes peer review, administrative review, and review by a test sample of the intended population. At minimum, the President and VPAA approve instruments prior to approval by the Department of Institutional Research.

Institutional Research assists in the aggregation, dissemination, and storage of results unless otherwise determined.

The Institutional Review Board (IRB) must approve any human research that does not meet the exemption criteria of the IRB as determined by Institutional Research.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p>SUBJECT AREA: <b>Academics</b> PROCEDURE: <b>Conflict of Interest for Sponsored Scholarly Activities</b> ASSOCIATED BOARD POLICY: <b>Conflict of Interest for Sponsored Scholarly Activities – BP 4.28</b> NUMBER: <b>AP 4.28</b> DATE ADOPTED: <b>August 2012</b></p>
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The purpose of this procedure is to promote objectivity in scholarly activities by establishing standards for identifying and managing possible or existing financial conflicts of interest in sponsored scholarly activities (such as in the case of research grants). The expected result of the implementation of this procedure and related Board Policy 4.28 is that the design, performance and reporting of sponsored scholarly activities will not be biased by any conflicting financial interest of an investigator.

**Definition of Terms**

**Conflict of Interest:** A significant financial interest in a business, or other personal considerations provided by a business, that could directly and/or significantly affect the design, performance, or reporting of a funded scholarly activity.

**Immediate Family:** Immediate family refers to the researcher's parents, siblings, spouse, children and any equivalent relatives by marriage as well as the domestic partner, plus step children (or child of a spouse). It also refers to any individual who resides on a regular basis in the researcher's domicile.

**Investigator:** The principal investigator, the co-principal investigators, and any other person at the College who is responsible for the design, performance, or reporting of scholarly activities.

**Significant Financial Interest:** Anything of monetary value, including, but not limited to salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options); and intellectual property rights (e.g., patents, copyrights, and royalties from such). The term does not include:

1. Salary, royalties, or other remuneration from Ozarka College;
2. Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;

3. Income from service on advisory committees or review panels for public or nonprofit entities;
4. An equity interest that when aggregated for the investigator and the investigator's immediate family does not exceed \$10,000 in value and does not represent more than 5% ownership interest in any single entity;
5. Salary, royalties, or other payments that when aggregated for the investigator and the investigator's immediate family over the next twelve months, are not reasonably expected to exceed \$10,000; or
6. Ownership rights held by Ozarka College, if Ozarka College is an applicant under the Small Business Innovation Research Program or the Small Business Technology Transfer Program.

### **Process**

1. Vice President for Academic Affairs (VPAA) shall be responsible for implementing this administrative procedure for Ozarka College.
2. Investigators must submit a financial disclosure statement when submitting a proposal for funding of scholarly activities. It is the responsibility of the principal investigator to name other persons on the project who meet the regulatory definition of Investigator. All financial disclosures must be updated during the period of the award, either on an annual basis or as new reportable Significant Financial Interests are obtained.
3. The financial disclosure statements shall be submitted to the Vice President for Academic Affairs for review to determine whether a conflict of interest exists. Any statement revealing a possible financial conflict of interest shall be forwarded to the Vice President for Finance (VPF) of the College.
4. The Vice President for Finance shall review the financial disclosure statement and determine whether an actual or potential conflict of interest exists. The VPAA will determine what conditions or restrictions, if any, should be imposed in order to manage, reduce, or eliminate the conflict of interest. After conferring with the College President, the VPF shall transmit the final determination in writing to the investigator, and supply a copy of the determination, financial disclosure statements, and actions taken to the VPAA. The investigator shall comply with the determinations prior to the College's expenditure of any funds under the award.
5. Examples of conditions or restrictions that might be imposed to manage, reduce, or eliminate actual or potential financial conflicts of interest include:

- a. public disclosure of significant financial interest;
  - b. monitoring of scholarly activity by independent reviewers;
  - c. modification of the scholarly activity plan;
  - d. disqualification from participation in all or that portion of the scholarly activity that would be affected by the significant financial interest;
  - e. divestiture of the significant financial interest; or
  - f. severance of relationships that create actual or potential conflicts.
6. If the VPF determines that a potential conflict of interest exists, but that imposing conditions or restrictions would be either ineffective or inequitable, and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of scholarly progress, technology transfer, or the public health and welfare, then the VPF may recommend that the scholarly activity go forward without imposing such conditions or restrictions. Such a recommendation will be forwarded for review and approval to the President. The President may choose to be advised by an ad hoc committee consisting of three members chosen from the Administrative Council. The President shall transmit the results and determination of the review in writing to the investigator, and supply a copy to the VPAA. Any significant financial interest that cannot be managed, eliminated or reduced shall be disclosed to the sponsor of the scholarly activity.
  7. If an actual or potential conflict of interest is identified at any time subsequent to the College initial certification to the sponsor, the conflicting financial interest will be managed, eliminated or reduced, at least on an interim basis, within 60 days of the identification.
  8. If any failure of an investigator to comply with the College conflict of interest policy should result in a bias to the design, performance, or reporting of the scholarly activities, the sponsor will be promptly notified by the VPAA of the situation and of the corrective action taken or to be taken.
  9. If any of the sponsored scholarly activities are performed by sub-grantees, contractors, or collaborators, the VPAA shall ensure that such entities provide appropriate financial assurances, either by requiring the entities to comply with this policy or providing similar financial disclosure information sufficient to allow the VPAA to make the necessary certifications to the sponsor.
  10. Records of all financial disclosure statements and all recommendations and actions taken concerning an actual or potential conflict of interest shall be maintained in the Office of the VPAA until at least three years after the

termination or completion of the applicable sponsored scholarly activity award or the resolution of any government action involving the records.

11. The institution will make information available, upon request, to the sponsor regarding all conflicting interests identified by the institution and how those interests have been managed, reduced, or eliminated to protect the scholarly activities from bias.
12. Failure of any College employee to comply with this policy shall constitute grounds for disciplinary action consistent with the Ozarka College Faculty Handbook (or Ozarka College Employee Handbook), as applicable.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academics</b> <b>PROCEDURE: Standards for Graduation</b> <b>ASSOCIATED BOARD POLICY: Standards for Graduation – BP 4.30</b> <b>NUMBER: AP 4.30</b> <b>DATE ADOPTED: August 2014</b></p>
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1. Students must complete the requirements for graduation under the provisions of the catalog in effect at the time they enrolled at the College or in any subsequent catalog while they were continuously enrolled if they meet eligibility requirements.
2. Students requesting consideration for graduation should complete an Intent to Graduate form at the beginning of the final semester/term prior to graduation.
3. The Office of the Registrar will ensure that students applying to receive an academic credential have met graduation requirements.
4. If a student shifts from a degree program to a certificate program, the student must maintain a 2.00 grade point average only in the required certificate courses.
5. The Finance Office will confirm that all financial obligations have been met.
6. The appropriate academic award will be prepared once fulfillment of all graduation requirements has been confirmed.
7. Students, who complete coursework for a degree or certificate with a grade point average of at least 3.50, will be designated as graduating with honors. Students, who have a 3.75 grade point average or better, will be designated as graduating with high honors. An appropriate seal will be affixed to the diploma of each honor graduate.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academic Procedures</b> <b>POLICY: Graduation Ceremony</b> <b>NUMBER: AP 4.39</b> <b>DATE ADOPTED: May 1994</b> <b>DATE REVISED: February 2015</b></p>
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All full time faculty, as part of their contractual agreement, are required to attend and participate in the graduation ceremony. Adjunct faculty will be invited to attend and participate.

The ceremony will normally include the following:

- Processional
- Invocation
- President's Welcome
- Board Chair remarks
- Introduction of speaker
- Commencement address
- Faculty Member of the Year
- Presentation of class
- Conferral of degrees and certificates
- Introduction of graduates
- Presentation of diplomas
- Benediction Recessional

Other activities in keeping with the dignified nature of graduation may be added to the program at the discretion of the President.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academics</b> <b>POLICY: Veterans Administration</b> <b>NUMBER: AP 4.60</b> <b>DATE ADOPTED: March 2015</b></p>
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Procedure

Instructional programs at the degree and certificate levels are reviewed and approved by the Veterans Administration annually.

In advance of registering student veterans or their dependents in a new program:

- The Ozarka College Certifying Official submits the current Ozarka College catalogs to the Veterans Administration for review
- Ozarka College submits any revisions in existing programs for recertification
- Eligible students are responsible to communicate any educational or program needs with the School Certifying Official
- Students are responsible to provide a current Certificate of Eligibility to the School Certifying Official
- Students submit education documentation to appropriate student service personnel
- Student service personnel submit certifications and changes to certifications in a timely manner through the VAONCE system
- Student service personnel monitor student progress for continued eligibility
- Student service personnel review student files for accuracy

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Academics</b> <b>PROCEDURE: Adult Education Services</b> <b>ASSOCIATED BOARD POLICY: Adult Education Services – BP 4.80</b> <b>NUMBER: 4.80</b> <b>DATE ADOPTED: April 2014</b></p>
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Assessing program performance is essential to ensure effective and efficient strategies which target student success. One important indicator is the percentage of adults passing the General Educational Development test (GED).

In order to maintain an effective institutional pass-rate and to assure the adults in the GED program have acquired sufficient knowledge to have a strong chance of success on the official GED test, the minimum pre-test score to take the GED test must be at least 150 in each section. Students scoring at least 150 in each section of the pre-test may qualify to take the official GED test.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Student Services</b> <b>PROCEDURE: Residency Requirements</b> <b>ASSOCIATED BOARD POLICY: Residency – BP 5.22</b> <b>NUMBER: AP 5.22</b> <b>DATE ADOPTED: October 2012</b></p>
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Problems with the applicability of the rules of residency, that result from unusual facts or circumstances may be referred in writing to the Registrar.

**Detail of Residence Considerations**

In practice, a student's classification as an in-state or out-of-state student at the time of admission is based on what the records show to be his/her fixed permanent residence. In general:

1. The residency of a student of 18 years of age or over is in the state where he/she has lived for six (6) consecutive months immediately preceding the date of registration.
2. A student whose official records show his/her own or his/her parents' residence to be outside the state is prima facie a nonresident of the state, and the burden is upon the student to prove the contrary.
3. A nonresident of the state at the time of enrollment is held to that classification throughout attendance as a student, except where proof that his/her parents' previous residency has been abandoned and a new one established in the state independently of his/her attendance at the College.
4. Recognition is given to the guardianship of the person of a minor only if the guardian was appointed in the state in which the child was then residing.
5. In general, children of parents who are in military service or in the service of the Federal government and who are stationed in the state and children of parents who are employed by the state are classified as residents of the state for the purpose of assessing fees during the time that their parents are stationed or are living in the state, without regard for the usual residence requirements of six months. Likewise, children of parents in military or government service who are stationed elsewhere but who are understood to be primarily residents or citizens of the state are classified as residents.

In requesting change of residence classification, the burden of proof is upon the student. Proven actual residence and intention to remain must exist simultaneously in accordance with the principles of residency.

Requests for residency status are determined by the Office of Student Services.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Student Services</b> <b>PROCEDURE: Transfer Students</b> <b>ASSOCIATED BOARD POLICY: Transfer Students – BP 5.23</b> <b>NUMBER: AP 5.23</b> <b>DATE ADOPTED: October 2012</b></p>
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Definitions used in transcript evaluations for transfer of credits from other institution:

1. An hour is generally defined as a 50 minute period.
2. A semester is generally 15 weeks of instruction excluding final examinations.
3. A trimester is generally 15 weeks of instruction including final examinations.
4. A quarter is generally 11 weeks of instruction including final examinations.
5. A semester hour or trimester hours multiplied by 1.5 equal quarter hours.

**Prior Learning Credit**

Credit for Prior Learning will be evaluated by key faculty, and must be approved by the Vice President of Academic Affairs before credit will be awarded by the Registrar.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Student Services</b> <b>PROCEDURE: Concurrent/Dual and Non-Degree Seeking Students</b> <b>ASSOCIATED BOARD POLICY: Concurrent/Dual and Non-Degree Seeking Students – BP 5.24</b> <b>NUMBER: AP 5.24 DATE ADOPTED: May 1994</b> <b>DATE REVISED: September 2013</b></p>
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**Purpose**

To ensure that proper test scores and appropriate documentation is collected prior to the enrollment and placement of all concurrent/dual enrolled students and non-degree seeking students

**Process**

1. A Concurrent/Dual Enrollment Form must be collected for all public school and home-schooled students with appropriate signatures and placement scores prior to the enrollment into any Ozarka College class.
2. Tuition and fees must be paid prior to the end of the second week of classes for all Concurrent/Dual enrolled students. Concurrent/Dual enrolled students are not eligible for federal financial aid.
3. All non-degree seeking students must have appropriate placement scores to enroll in any Ozarka College class. Tuition and fees must be paid by the end of the eleventh day of classes. Non-degree seeking students are not eligible for federal financial aid.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Student Services</b> <b>POLICY: Counseling and Advisement</b> <b>ASSOCIATED BOARD POLICY: Counseling and Advisement – BP 5.30</b> <b>NUMBER: 5.30</b> <b>DATE ADOPTED: October 2013</b></p>
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**System of Advising**

A system of faculty advisors supports the role of counseling. Faculty Advisors will support the role of student services by:

1. Advising students regarding academic programs and course enrollment.
2. Consulting the Vice President of Student Services and making referrals of students needing assistance.
3. Reporting significant data about students.
4. Consulting with student services staff in connection with student problems.
5. Working with the Disability Coordinator to implement reasonable accommodations for eligible students.

**Interest and Career Assessment**

Students are encouraged to utilize interest and career inventories to determine their educational and/or career path. These are available to students in College Success classes and in grant programs.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Student Services</b> <b>PROCEDURES: Records Maintenance</b> <b>NUMBER: AP 5.50</b> <b>DATE ADOPTED: May 1994</b> <b>DATE REVISED: August 2014</b></p>
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Student Information

The Registrar will collect and maintain data on demographic information, academic records, and registration data.

Information collected and maintained include, but not limited to:

1. Admissions/registration data
2. Previous school records including high school transcripts and GED
3. Other college transcripts, transfer, advanced standing evaluation, credit by examination documentation, and military credit.
4. Assessment/testing data and/or referral to developmental education courses
5. Interview records (if applicable)
6. Health records
7. Financial Aid forms, including V.A.
8. Program acceptance and change documentation
9. Withdrawal/Add
10. Academic Probation data
11. Documents pertaining to grade changes
12. Student Academic history
13. Student disciplinary/academic dismissal information (if applicable)
14. Placement data (if applicable)
15. Other information pertinent to student records

The Registrar's Office is also responsible for making student records available periodically for counseling, advising, and/or auditing purposes, and this information shall be considered confidential.

Permanent Student Records

All permanent student records shall be maintained by the Registrar's Office. This office shall be responsible for the identification of records to be maintained permanently, their security, and occasional retrieval in accordance with College policy.

Permanent records are to be forever maintained in hard copy and/or electronic format. These records include:

1. Transcript
2. Final grades
3. All documents pertaining to grade changes
4. Name: last, first, middle initial, maiden
5. Social Security Number
6. Date of Birth
7. Date Entered
8. Program or Programs
9. All credit transferred
10. Cumulative Grade Point Average
11. Degree or Certificate granted and date of graduation

#### Transcripts

Official transcripts of the College are considered to be copies of the student's permanent record which have been officially endorsed and certified with the College seal. Official transcripts are available to students upon written request.

#### Buckley Amendment (FERPA)

Ozarka College is an educational institution covered by the Family Educational Rights and Privacy Act (MPPM - B-13, C-57), more commonly known as the Buckley Amendment. For more information regarding these rules and regulations see BPM 4.22.

**ADMINISTRATIVE PROCEDURES  
OZARKA COLLEGE**

<p><b>SUBJECT AREA: Student Services</b> <b>POLICY: Registration</b> <b>ASSOCIATED BOARD POLICY: Registration – BP 5.51</b> <b>NUMBER: 5.51</b> <b>DATE ADOPTED: April 2014</b></p>
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**Completion of Registration**

All students are required to schedule a time to meet with their assigned advisor for registration and College planning.

Registration is officially completed when the student pays or makes arrangements for paying fees with the Finance Office.

Appropriate registration data will become part of the College data system and reports disseminated. These reports will be the basis for official College records.