President's Staff Meeting
9:00 a.m. – A-113
February 22, 2010

AGENDA

1. Compliance Report Update – Craig

2. Grants Report – Cathie

3. New/Revised Policies/Procedures – Julie
  ➢ Procedure 2108 – Social Networking (second reading)
  ➢ Procedure 1210 – Tobacco Use (second reading)

4. Child Development Center Rates – Mark

5. Fort Riley Garrison 5-4-9 Schedule – Gene

6. NISOD Excellent Award Recipients and Conference Attendees – Penny

7. AQIP Conversation Day – Penny

8. AQIP Action Project Proposal Solicitation – Penny

9. Miscellaneous

ENDS:
    ESSENTIAL SKILLS   **"BARTON EXPERIENCE"**
    WORK PREPAREDNESS   **REGIONAL WORKFORCE NEEDS**
    ACADEMIC ADVANCEMENT
    PERSONAL ENRICHMENT

A. Compliance Report - Academics

Concern	Solution/Policy	Date Completed	Frequency	On-going	Notes and Comments
1. Syllabi and course materials will be reviewed for rigor, reading, writing, learning assignments, attendance requirements, and grading procedures. Learning objectives will be reviewed for appropriateness and rigor and exams will be reviewed and contrasted with the course's objectives.	o The program review process has been revised by LICC. o Program review has been completed by all departments. o All new syllabi are reviewed by LICC. o HPER Coordinator hired to review HPER curriculum.	5/05 5/06 Monthly AY 05-06 Ongoing process 3/11/08	Departments will report to LICC on a five year cycle.	Review of existing syllabi is completed by departments as part of the Course Assessment process. These duties are now being performed by the Dean of Academics on the Barton County Campus.	
2. Activity-based courses may not be completed from a distance without prior curriculum review and approval by a representative faculty body as identified by the Vice President of Instruction and Student Services and the student receiving written permission from the College's Vice President of Instruction and Student Services.	Integrity Quality and Rigor (IQR) Policy addresses this. Alternative Delivery Methods	10/29/04	No requests for permission have been received to date 3/11/08		
3. When a course is available in a traditionally delivered format student athletes are to take those courses as opposed to online or correspondence courses, unless approved through a process as authorized by the Vice President of Instruction and Student Services.	IQR policy. Alternative Delivery Methods	10/29/04	Report produced prior to start of each online session. Instruction keeps record of permissions given and cross checks	All student athletes enrolled in online courses in Fall 06 – Spring 07 received prior permission – or the class is not offered face-to-face. Fall 07 also fully in compliance 3/11/08	
4. Students desiring to complete campus-based course work from a distance must receive written authorization of the Vice President of Instruction and Student Services.	IQR policy. Alternative Delivery Methods	10/29/04	No such requests have been received to date. 3/11/08		

	Concern	Solution/Policy	Date Completed	Frequency	On-going	Notes and Comments
5.	All ARRANGED courses will be formally presented, justified, and reviewed by the Vice President of Instruction and Student Services (and instructional staff) prior to their being scheduled. Lecture courses will be conducted as lecture courses meeting in class the specified number of hours and on/during the appropriate and scheduled dates and times	IQR policy. Directed Independent Study	10/29/04	Number of students with incomplete or missing time logs.		Office of Instruction and Student Services follows up with students and instructors when the time logs are not complete. 3/11/08
6.	No grades for ARRANGED courses will be posted without and until complete and accurate time logs are submitted, the logs will be monitored and stored by Instructional administration. Logs are to include a statement of verification from the student and instructor that the times and dates reflected therein are true and accurate.	IQR policy. Directed Independent Study	10/29/04	Number of arranged classes.	Time logs are no longer required for classes where time-on-task is not a significant measure of progress. Faculty will submit detailed grade reports demonstrating equivalent learning to face-to-face classes. Classes that are arranged and then meet at a regular time will be changed to scheduled classes.	This action has solved most of the previous problems. 3/11/08
7.	Courses and faculty will routinely be monitored by instructional administration representatives, including unannounced visits to ensure the course is being taught, is in compliance with the syllabi, the appropriate number of meetings are being held for the appropriate length of time, student attendance is monitored, and approved standards are maintained, etc.	Faculty Evaluation Process	Every Semester	Reports by Dean to VP-ISS of classroom visits.		Faculty evaluation is an ongoing semester by semester process. 3/11/08
8.	Individual faculty and staff members are expressly forbidden to act as proctors for correspondence and/or on-line courses for other institutions. All tests for students	IQR policy. Alternative Delivery Methods Exam Proctoring Policy &	10/29/04 8/21/06	All proctored tests are completed in the assessment center or the tutoring center at		In compliance 3/11/08

enrolled in these courses (Barton's or those of another institution) that require a proctored test must be arranged through and proctored by the College's assessment office personnel.	Procedure		FR.		

Concern	Solution/Policy	Date Completed	Frequency	On-going	Notes and Comments
9. Courses delivered from a distance by Barton and taught by its faculty that require a student exam to be proctored by someone other than the instructing faculty member must arrange for the proctoring through authorized personnel of another accredited institution, reputable agency.	Exam Proctoring Policy and Procedure	8/21/06			Both EduKan and BartONline have policies in place. 3/11/08
10. A process for completing proctored tests for enrolled students taking on-line courses will be established through Learning and Instruction.	Exam Proctoring Policy and Procedure	8/21/06	All EduKan courses within the 2 years will have at least 1 proctored test per semester.	All EduKan courses have a proctored final 3/11/08	
11. A statement of academic integrity will be placed on the websites for BartONline and EduKan students to execute prior to their course participation. Additionally, the academic integrity policy and related information will be embedded in each BartONline course.	Completed rolls from semester to semester. Integrity Quiz	Fall 04	All courses on BOL have an embedded academic integrity quiz.	This rolls into the course automatically when they a re created. 3/11/08	
12. Exam Guard will be investigated for implementation (for BartOnline and EduKan) to permit faculty and administrative tracking of on-line students and their courses.	Both systems use Exam guard	Fall 05 EduKan Spring 06 BOL	Part of the contract with eCollege	Examguard is available for all instructors 3/11/08	
13. A grade confirmation process that requires the faculty to double check and validate the grades submitted for each course will be developed and implemented.	Grade and Attendance Reporting Grade Reporting Procedure.	10/21/04 7/21/05	Deans and their staff monitor this process. Inaccurate grades are changed immediately.		In fall 08 all FT faculty grades will be archived electronically 3/11/08
14. To ensure additional security and tracking faculty course grade entry will only occur through the BANNER web (www_user).	Grade and Attendance Reporting Grade Reporting Procedure.	10/21/04 7/21/05	Not all BFR faculty use the web to enter grades - grades are entered by staff into BANNER	New process at B-FR. Faculty now enter their own grades. 3/11/08	

Concern	Solution/Policy	Date Completed	Frequency	On-going	Notes and Comments
15. The Vice President of Instruction and Student Services will establish a policy and procedure to collect, retain, and secure copies of final grades and records used to develop final grades (attendance, test scores, etc.) as well as grade books for all Barton courses. The policy and practice is to include retiring full-time faculty, terminating faculty, part-time associate faculty regardless of the course's delivery mechanism or location	Grade and Attendance Reporting Procedure Grades for online courses are captured within the course shell- hybrid and eCompanion courses can also be stored electronically	7/21/05	Associate Deans and Director of Instructional services collect reports at the end of every semester or cycle.	Reports are kept in the office complexes by division or department. Online grades are kept within the course shells and stored on the eCollege servers.	
16. Taking into account the unique scheduling of options the College provides a review of the number of credit hours that can be earned in a single summer will be completed by Instruction to make certain that the number of hours that can be obtained is appropriate. Further, a review of the number of residency hours required for graduation will occur so that a student may not just attend Barton during a single summer and graduate.	New Statement: To be eligible for graduation, the student must have completed at least fifteen (15) credit hours taken in more than one semester from Barton County Community College		This statement has been adopted.		It appears on the web page and in the student handbook 3/11/08
17. Learning and Instruction will review the policy regarding the number of hours a student may take in a given fall and/or spring semester and recommend an appropriate policy and procedure for implementation.	Data showed that very few students enroll in more than 21 hours. The students who do are generally successful.	3/04	No action was taken		3/11/08 Advisors monitor the number of hours that a student takes in any semester.
18. Learning and Instruction administration in conjunction with the Learning, Instruction and Curriculum Committee will review the College's AGS degree requirements to determine the number of credits to be permitted from any single curricular area.	The requirements were reviewed by LICC team. It was decided that the requirements were rigorous enough. Advisors need to be sure that they are meeting the requirements	3/29/04	No action was taken		In Spring 2008 a recommendation for revision of AA and AS degrees came to LICC. It is in process. 3/11/08

Concern	Solution/Policy	Date Completed	Frequency	On-going	Notes and Comments
19. Learning and Instruction administration in conjunction with Learning, Instruction and Curriculum Committee will research and proposed a degree revocation policy inclusive of student due process provisions.	Degree and Grade Revocation Policies are in place and have been used. Revise Grade revocation policy to state that revoked grade will be replaced with an XF.	2/25/04	o As needed.	3 students have had grades revoked (XF grades) and have degrees pending revocation if they do not transfer back credits to make up for the credits lost. 3/11/08	2 students have had degrees revoked. 1 student has completed the grade revocation process (Faculty recommended no action) 3/11/08
20. The Vice President of Instruction and Student Services will work with faculty to review, strengthen (as needed), and affirm attendance policies and record keeping required of faculty	Grade and Attendance Reporting	7/21/05	See items 13& 14 above.	Grades are reported and stored at the completion of every semester or cycle. 3/11/08	
21. The due process elements of the academic integrity policy will be reviewed. Similarly, the option of incorporating a hearing committee (which allows the CAO to be the appeal authority) will be researched and recommended. The policy should also incorporate language that allows the XF to be awarded retroactively (once a course is completed).	Grade appeal process can be used for this purpose	Revised Spring 05	Student handbook 3/11/08		
22. The College will examine the extent to which integrity is present in other areas of the college (i.e., mission statement, marketing materials, admissions application, college website) and, in cooperation with the constituencies of the college, a college-wide "honor code" will be researched for development and implementation.	There is an Honor Code in the Academic Integrity Policy	3/26/02	This Honor Code is in the student handbook.	Discussions during faculty in-services, EduKan (8/05)	On going discussion with faculty 3/11/08

Concern	Solution/Policy	Date Completed	Frequency	On-going	Notes and Comments
23. The institution will establish after appropriate campus dialog a required semester grade average to indicate appropriate academic progress for students desiring to participate in extra-curricular activities.	It was determined that the NJCAA requirements are sufficient.	3/04	No action was taken. 3/11/08		
24. The hiring process for all coaches (head and assistant) will be modified to involve Learning and Instruction in the selection process and an emphasis on the coach's teaching responsibilities during the interview and selection process will be enhanced. The job descriptions will prominently feature their instructional responsibilities and teaching assignments.	Completed.	3/04	L& I was included in 2005. This summer HPER coordinator was included in the process.	Dean of academics on Barton County Campus has assumed this responsibility. 3/11/08	
25. Professional contracts will be reviewed and as necessary strengthened so as to clarify institutional expectations regarding employee responsibility toward integrity and ethical behavior and outline institutional authority to enforce individual integrity and ethical behavior.	By signing their contract all faculty agree to abide by all college policies, rules and regulations. Online students sign an agreement that states that all the work done completed online is their own.	Signed annually			Language is sufficient. 3/11/08
26. Learning and Instruction will determine and deliver training for on-line faculty that is supportive of helping faculty ensure the integrity of the courses and exams – topics might include the use of test banks, time limits, pass words, student logs, versions of exams, etc	Ongoing training and discussion through professional development opportunities	8/05 5/06		EduKan in-service and Summer Tech Camp, faculty meetings at BFR.	Ongoing discussions and in services and training 3/11/08

B. Compliance Report – Rules Education

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
27. Delegate the responsibility to the Director of Athletics to talk to the student-athletes about the importance of the work study program and eligibility rules.	Athletic Director met with student-athletes about student employment program and to discuss eligibility rules pertaining to student employment.	9/15/06 9/10/07	Biannual	X	Topic is discussed at all team meetings.
28. Ensure that the athletics department's non-coaching staff members receive ongoing continuing education programs.	Brochure stating KJCCC and NJCAA legislation distributed to coaches and Athletic Staff	8/8/06 8/7/07 8/09	Annual	X	
29. Develop a means for student-athletes who enroll at the start of the second semester to receive some orientation on NJCAA and KJCCC legislation.	Document of basic eligibility rules distributed to student-athletes at a new student orientation.	8/06 1/23/08	Biannual	X	
30. Place in writing interpretations received from the NJCAA and KJCCC Legislation, as well as institutional procedures regarding potential student-athlete issues (such as work study), is thoroughly address.	Athletic Director forwards all rules interpretations from KJCCC and NJCAA to Athletic Staff.	8/09	As Needed	X	
31. Formalize orientation training for new coaching staff members to ensure that information on NJCAA and KJCCC legislation, as well as institutional procedures regarding potential student-athlete issues (such as work study), is thoroughly addressed.	File of information is distributed to each coach regarding procedures and legislation relative to athletics at Barton.	8/8/06 8/7/07	As Needed	X	
32. Conduct a short (approximate 30-minute) annual educational session on NJCAA and KJCCC legislation for members of the admissions and marketing staff who visit high schools.	PowerPoint presentation was developed for use as an educational tool for campus employees regarding KJCCC and NJCAA legislation.	10-18-06	As Needed	X	

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
33. Require that compliance be an agenda item at all monthly coaches meetings.	Compliance topic discussed at each month athletic staff meeting.	8/09	Monthly	X	
34. Develop a one-page handout of NJCAA and KJCCC rules for boosters.	Upon completion of the membership drive, brochures were distributed to all members.	9/20/07 10/23/07 11/23/09	As Needed	X	In addition, brochure is sent to all new members and posted on the website.
35. Require that the Director of Athletics or administrative assistant for the athletics department address a certain NJCAA or KJCCC rule at all general meetings of the Cougar Booster Club.	Athletic Director discussed compliance issue at each Booster Club general meeting.	10/20/09	Quarterly	X	
36. Ensure that Cougar Club members understand that they are boosters of the institution and that any improper action by them could affect the school's NJCAA/KJCCC compliance.	Each member receives a compliance brochure. Compliance topics are included in Booster Club Newsletters.	9/20/07 10/23/07	As Needed	X	Brochures sent to members in the newsletter and distributed at general membership meeting.
37. Include in any newsletter distributed to booster club members "helpful hints" or other information concerning NJCAA compliance.	Included in Booster Club Newsletters.	10/23/07 1/18/08 11/23/09	As needed	X	
38. Insert into the annual mailing of basketball season ticket applications information on NJCAA compliance.	N/A	N/A	N/A	N/A	Ticket holders are no longer automatic members of the Booster Club.
39. Include in the orientation session for student-athletes NJCAA/KJCCC legislation on boosters.	Athletic Director met with student-athletes about Booster interaction and to discuss eligibility rules pertaining to the Booster Club.	09-15-06 9/10/07 10/09	Biannual	X	

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
40. Develop a short (30- to 45-minute) presentation to present to all second-year student-athletes on NCAA legislation.	NCAA legislation PowerPoint is available for second year student-athletes to view to prepare for transfer.	In Progress	As Needed	X	
41. Develop a one-page handout on basic NJCAA and KJCCC legislation.	Brochure stating KJCCC and NJCAA legislation distributed to coaches and Athletic Staff	8/8/06 8/7/07 8/09	Annual	X	
42. Review job descriptions of all employees within or outside of the athletics department that have any responsibility with NJCAA/KJCCC compliance to ensure that some mention is made of their responsibilities in the compliance area.	The job descriptions of employees directly responsible for NJCAA or KJCCC compliance reflect expectations to maintain compliance.	8/06 8/09	As Needed	X	
43. Develop a one-page "who has what responsibility" reference sheet concerning athletics department responsibilities.	Organizational Chart reflects this information.	On-going	Updated as Needed	X	
44. Student Athlete Eligibility	NJCAA Online Eligibility submitted prior to the first competition date of each season.	10/30/06 8/28/09	As Necessary	X	

C. Compliance Report – Employment/Financial Aid

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
45. Reinforce that the person supervising the student-athletes should be the personal signing the time sheet.	The Student Employment Group implemented student employee supervisor training. The training is done annually face to face, but there is also an online version for those supervisors who cannot attend the live version. Participation is either the live or online version is required for all student employee supervisors prior to the individual being able to hire a student worker. The training provides information on all aspects of supervising students including information on completing the monthly timesheets requiring the supervisor to attest to the fact that the student worked during the clocked in hours.			X	No hired coaches are supervisors of any student employees.
46. Create a position within the athletics department and assign advising and work study responsibilities to this individual for all student-athletes.	Student Athlete Academic Advisor hired for academic advising. Four non-coaching personnel have been assigned student employment responsibilities.	12/11/06		X	The solution did not strictly follow the recommended stated concern.
47. Require the "Board Group" to meet quarterly.	President's Staff reviews updated Compliance Reports on a monthly basis.		Monthly	X	
48. Student Employment Issues	The Student Employment Group was created from representatives from Human Resources, the Career Center, and the Financial Aid Office. SEG meets monthly to keep cross communicate		Monthly		

	student employment issues. SEG also spot-checks students who are clocked in as working. Their findings are documented. If a student is found abusing the campus employment program, they are immediately terminated without the ability to be rehired in another position. The student may appeal the termination to SEG. SEG's decision regarding the appeal is final.				

D. Compliance Report – Eligibility

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
48. Eliminate all advising of student-athletes by coaching staff members.	All coaches were removed from advising positions.	07/06			
49. Reinforce the newly adopted policy that no coaching staff member can proctor exams for student-athletes.	Athletic staff does not proctor exams for students.	08/06			
50. Develop a check within the process that alerts the financial aid, human resources, and athletics departments that conflicting information exists in the Banner System on whether a student-athlete has a GED or high school diploma.	A report will be issued from Enrollment Services Office to notify the Athletic Department each semester about GED/High School Diplomas status of all student-athletes. Athletic Department in turn notifies Enrollment Services if knowledge is obtained of an athlete without GED/High School Diploma.	08/06 8/07	Prior to online eligibility submission.	X	Director of Enrollment Services was notified on 8/23/07 of known GED/HS diploma status of student athletes from athletic department.
51. Require the Director of Enrollment Services to review the eligibility status of approximately 10 percent of all student-athletes' names on the NJCAA eligibility list.	The Registrar completes and reviews 100% of the eligibility list. This task was shifted completely from the Athletic Administrative Assistant to the Registrar.	08/06	Beginning of each semester. Ongoing - at time of online eligibility submission.	X	Currently, all names on eligibility list are reviewed for eligibility status.
52. Student Athlete Eligibility	NJCAA Online Eligibility submitted prior to the first competition date of each season.	10/30/06	As Necessary	X	

E. Compliance Report – Booster/Booster Club/Camps

Concern	Solution/Policy	Date Completed	Frequency	On-Going	Notes and Comments
53. Require all fiscal or other revenue-generating activities of coaches' camps or leagues.	Coaches submit camps and summer league fees to Business Office for processing.	06/06 07/07	End of camps and leagues	X	Standard business procedures are followed to pay employees.
54. Require that coaches develop a balance sheet/reconciliation sheet for all camps or leagues.	Reconciliation sheet will be completed for all camps and summer leagues conducted at Barton County Community College.	08/06 08/07	End of camps and leagues	X	
55. Eliminate the provision that a member of the Cougar Club must be one of two signatories on all checks written on the Cougar Club account.	Booster Club expenditures payments are issued through Business Office with only comptroller's signature on check.	08/01/06	Ongoing	X	College took control of checking account for Booster Club. All checks are now issued through normal College business process.
56. Require a "simple" reconciliation form to be completed for all events that is used as income to the Cougar Club resulting in net income of over $1,000.	A reconciliation sheets will be completed for all Booster Club events generating income of over $1000.	08/06	Following fundraising event	Ongoing Review	
57. Require the college auditor to develop a separate reporting of the results of the audit of the Cougar Club checking account.	The College auditor will prepare reports separately from other accounts all the results of the Cougar Club checking account.			Ongoing Review	

2108 – Social Networking

The College recognizes the growth and use of social networking websites in our culture and the College's need to adapt to this changing landscape. This procedure is designed to meet the needs of instructors and staff to promote responsible engagement in education, innovation and dialogue in their courses, programs, activities and recruitment using social networking.

Whether or not Barton faculty and staff choose to create or participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her decision. However, emerging online collaboration platforms are fundamentally changing the way faculty and staff work and how they engage with each other, students and the public. The rapidly-growing phenomenon of user-generated web content such as blogging, social web-applications and social networking are emerging important arenas for engagement and learning.

The use of social media that represents the College is seen as an extension of the College's website, therefore, procedures involving the use of the College's logo (2106), the College's computing system (2111), and the Employee Conduct and Discipline (2450) apply as well.

1. Barton Community College does not monitor staff or student social networking content published independently of their work at Barton Community College. The views and information on such postings do not constitute official college information.

2. Barton personnel are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media and to be mindful that what they publish.

3. Personnel will identify themselves by name and, when relevant, their role at Barton Community College when they are discussing Barton or Barton-related matters. Personnel must make it clear that they are speaking for themselves and not on behalf of Barton Community College.

4. If content is published to any website outside of Barton Community College and it has something to do with the College a disclaimer will be used such as, "The postings on this site are my own and don't necessarily represent Barton Community College's positions, strategies or opinions."

5. Respect copyright, fair use and financial disclosure laws.

6. Web content is by definition public information and as such no Barton Community College proprietary information, student information, confidential information or personally-identifying information will be published at any time.

7. Don't cite or reference clients, partners or suppliers without their approval. When making a reference, where possible link back to the source.

8. When possible and as information technology progresses, content will be published on college owned social networking systems (blogs, wiki's, etc…), and outside sites referred to those URLs.

9. Students, faculty, and staff will adhere to the terms and conditions of social networking sites.

10. For those social networking sites that require an "official representative" of the college, that representative shall be determined by the Vice-President of Instruction and Student Services or his/her designee. Students, faculty, or staff cannot misrepresent themselves as social networking site account managers.

11. Respect the audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in a classroom. Show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory such as politics and religion.

12. Plagiarism on any academic endeavors at Barton Community College will not be tolerated.

13. All internal organizations of the College (Divisions, Departments, Programs, Clubs/Organizations) must report any official websites, social networking sites and/or groups to the Public Relations Department advising them of the name of the group or website, the web address and the facilitator of the website and/or social networking website.

Prioritizing strategies

1. Barton Community College website

2. Barton Community College internal social networking (blogs, wikis, etc.)

3. Outside social networking sites

   Currently, popular social networking websites include Facebook, Myspace, Flickr, YouTube. It would be important to have a presence at the popular websites, making sure that we have the personnel allocated to keep the Barton pages up-to-date. If we are going to allocate money and resources to advertising on the social networking sites, we would suggest Facebook and Myspace as a high priority.

Instructional use of social media

The College supports an instructor's academic freedom (2520) which includes their use of social networking in their courses. An instructor needs to outline their expectations in the syllabus for

the course(s) using social networking for instruction. The instructor does have the right to restrict edit or delete content posted by students and post such a disclaimer in the social networking being used. The College's email system (and not social networking sites) must be used when communicating about an issue involving a specific student.

The Title III Instructional Specialist will be responsible for training instructors on educational use of social networking.

Clubs and Student Organizations

If a club or student organization of the College uses a social networking tool or website, the Faculty Advisor of the club/organization will be ultimately responsible for its content. They will not be responsible for links/ads/pages of students individual profile connected to the official group site.

Marketing and Recruitment

Any internal organization of the College (Division, Department, Program, Marketing, Admissions, etc) who wishes to use social networking must identify a person who will be the facilitator of that media. There are many types of social networking tools and websites available and the internal organization can choose which media form(s) they would use. However, whatever they choose, they need to have the human resources available to facilitate its use. A student may not be a sole administrator for official Barton social networking sites.

(Based on policy 1106; approved by President on)

Policy 1210 - Tobacco Use

The President or his/her designee is authorized to designate the areas of the campus that tobacco use is permitted. Smoking and all other forms of tobacco use is prohibited in College buildings, facilities, and vehicles. Tobacco use is allowed outside and at least ~~thirty~~ twenty ~~(30)~~ (20) feet from any building entrance.

(Revised and approved by the President on)