STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

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Policy No.: 3357:15-16-00

Effective: 2/11/1976
Revised: 04/24/2012
Revised: 06/06/2016
Revised: 06/04/2018
Revised: 05/29/2020
Revised: 06/03/2024
Revised: 06/01/2026

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Policy No. 3357:15-16-01 Revised: 02/23/2015
Page 1 of 7 Revised: 06/07/2021
Revised: 06/06/2022

POLICY:

The objective of Stark State College is to provide services that fulfill societal needs without regard for financial gain. Since service, in which resources are consumed, is the objective of the College, the accounting and reporting process must address itself to accounting for resources received and used. In the absence of the profit element as a control device, funding sources exercise control by stipulating the purpose for which resources may be used. The College assumes a stewardship role to assure that all funds are utilized in accordance with the wishes of the funding source. The accounting system must provide this information and also provide management with the necessary decision making tools to maximize the resources available to the College.

PROCEDURE:

(A) Compliance with Ohio and federal law. The CFO/Vice President of Business, Finance & Information Technology will comply with all requirements of the State of Ohio and federal law in the financial operation of Stark State College.

(B) Accounting Records. The CFO/Vice President of Business, Finance & Information Technology will follow the prescribed accounting procedures as put forth by the Auditor of State and the Board of Trustees. To comply with these standards, Stark State College has developed the following records:

(1) Chart of Accounts – The chart of accounts lists all active accounts at Stark State College. It is published in account-code sequence, using a five-digit organization code plus a three-digit object code. The listing is updated as needed by the "Request for New Account Form" supplied by the comptroller. It is comprised of the following elements:
Fund – five-digit code
Organization – five-digit code
Account – four-digit code
Program – three-digit code
It is published in fund, organization, and program code sequence. The listing is updated as needed by a request for new account form or by electronic means to the comptroller.

(2) Balance Sheet – This is a listing of the balances in the ledger accounts at the end of the accounting period. A balance sheet is produced at the end of each month by the Director of Budget.

(3) General Ledger Trial Balance – The summary of transactions contains all the month's entries for cash receipts, accounts receivable, inter-departmental

charges, payroll, invoices, and journal vouchers. It is produced at the end of each month in fund account-code sequences.

(4) Payroll Master File – The payroll master file is a listing of every active payroll record. It contains all information listed on the file for each employee. The master file is generated as required out of the enterprise resource planning (ERP) system.

(5) Payroll Distribution – The payroll distribution is generated biweekly. It is a report by account number and name of each employee paid.

(6) Payroll Register – This lists in numerical sequence all bank transfers written, with total gross wages and all deductions withheld for each. An alphabetical listing by employee with bank transfers in numerical sequence is also produced.

(7) Ohio Public Employees Retirement System (OPERS) Report – This report is produced monthly and is used to calculate the amount of OPERS payable for each employee.

(8) State Teachers Retirement System of Ohio (STRS) Report – This report is produced biweekly and is used to calculate the amount of STRS payable for each employee.

(9) Alternative Retirement Plan (ARP) Report – This report is produced biweekly and is used to calculate the amount of ARP payable for each employee.

(10) Cash Receipts Journal – This is a detail of all receipts collected by the bursar. The journal is produced daily.

(11) Accounts Receivable Journal (Student Fees) – All students receivables are listed in this journal. The journal is aged on the basis of 0-30, 31-60, 61-90, and over 90 days.

(12) Cash Disbursement Journal – This is a listing by vendor, giving the details of all expenditures for each batch of checks written or electronic payment.

(13) Cash Disbursement Check Register – This is a listing of all voucher checks written. It is produced in numerical sequence by batch number.

(14) Disbursement Check Listing – All voucher checks and electronic payments are listed in alphabetical sequence by vendor. This listing covers the current fiscal year.

(15) Student Fee Receipt – All student fees and revenues that are not directly related to students are classified as Institutional Funds. These fees are recorded on the Student Accounts in the College's ERP system. Receipt numbers are generated for each cash payment.

(16) Voucher Packets – Voucher packets are maintained by the General Accounting Manager. They contain invoices for which checks or electronic payments are drawn against the College. Voucher packets stored electronically in the College's ERP system. They can be accessed thru the payment history of each vendor.

(17) Voucher Checks – They are numbered from 100,000 to 999,999 and are filed in numerical sequence by fiscal year by the General Accounting Manager.

(18) Journal Vouchers – Journal vouchers are accounting entries written by the Business Office staff. Journal vouchers are approved and filed by the comptroller.

(19) Invoices – Invoices are issued to all debtors of the College. They are prenumbered I1 to I99,999 in the ERP system.

(20) Purchase Orders – Purchase orders are kept on file in the Purchasing Office. They are filed in numerical sequence (1 to 99,999) by fiscal year.

(21) Request for New Account Form – This form is requested electronically by the department chair requesting a new account. Upon approval of the comptroller, a five-digit account number is assigned and the new account entered in the chart of accounts.

(22) Vendor File Listing – This is maintained by accounts payable personnel. A list is produced numerically and alphabetically. This list is updated continuously and is stored in the ERP system under the purview of the CFO/Vice President of Business, Finance & Information Technology.

(C) Cash Receipt - Cashier's Function

(1) <u>All moneys collected by college employees shall be turned into the cashier as soon as possible. Moneys collected shall not be held by the employee/department which received the moneys. Moneys include cash, checks, and other forms of payment.</u>

(2) The cashier will record all receipts on a Student Receipt or Miscellaneous Receipt for Institutional Funds.

(3) The Student Receipt – All student fee data are stored in the ERP system.

(4) The Miscellaneous Receipt – All fees and revenues that are not directly related to students are classified as Institutional Funds. These fees are recorded on the ERP system. Receipt numbers are generated for each cash payment.

(5) The Cashier Worksheets will be prepared at the end of the day. All receipts should be totaled. The total should equal the total of cash, checks, and credit card payments collected for the day. Any differences between recorded receipts and cash should be entered on the "cash over or short" line. Differences greater than $10.00 should be reported to the bursar. A copy of the completed Cashier Worksheet should be sent to the bursar along with the day's receipts.

(6) The ERP system will assign a batch number and the cashier will prepare a deposit slip. The bursar will verify the Bank Deposit received from the cashier and sign the Cashier's Worksheet. The cashier will arrange for armored transport to the bank.

(7) The following general procedures are recommended as sound business practices for the cashiers. All receipts are to be written for the amount of money actually taken at the time the receipt is issued. Positive identification is required for all checks. Each check should be restrictively endorsed by the cashier before it is placed in the cash drawer. All cash should be counted and verified by another assistant staff accountant. All posting of receipts and Cashier Worksheet must be in ink.

(D) Accounts Payable

(1) All bills are to be sent to accounts payable. The accountant will obtain departmental approvals thru the ERP system. The CFO/Vice President of Business, Finance & Information Technology has final approval of all bills.

(2) Receiving and billing invoice information created in the ERP system contains the following:

(a) Description of items received and invoice number

(b) Purchase order number (if applicable)

(c) Date the billing invoice was entered in the ERP system.

(d) Vendor name

(e) Department FOAPAL (Fund Organization Account Program Activity Location)

(f) Amount of invoice

(g) Date invoice is scheduled for payment.

(3) The accountant will then scan the paper invoice and any other supporting documentation into the ERP system and attach it to the invoice information, and the invoice is completed.

(4) Once the invoice is completed in the ERP system, an email is automatically sent to the department chair responsible for approving the invoice for payment. The department chair then logs into the ERP system, reviews the invoice, and approves the invoice electronically.

The approved invoices are then compiled into a disbursements batch by the ERP system.

(5) When all items on a purchase order have been received and paid, the purchase order is to be marked “closed” and the date of final payment is to be listed. The purchase order is then to be numerically filed in the closed purchase order file.

(6) When a billing invoice is received for items without a purchase order, the accountant is to follow the same procedures as above.

(7) The ERP system will maintain the vendor file listing. The list is to include all vendors approved by the CFO/Vice President of Business, Finance & Information Technology.

(E) Payroll

(1) Payroll appointments.

(a) Payroll appointments are initiated by the Vice President in charge of Human Resources who assures compliance with Board of Trustees action.

(b) All new employees must have payroll information forms completed in the Human Resources department.

(c) Upon receipt of the payroll information from Human Resources, the payroll accountant will prepare a personnel file and enter all the necessary information into the ERP system. The payroll coordinator will review and approve the payroll appointment.

(2) Payroll changes - All payroll changes will be processed based on the appropriate form and authorized signature(s). Mass payroll changes which result in across-the-board increases to employees will be initiated by the Vice President in charge of Human Resources. Payroll changes, additions, or deletions for biweekly pay dates are due in the Business Affairs Office by noon Thursday of the previous week.

(3) Payroll processing:

(a) Employees required to submit time sheets for a two week pay period will do so to their supervisor by 8 am on Tuesday of the pay week. After approval by the department chair, all time sheets will be submitted to the payroll accountant in the Business Affairs Office by 9:00 am on the Wednesday of pay week. Employees will be notified if the deadline changes due to a holiday.

(b) The payroll accountant will enter all changes and timesheets received by the deadlines into the ERP system and produce payroll reports.

(c) Payroll reports will be submitted to the payroll coordinator to check for accuracy. When all is in order, the payroll coordinator will authorize the payroll to be distributed by direct deposit to each employee’s bank account.

(d) Payroll funds will be available to all employees on the assigned pay date. All employee pay statements will be available for viewing in electronic format.

(F) Voided, spoiled, and stale checks

(1) It is important to maintain the integrity of all numerical check sequences. A spoiled check will be defined as any check that has not been signed and for some reason must be destroyed. A voided check will be defined as a check which was signed and issued in error. A stale check will be defined as a check which has not cleared the bank within 120 days.

(2) Checks for which replacement has been drawn up will be treated as two separate transactions.

(3) A check must be voided in the ERP system.

(4) Checks that have not cleared the bank within 120 days will be treated as stale checks. Stop payment will be issued as described in (G) below.

(G) Stop Payments. If it becomes necessary to stop payment on a check, with the approval of the comptroller, the bank should be contacted. The check should be treated as a voided check and the necessary entries made to the accounting system.

BUDGET PREPARATION AND CONTROL
Policy No. 3357:15-16-02

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 06/07/2021
Revised: 06/01/2026

POLICY:

The CFO/Vice President of Business, Finance & Information Technology, with the assistance of the Director of Budget, is responsible for the coordination of procedures for the preparation of the annual budget. All members of the College are encouraged to participate in the development of departmental budgets. The department head is to work with the members of the department, the next level administrator, Provost, or the Vice President for the area.

PROCEDURE:

(A) The basic steps in the budget cycle are:

(1) The Executive Council approves an FTE projection.

(2) The CFO/Vice President of Business, Finance & Information Technology equates the projected FTE to revenue.

(3) The CFO/Vice President of Business, Finance & Information Technology prepares a revenue budget based on major income sources.

(4) Each department head works with the Director of Budget to compile a departmental budget request and review with the next level administrator.

(5) Following discussions with each division Dean, Provost, or Vice President, the Director of Budget compiles the budgets and forwards them to the CFO/Vice President of Business, Finance & Information Technology.

(6) The CFO/Vice President of Business, Finance & Information Technology presents the compiled budgets to the President, Provost, and Vice Presidents.

(7) The CFO/Vice President of Business, Finance & Information Technology correlates the proposed expense budgets with the revenue budget.

(8) The Provost, Vice Presidents, and the President review the correlated budgets and recommend adjustments.

(9) The department heads and division heads make adjustments when required through the Provost, Vice Presidents, and CFO/Vice President of Business, Finance & Information Technology.

(10) The President reports the proposed budget to the Trustees and outlines the goals and priorities of the institution.

(11) Should a revision occur at the Trustee level, then the CFO/Vice President of Business, Finance & Information Technology with input from the Provost and the Vice Presidents revises the proposed budget. The revised budget then follows the same cycle as outlined in steps 8 through 10.

(12) The approved budget, as revised, must be filed with the Ohio Department of Higher Education by September 30.

(B) Department heads are to ensure that their units do not exceed the approved budget. If a situation arises that was not anticipated in the departmental budget, the department head should notify, in writing, the division Dean and Provost or the CFO/Vice President of Business, Finance & Information Technology. The request will be reviewed by the President, and if warranted, funds may be transferred from the contingency fund to the departmental budget.

(C) Under extraordinary circumstances, and with approval of the President, the CFO/Vice President of Business, Finance & Information Technology may modify these procedures during each annual budget cycle.

(D) The Director of Budget will conduct a monthly review of all departmental budgets. A summary report will be prepared for the Board of Trustees (Monthly Budget Monthly Financial Report). Departments experiencing financial difficulties will be reviewed with the department head and the next level administrator.

PURCHASING PROCEDURES
Policy No. 3357:15-16-03

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 06/08/2017
Revised: 06/06/2022

POLICY:

The CFO/Vice President of Business, Finance & Information Technology, Provost and Chief Academic Officer, and Vice President's designated representative or Purchasing Agent are the only eligible individuals to enter into purchasing agreements for Stark State College. The Purchasing Agent is authorized to enter into purchasing agreements not to exceed $5,000.00. No commitments except those authorized and negotiated by the CFO/Vice President of Business, Finance & Information Technology, Provost and Chief Academic Officer, or Vice President's designated representative or Purchasing Agent will be considered the legal obligation of the College.

PROCEDURE:

(A) Procurement Methods

(1) Goods

(a) Small Orders: $1 to $500 – Direct negotiations by department chairs with Stark State College approved vendors. (Open Accounts)

(b) Direct Negotiations: $501 to $49,999 – Direct negotiations by purchasing (or designated representative).

(c) Competitive Bid: $50,000 + - Competitively bid by purchasing with department chair's assistance.

(2) Printed Materials in

(a) Direct Negotiations: By the purchasing department (or designated representative) under the maximum limit set in Ohio Revised Code Section 3345.10.

(b) Competitively Bid: Competitively bid by purchasing with department chair's assistance for all amounts equal to or greater than the adjusted maximum threshold under the Ohio Revised Code Section 3345.10.

(3) Professional Services

(a) Direct Negotiations: $1 to $99,999 – Direct negotiations by purchasing (or designated representative).

(b) Competitively Bid: $100,000 + - Competitively bid by purchasing with department chair's assistance.

(4) Construction/Renovations & Improvements

(a) Direct Negotiations: Direct negotiations by purchasing (or designated representative) under the maximum limit set in Ohio Revised Code Section 3357.16.

(b) Competitively Bid: Competitively bid by purchasing with department chairs assistance for all amounts equal to or greater than the adjusted maximum threshold under the Ohio Revised Code Section 3357.16. Inter-University Contracts, State of Ohio Contracts, GSA Pricing, and Cooperative Agreements may be used in lieu of competitive bidding.

(5) Waiver of Bidding: The CFO/Vice President of Business, Finance & Information Technology may waive competitive bidding procedures for the following reasons:

(a) Emergency items needed to keep the College and its programs operational.

(b) Sole source procurements (form must be completed and approved by the Vice President). Sole Source Form is available in the purchasing department.

(c) Adding to existing goods or services.

(d) When group-buying contracts, which are deemed to meet procurement requirements for Goods and Professional Services, are utilized as a source for establishing pricing.

(e) Direct Negotiations of the price for used Goods

(6) Returns: The purchasing department will arrange for the return of unsatisfactory goods or file claims for damaged goods.

(B) The Purchase Requisition

(1) This form sets forth the necessary details and specifications to guide the purchasing department in buying the desired product.

(2) Department Heads, Department chairs, deans, then to the provost if applicable (if greater than $1,500) who will approve the purchase requisition in the ERP system.

(3) The CFO/Vice President of Business, Finance & Information Technology approval is required if the purchase requisition is $5000.00 or greater.

(4) The purchase requisition is to be used for purchases of $500 or more, when a purchase order is required. This is not a formal offer to buy and requires a copy of the purchase order to be sent or phoned to the vendor before delivery of goods can be expected. Pricing and terms will be finalized by purchasing. The ERP system requires appropriate approvals, room number for delivery, and account number or budget to be charged (with funding in budget).

(5) The purchase requisition may be used to request blanket orders. These are to be used when repetitive orders are placed with one supplier. All blanket orders start July 1 and expire on June 30 of the fiscal year. No blanket order shall exceed $24,999.

(C) Processing Purchase Orders

(1) When a purchase requisition is received through the ERP system, the purchasing department creates a purchase order and sends it to the vendor to complete the order.

(D) The Purchase Order

(1) The original purchase order shall include the following:

(a) Vendor name

(b) Date placed

(c) Terms

(d) Accounting string including the fund, organization, account, and program codes.

(e) Quantity

(f) Description of products

(g) Pricing

(h) Freight and handling charges

(i) Contract # or bid reference (if applicable)

(2) The completed purchase order is distributed as follows:

(a) Vendor

(b) Department head

(c) Receiving

(d) Purchasing.

(E) Purchasing data in ERP system

(1) The purchasing department shall keep the following information. This information is available to the CFO/Vice President of Business, Finance & Information Technology.

(2) Numerical sequence of purchase orders

(3) Date order was placed

(4) Vendor name

(5) Accounting string including the fund, organization, account, and program codes (along with contract # or bid reference).

(6) Amount of purchase order

(F) Purchasing Guidelines

The CFO/Vice President of Business, Finance & Information Technology or his designated representatives will use the Inter-University Purchasing Group Manual as a guide to correct ethical purchasing procedures. Specific reference is made in the manual to the Ohio Ethics Law (Ch. 102, O.R.C.) which includes the prohibition of using a position to obtain anything of value for personal benefit. The prohibition includes acceptance of gifts or favors from suppliers of goods or services. Personal purchases for any employee or board member of an institution through the purchasing department or in the name of the institution are also prohibited. Persons willfully violating the code of ethics will be subject to disciplinary action by the College. The following principles, as advocated by the National Association of Educational Buyers, shall constitute the code of ethics to be followed by staff members in making all purchases for the institution:

(1) To give first consideration to the objectives and policies of Stark State College.

(2) To strive to obtain the maximum ultimate value of each dollar of expenditure.

(3) To cooperate with trade and industrial associations, governmental, and private agencies engaged in the promotion and development of sound business methods.

(4) To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.

(5) To decline personal gifts or gratuities.

(6) To grant all competitive bidders equal consideration to regard each transaction on its own merits; to foster and promote fair, ethical, and legal trade practices.

(7) To use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.

(8) To accord a prompt and courteous reception in so far as conditions permit to all who call on legitimate business missions.

(G) Payment Requisition

(1) Definition: This form is to be used when no purchase order is required and expenses have occurred. (This includes items ranging in price from $1 to $500.00.) The completed form with an attached bill or proper signatures is authorization for payment.

(2) Distribution: Send copy to the Accounts Payable Accountant.

(3) Approvals:

(a) Faculty-division dean or the Provost and Chief Academic Officer who will forward it to the accounts payable accountant.

(b) Staff-department head or Vice President, then to the Accounts Payable Accountant.

(4) Use: this is a general purpose form. It is meant to handle the following conditions:

(a) Purchased personal services (non-employee)

(b) Memberships or dues

(c) Business entertainment (in a non-travel status)

(d) New subscriptions or renewals

(e) Other (any bills presented for payment that do not have a purchase order number).

(H) Petty Cash

(I) Definition: This fund is to be used when purchases or intended purchases will amount to $25 or less. A completed short-form payment requisition with an attached bill or proper signatures is authorization for payment or reimbursement.

(J) Location: Petty cash funds are located in departments designated by the Business Office. All transactions are periodically replenished by the Accounts Payable Accountant.

(K) Approvals: Faculty and staff-department and division heads, then to the Accounts Payable Accountant.

(L) Use: This is a general purpose fund designed to provide fast payment or reimbursement for minor expenses.

(M) Report of Business Expenses

(1) Definition: The completed form with attached bills and proper signatures is authorization for payment or reimbursement.

(2) Distribution: Send one copy to the Accounts Payable Accountant.

(3) Approvals:

(a) Faculty-division dean or the Provost and Chief Academic Officer who will forward it to the accounts payable accountant.

(b) Staff-department head~~,~~ or Vice President, then to the Accounts Payable Accountant.

(4) Use: This is a general purpose form. It is meant to handle travel expenses while undertaking the official business of the College. Procedures and regulations relating specifically to travel may be found in rule 3357:15-14-10 of the Administrative Code.

(N) Receiving Procedures

(1) The college receiving clerk is the only person eligible to accept shipment for the College. Each delivery will be inspected for visible or concealed damages, and the proper notations will be made on the transport company's receiving report.

(2) The packing slip is to be checked by the receiving clerk against items received. Next, the items received should be checked off the purchase order (if applicable).

(3) Items having a useful life of at least one year and costing $5,000 or more must be added to the inventory (Account No.'s 7940 & 7941). All items are to be disbursed to department chairs within 48 hours after they are received.

(4) The Purchasing Agent will arrange for the return of unsatisfactory goods or file claims for damaged goods.

(O) Credit Card Usage

(1) The CFO/Vice President of Business, Finance & Information Technology is responsible for the distribution of college credit cards and purchasing cards for appropriate use by individual employees and/or departments and Board members. The President with the assistance of the Chief Financial Officer/Vice President of-Business will establish procedures for allowable and unallowable uses, approval of charges, and monitoring.

(2) College credit cards may only be used to pay for business expenses of the College made in accordance with College policies. Such allowable expenses include: travel expenses including meals, gasoline, supplies, and food. All purchasing policies of the College must be followed even if the payment will be made with a credit card. Use of College credit cards for personal purchases, cash advances, or cash refunds is strictly prohibited.

(3) The CFO/Vice President of Business, Finance & Information Technology will procure and distribute all credit cards for the College to be used by college employees.

(4) The CFO/Vice President of Business, Finance & Information Technology will determine who is authorized to receive and use college credit cards. Credit cards will be assigned or made available to specific individuals when necessary for the efficient operation of the College. College credit cards to specific stores will be kept in the Business and Finance office and must be signed out by authorized users.

(5) For credit card purchases, cardholders must obtain an itemized sales receipt of the transaction. The itemized receipt must be sent to the Business and Finance accounts payable department with the department name and authorized signature for the department to be charged.

(6) The accounts payable department will review and match all itemized credit card receipts with the credit card invoices. Any discrepancies or missing documentation will be rectified with the appropriate charging department.

ACCOUNTING FOR RESTRICTED FUNDS
Policy No. 3357:15-16-04

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 06/04/2018
Revised: 06/05/2023

POLICY: The College receives funds from various sources who place restrictions on the timing and use of those funds. Recordkeeping and reporting procedures must be established to ensure that all such funds are utilized in compliance with the funding source requirements. The Comptroller is responsible for assigning this responsibility to a designated individual ("accountant").

PROCEDURE:

(A) Grant initiation

(1) When an award is received, the project director provides the accountant with the award letter, contract, and program budget.

(2) The accountant provides the necessary information to the Comptroller who assigns a restricted fund number to the project, and, if applicable, a grant folder is created.

(3) The accountant creates a schedule of applicable dates, reporting requirements, and expenditure restrictions and provides this information and the fund number to the project director.

(B) Grant accounting and reporting

(1) Each month the accountant reviews the activity in the restricted accounts to ensure that all charges are appropriate.

(2) Quarterly reports are provided to the Comptroller regarding all activity in all of the restricted funds.

(3) Periodically, the accountant submits requests for funds to the applicable agencies along with all required supporting documentation.

(4) Reports detailing all of the activity in the accounts are available on an on-going basis to the project director.

(C) Grant termination

(1) The accountant notifies the project director of the imminent closing of a grant, the remaining funds, and applicable spending requirements.

(2) A final review of project activity is performed, and the restricted fund closed.

(3) All records are maintained in accordance with the grant requirements.

FINANCIAL REPORTS
Policy No. 3357:15-16-05

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 06/07/2021
Revised: 06/01/2026

POLICY:

The CFO/Vice President of Business, Finance & Information Technology will be responsible for the filing of all financial reports for the College as required by the Board of Trustees; Auditor of State; or other federal, state, and local agencies as required by law or condition of contracts.

FINANCIAL PLANNING Effective: 10/09/2009
Policy No. 3357:15-16-06 Revised: 02/23/2015
Page 1 of 1 Revised: 06/07/2021

POLICY:

(A) Operating Budget: The CFO/Vice President of Business, Finance & Information Technology must develop the operating budget to conform to the institutional education plan. All income and expenditures must be reviewed in terms of satisfying the stated goals and objectives as prescribed by the Board of Trustees and the President. The operating budget must take the following costs into consideration: personnel, supplies, travel, equipment, and all other costs necessary to carry out the mission of the College.

(B) Capital Budget: This plan will be developed by the CFO/Vice President of Business, Finance & Information Technology to detail how income and expenses will be acquired and utilized to support the physical development plan of the College. The capital budget should take into consideration a review of facilities and capital equipment needs.

(C) Cash Flow: The CFO/Vice President of Business, Finance & Information Technology will prepare a monthly cash flow estimate. Investment of surplus funds in securities that meet the approval of the Auditor of State is encouraged. The CFO/Vice President of Business, Finance & Information Technology will seek bids from financial institutions with sound reputations. All financial institutions must collateralize deposits to receive awards as required by the Investment and Cash Management Policy in accordance with the laws of the State of Ohio.

INVESTMENTS AND CASH MANAGEMENT
Policy No. 3357:15-16-07

Effective: 10/19/2009
Revised: 02/23/2015
Revised: 06/07/2021
Revised: 04/08/2026

A. Purposes

The purposes of this investment policy are to:

- Establish the investment objectives of Stark State College (the "College") and provide a framework for the prudent management of investable funds within short, intermediate, and long-term time horizons;

- Serve as a guideline for the Investment Committee (the "Committee") of the College, and any investment advisors, managers, or custodians retained by the College; and

- Define the roles and responsibilities of all parties involved in the investment program.

B. Terms and Definitions

For purposes of this policy, the following definitions apply:

- "Fiduciary" shall mean any individual or group of individuals that exercise discretionary authority or control over the College investments or any authority or control over management, disposition, or administration of the College's investments.

- "Investment Advisor" shall mean any individual or organization employed to provide advisory services, including advice on investment objectives and/or asset allocation, manager search, and performance monitoring.

- "Investment Manager" shall mean any individual or group of individuals employed to manage the investment of all or part of the College's assets.

- "Custodian" shall be the entity responsible for the possession of securities owned by the College, and shall collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales.

- "Securities" shall refer to the marketable investment securities that are defined as acceptable in this policy.

- “Time Horizon” shall be the time period over which the investment objectives, as set forth in this policy, are expected to be met.

C. General Investment Policy Goals and Objectives

As a political subdivision of the State of Ohio and a local technical college district, the College is responsible for the stewardship of funds received from a variety of public and private sources for the accomplishment of its legislatively mandated public mission. Accordingly, the goals and objectives of the College’s investment activities, in order of importance, are:

1. Strict adherence to the Ohio Revised Code and the authority granted under ORC 3357.10, whereby the Board may provide for the investment of College funds in any manner authorized under ORC 3345.05. All such investments shall be made pursuant to this Policy.

    a. <u>Cash equivalents and fixed income</u>: A minimum of 25% of the average amount of the College’s investment Portfolio over the course of the previous fiscal year must be invested in securities of the United States government or of its agencies or instrumentalities; the Treasurer of State’s pooled investment program; obligations of this state or any political subdivision of this state; certificates of deposit of any national bank located in this state; written repurchase agreements with any eligible Ohio financial institution that is a member of the Federal Reserve System or Federal Home Loan Bank; money market funds; or bankers acceptances maturing in 270 (two hundred seventy) days or less, which are eligible for purchase by the Federal Reserve System, as a reserve.

    b. <u>Longer-term investments</u>: A maximum of 75% of the average amount of the College’s investment Portfolio over the course of the previous fiscal year may be invested as permitted in ORC 3345.05(C)(2) and further defined in this policy.

    c. <u>ORC 3345.161</u>. The Board shall make investment decisions with the sole purpose of maximizing the return on its investments.

2. Long-term preservation of the corpus (i.e., the stability of invested principal on a year-to-year basis, especially in the short- and mid-term segments), followed by the growth of the corpus.

3. Sufficient liquidity to enable the College to meet all operating requirements that may be reasonably anticipated.

4. To minimize the amount of idle cash, while simultaneously providing adequate liquidity for the College to meet its daily financial obligations.
5. To control costs of administering and managing the fund.
6. To optimize return of the Portfolio with reasonable and prudent levels of risk.

D. Authority and Regulatory Compliance

1. Board of Trustees

The Board of Trustees has the ultimate fiduciary responsibility for the College's investment Portfolio, due to its statutory mandate to hold in trust all Portfolio funds. This Policy requires all fiduciaries (that is, all Trustees) to discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. As part of its fiduciary oversight, the Board determines the appropriate strategy for the Portfolio. The Board sets, approves, and amends the Investment Policy, and delegates responsibility for implementation of the investment program to the Committee. The Board reviews periodic reports from the Committee on the status of the investment program, as discussed below.

2. Investment Committee

In accordance with Ohio Revised Code 3345.05(C)(3), the Board through this Policy establishes an Investment Committee (“Committee”). The Committee will consist of the College’s President, Chief Financial Officer, Comptroller, and Budget Director and a member of the College Board of Trustees (preferably with finance and/or accounting expertise).

In accordance with ORC 3345.05(D), the Committee shall meet at least quarterly. The Committee shall review and recommend revisions to this Investment Policy at least annually and shall advise the Board on its investments in an effort to assist the Board in meeting its obligations as a fiduciary. The Committee implements the Board’s investment strategy. The Board delegates investment decision authority to the Committee.

As authorized by statute and pursuant to this Policy, the Committee retains the services of an Investment Advisor. The Committee is consequently responsible for hiring and terminating investment advisors, managers, and/or custodians. The Committee will maintain sufficient knowledge about the Portfolio and its investment managers so as to be reasonably assured of the managers’ compliance with the Investment Policy and all relevant statutes.

3. Treasurer / College Chief Financial Officer

The Committee delegates the authority to execute investment operations approved by the

Committee to the Treasurer / Chief Financial Officer ("Treasurer"). The Treasurer serves as primary contact for the College's investment advisor, managers, and custodians. The Treasurer provides the Committee with reports on Portfolio composition and performance at least quarterly.

4. Investment Advisor

The investment advisor is responsible for providing support to the Committee. The investment advisor must:

- Be licensed by the division of securities under section 1707.141 of the Ohio Revised Code; or be registered with the Securities and Exchange Commission.
- Have experience in the management (i.e., advisory oversight) of investments of public funds, especially in the investment of state government investment Portfolios or be an eligible institution referenced in section 135.03 of the Ohio Revised Code.

The scope of the advisor's role and responsibilities will vary from time-to-time, as directed by the Committee. The advisor's responsibilities may include any of the following:

- Assist with ensuring compliance with Ohio Revised Code.
- Maintain compliance with the Investment Policy.
- Monitor the performance of the Portfolio and each investment to determine if the collective investment strategy is meeting objectives.
- Perform strategic asset allocation analysis from time to time to determine if the current strategy is appropriate to meet the investment objectives.
- Implement approved tactical asset allocation changes following the investment process of the College.
- Perform ongoing due diligence on Investment Managers to determine their continued suitability within the Portfolio; and recommend and implement, with Committee approval, the hiring, terminating, or replacement of Investment Managers.
- Maintain copies of agreements and subscription documents with Investment Managers.
- Provide monthly and quarterly performance reports to help the Committee evaluate each Investment Manager and the results of the overall Portfolio.
- Assess overall investment fees of the Portfolio.
- Provide education to the Investment Committee based on best practices for Investment Committees.

5. Investment Managers

The Committee, with advice from its Investment Advisor, may engage Investment Managers. If the Committee does so, the Committee shall engage professional, SEC-registered investment managers, FDIC-insured banks, state- or federally-regulated banks or trust companies for the direct investment management of the Portfolio's assets, including separately managed accounts, mutual funds, co-mingled funds, and partnerships. Each investment manager has discretion to purchase, sell, or hold the specific securities used to meet the College's investment objectives, within the scope of allowable investments and within their specific investment mandate, as delineated in writing by the Committee.

Investment Managers must meet the following minimum attributes to manage the Portfolio:

- The institution should be a bank, insurance company, investment management company, or an investment adviser under the Registered Investment Advisers Act of 1940.
- The institution should be operating in good standing with regulators and clients, with no material pending or concluded legal actions.
- The institution should provide detailed information on the history of the firm, its investment philosophy and approach, and its principals, clients, locations, fee schedules, and other relevant information to the Investment Advisor.

Assuming the minimum criteria are met, the particular investment manager under consideration should meet the following standards:

- Performance reporting should comply with the CFA Institute's Global Investment Performance Standards (GIPS).
- Risk and risk–adjusted return measures should be evaluated and be within a reasonable range relative to an appropriate, style-specific benchmark, and peer group.
- Fees should be competitive compared to similar investments.

Voting of proxies:

Investment managers are responsible for voting proxies which should be made in the best interest of the College. Any proxies which relate to social or environmental policy as used in ORC 3345.161 shall be referred to the Committee to decide whether the Board should vote.

Execution of security trades:

The investment manager is expected to transact securities in a manner designed to receive a combination of best price and execution.

Each investment manager will be held responsible and accountable to achieve the stated objectives. While it is not believed that the limitations will hamper any investment manager, the investment manager should request modifications deemed appropriate.

6. Custodians

Custodians will maintain physical possession of securities held in the Portfolio, settle transactions, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. Custodians shall also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the College's Portfolio accounts. Custodians are responsible for providing monthly statements to the College and the investment advisor. Access to online balances and statements should be made available.

E. Portfolio Segmentation

The College will forecast and monitor its short-, mid-, and long-term operating cash needs as guided by the College's annual budget, facility and capital projects, and strategic plans. The investment Portfolio will be divided into three segments:

1. Short-term segment:

   The emphasis is on ensuring sufficient liquidity to meet operating needs. All cash and equivalent investments should be made with concern for quality and liquidity and have maturity dates of one year or less. High return is desirable, but the highest possible investment return should be sacrificed where quality is considered questionable.

2. Mid-term segment:

   The objective is to earn higher returns than cash and equivalents from fixed income investments, with maturity dates or average durations generally of five (5) years or less. However, investments within this segment may also be structured to coincide with the projected timing of major facility construction and renovation projects and other potential payments or resource needs in an intermediate timeframe, which may result in holdings with maturities of greater than five (5) years.

3. Long-term segment:

   The objective is to earn the highest possible returns while adhering to a prudent level of risk. These investments have a time horizon of greater than five (5) years. It is understood that this segment may be subject to a greater level of volatility in exchange for higher long-term returns. While negative performance returns may occur periodically (i.e., principal value will fluctuate), over longer time periods the Board seeks to earn a rate, to be determined from time to time, above the rate of inflation as measured by the consumer price index (CPI), with the preservation of principal still being the primary objective.

Short-Term Segment	Mid-Term Segment	Long-Term Segment
Investment Horizon: <1 Year Purpose: Short-term cash needs, operational, payroll, AP Asset Allocation/Investment Types: Star Ohio and cash equivalents	Investment Horizon: 1-5 Years Purpose: Intermediate cash needs, capital projects, and unexpected short-term needs Asset Allocation/Investment Types: Investment grade bonds	Investment Horizon: >5 Years Purpose: Long-term growth, quasi-endowment, funding for potential future strategic opportunities Asset Allocation/Investment Types: Balanced portfolio with asset allocation parameters

F. Allocating Between Segments

The Committee has the discretion to move investments into and out of the segments and may reinvest income within the segment in which it was earned, or allocate it to another segment. Periodically during the fiscal year, the Treasurer will propose appropriate reallocations based on revenue receipts, projected spending needs, and information provided by short-, mid-, and long-term operating and capital planning. Reallocations of investments and investment income are subject to annual review by the Board.

G. Long-Term Segment

As set forth by Ohio Revised Code, the College will maintain, at a minimum, 25% of the average amount of the investment Portfolio over the course of the previous fiscal year to be invested in Cash Equivalents and Fixed Income instruments as defined. The remaining portion may be invested into the Long-Term Segment and invested in accordance with section 1715.52 of the Revised Code. As the name suggests, the monies in the Long-Term Segment will be invested with a long-term time horizon and will be left to appreciate over time as a quasi-endowment to serve as a source of funding, for future strategic opportunities, and in general for the future benefit of the College.

Should an event arise where a distribution from this Fund would be necessary, a recommendation must be made by the Committee and approved by the Board. Monies in the Long-Term Segment will be reviewed collectively with the entire portfolio to ensure the College's Portfolio, in the aggregate, is in compliance with Ohio Revised Code.

H. Performance Expectations

The College will regularly review the performance of the benchmark indices to determine if the expectations for the asset classes utilized are reasonable, considering actual investment experience (the Committee is responsible for reviewing the investment experience).

Performance results will be measured in three ways over a full business cycle, generally seven to ten years:

1. The overall investment objective (spending policy + inflation)
2. A blended benchmark of market indices based on the strategic asset allocation of the Portfolio
3. The Portfolio will be compared to portfolios of similar-sized peers, if applicable

I. Diversification & Asset Class Purpose

The total Portfolio will be constructed and maintained to provide prudent diversification regarding Investment Managers, styles, regions, sectors, and number of holdings. Asset classes, or broad segments of the Portfolio, serve varying purposes, as described below:

- The purpose of the Growth Assets allocation is to provide a total return that will simultaneously provide for growth in principal and current income sufficient to support the Portfolio, while at the same time preserving the purchasing power of the Portfolio's assets. It is recognized that the Growth Assets allocation entails the assumption of greater market variability and risk.
- The purpose of the Diversifying Assets allocation is to provide diversification and risk reduction, while enhancing the overall risk-adjusted performance.
- The purpose of the Income & Liquidity allocation is to provide a deflation hedge, to reduce the overall volatility, and to produce current income in support of the needs of the Portfolio.
- The purpose of the Cash allocation is to provide liquidity for short-term obligations. All cash and equivalent investments should be made with concern for quality. High return is desirable, but the highest possible investment return should be sacrificed where quality is considered questionable.

J. Asset Allocation Guidelines

The asset allocation targets for the Long-Term Segment are as follows:

Asset Class*	Target Allocation	Allowable Range
Growth Assets	60%	50% - 70%
U.S. Equity	40%	
Global Equity	20%	
Diversifying Assets	10%	0% - 25%
Income & Liquidity	30%	22% - 42%
Total	100%	

K. Permissible Investments for the Long-Term Segment

The Portfolio may be invested in the types of investments listed in the chart below. Mutual funds are bound to their prospectus guidelines and not this policy.

Growth Assets	Diversifying Assets
• Common stocks • Convertible preferred stocks • American depository receipts (ADRs) of non-U.S. companies • Stocks of non-U.S. companies (Ordinary shares) • Equity mutual funds and exchange-traded funds	• Real estate investment trusts (REITs) • Tactical asset allocation strategies • Absolute return strategies • Long-short equity and fixed income strategies • Macro strategies • Mutual funds and exchange-traded funds
Income & Liquidity Assets	**Cash Equivalents**
• U.S. government and agency securities • Municipal bonds • Corporate notes and bonds • Mortgage-backed bonds • Preferred stock • Fixed income securities of foreign governments and corporations • Private debt strategies • Fixed-income mutual funds and exchange-traded funds	• Treasury bills • Commercial paper • Banker's acceptances • Repurchase agreements • Certificates of deposit • Deposit accounts • Money market mutual funds and exchange-traded funds

L. Prohibited Investments/Activities

It is not possible to provide a complete listing of the investments and investing activities that are considered inappropriate. However, for example, the College may not:

- Make an investment decision with the primary purpose of influencing any social or environmental policy or attempting to influence the governance of any corporation. ORC 3345.161.

- Contract to sell securities that have not yet been acquired on the speculation that prices will decline (i.e., short sales);

- Enter into reverse repurchase agreements;

- Leverage current investments as collateral to purchase other assets;

- Purchase individual securities denominated in foreign (non-U.S. dollar) currencies;

- Make any investment in "derivatives" as defined in the Ohio Revised Code section 135.14(C);

- Purchase mortgage pass-through securities, collateralized mortgage obligations including interest-only and principal-only securities;

- Borrow funds to invest in higher-yielding securities in an attempt to increase the overall Portfolio return; or

- Purchase illiquid securities or illiquid investment partnerships.

M. Removal of an Investment Manager

The following are general guidelines which may give reason to remove an Investment Manager:

- Failure to comply with the specific investment mandate, as delineated in writing by the Committee.
- Underperformance relative to relevant benchmarks or peer groups, with an emphasis on long-term (three- and five-year) rolling time periods.
- Significant qualitative changes to the investment management organization.

Each Investment Manager shall be reviewed ongoing in regards to performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact its ability to achieve the desired investment results. If the Investment Manager has failed to adhere to one or more of the above conditions, it is reasonable to presume a lack of adherence going forward. Any decision to remove an Investment Manager will be treated on an individual basis, and will not be made solely based on quantitative data. In addition to those above, other factors may include professional or client turnover, or material change to investment processes. Considerable judgment must be exercised in the removal decision process.

N. Safekeeping; Purchase/Sale/Transfer Authority

Individual securities in the College's investment Portfolio will be kept safe in insured accounts maintained with banks and independent broker/dealers.

The Treasurer will retain sole authority to transfer funds or securities (except for transactions that occur within a mutual fund in which the College owns shares). Neither signature nor wire transfer authority will be extended to an investment advisor, manager, or custodian bank or broker/dealer.

O. Ethics and Conflict of Interest

The Board of Trustees' and College Conflict of Interest Policies shall be adhered to by all individuals involved in the investment process. To summarize: It is the policy of the College that relationships and transactions with individuals and organizations outside the College are to be conducted at all times on a highly ethical and arms-length basis. To this end, the prime consideration must be the best interests of the College. Decisions regarding investment relationships and transactions must not be influenced by self-interest on the part of a trustee, College officer, employee, investment advisor or investment manager, if there is an actual or potential conflict with the interests of the College. Each person involved in the investment process must disclose personal interests or investments that could be affected by investment decisions made for the College. Anyone outside the College serving on the Committee shall file with the Ohio Ethics Commission the same financial disclosure statement as is required to be filed by all Trustees and College employees. Such financial disclosure statements shall be filed at the same time the financial disclosure statements of Trustees and College employees are filed. In addition to the Trustee and College Conflict of Interest Policies, trustees, officers and employees are subject to Ohio Ethics Law (O.R.C. Chapter 102 & Sections 2921.42 and 2921.43).

P. Internal Controls

The Treasurer will designate one or more finance staff to be responsible for ensuring that all transactions and documentation pertinent to the execution and confirmation of purchases, settlements, redemptions, maturities and sales are completed; for instructing banks, brokers, dealers and safekeeping agents with respect to arrangements for payment or collection of monies resulting from such transactions; and for the maintenance of all necessary records and reports.

Q. Treasurer Education

The Treasurer will participate in beginning and/or continuing education training programs sponsored by the State treasurer or the State Auditor, as required pursuant to Ohio Revised Code Section 135.22. Through participation in educational programs, the Treasurer will develop and enhance background and working knowledge in investment cash management and ethics.

R. Effective Date and Policy Implementation

The effective date of this policy is April 8, 2026.

Investments held by the College as of the effective date of this policy should be liquidated only if the Committee deems liquidation prudent and not solely to immediately comply with the policies contained herein. Such investments will need to be sold or allowed to mature based on ongoing analysis and direction of the Committee.

REPROGRAPHIC PROCEDURE
Policy No. 3357:15-16-08

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 07/14/2016
Revised: 06/01/2026

POLICY:
The Reprographics Department provides centralized copy services to the College whereby all large copy jobs are completed in one location to provide cost efficiency.

PROCEDURE:

1. All materials to be printed must be submitted in ready-to-run condition. Responsibility for proofreading rests with the originator.
2. The Reprographics Duplication Request Form must be completed by the originator in compliance with the required lead time.
3. The Reprographics Duplication Request Form and associated documents may be submitted electronically. Request forms are available on mySSC. Electronic submissions are limited to the capacity of the Stark State College email system.
4. Work requests submitted to the Reprographics Department will be completed according to priority and due date. Presidential reports, faculty syllabi, and faculty exams are some examples of high priority requests. Low priority requests, such as forms or academic program sheets, are completed each day as time permits. All work will be processed with as little delay as possible.
5. A copy count report is generated at the end of every month and given to the Comptroller's office. Departments are charged internally for copy jobs.

COLLEGE DISCRETIONARY FUND Effective: 10/09/2009
Policy No. 3357:15-16-09 Revised: 02/23/2015
 Revised: 07/15/2015

POLICY:

The Board of Trustees established the College Discretionary Fund on June 20, 1984 (page 1015) to be used at the President's discretion for supporting activities which serve to promote the interest of Stark State College. The Fund may be used for the following suggested purposes or any purpose which supports the interest of the College. Some examples are:

(A) To receive gifts or donations from individuals, agencies, firms, or other groups.

(B) To support functions of the Board of Trustees.

(C) To support the activities of the President in fostering the interest of Stark State College excluding direct political contributions.

(D) To support approved faculty and staff functions.

(E) To support approved faculty and staff travel, entertainment, and training.

PROCEDURE:

(A) The Vice President for Business and Finance will keep all records for the College Discretionary Fund and will report the activities of the fund on a quarterly basis to the Board of Trustees.

(B) All funds received by the College Discretionary Fund are to be deposited in a separate bank account by the Vice President for Business and Finance.

(C) The President or the Vice President for Business and Finance are authorized to sign all checks for the College Discretionary Fund.

(D) Expenditures exceeding $1,000 must receive prior approval from the Chairman or, in their absence, the Vice-Chairman of the Board of Trustees of Stark State College.

COLLEGE FOOD POLICY
Policy No. 3357:15-16-10

Effective: 10/09/2009
Revised: 02/23/2015
Revised: 06/07/2021
Revised: 06/01/2026

POLICY:

A. Purpose and Scope:

(1) This policy provides guidance for using general College funds to cover the cost of food at College functions.

(2) Key Definitions:

(a) Food: This term broadly includes coffee, non-alcoholic refreshments, and all types of meals or snacks.

(b) General College Funds: This includes all accounts funded by the College itself, as well as all grant accounts.

(c) Exclusions: The President's Discretionary Fund and club agency accounts (where the College only acts as a fiscal agent) are not considered general College funds and are exempt from this specific policy.

B. Generally, employees are responsible for their own food expenses, and general College funds should not be used for these personal costs. However, exceptions are allowed for specific College events that support the College's mission and serve a general public purpose.

Rules for Approved Food Purchases:

- All food purchases must be customary, reasonable, and appropriate for the event.
- Prior approval is required from the Vice President or applicable Executive Council member of the department requesting the purchase.

PROCEDURE:

(A) Food can be provided and paid for by the College at the following specific events approved by the College Board of Trustees:

(1) Meetings of the Board of Trustees

(2) College-wide Administrative Updates for Employees (once per semester)

(3) College-wide Employee Recognition Ceremony (once per year)

(4) College-wide Adjunct Instructor Orientation (once per semester per adjunct)

(5) College-wide New Employee Orientation (once per semester)

(6) College-wide Graduation Ceremony (once per semester).

(B) Food can be provided and paid for by the College at the following types of events:

(1) College-wide professional development events lasting at least 4 hours

(2) On-site College meetings involving outside organizations, guests, or speakers

(3) Non-credit and contract training classes where the cost of food has been included in the course fee.

(C) General College funds may not be used to purchase food for any event not approved above.

(D) This policy is not intended to restrict employees from spending their own funds to provide food at any event.

(E) This policy is not intended to supersede the food allowance while on travel status as described in section 3357:15-14-10 of the College's Policies and Procedures Manual.

(F) This policy is not intended to restrict the use of the President's Discretionary Fund for the purchase of food.

STARK STATE COLLEGE
POLICIES AND PROCEDURES MANUAL

DISPOSAL OF SURPLUS EQUIPMENT Effective: 10/09/2009
Policy No. 3357:15-16-11 Revised: 02/23/2015
Page 1 of 1 Revised: 07/14/2016
Revised: 06/07/2021
Revised: 06/01/2026

POLICY:
Equipment is considered surplus once it has surpassed its useful life. This occurs when equipment is broken and repair costs exceed fifty percent of the value of the item, is obsolete, or is no longer needed by the department. Items being traded in towards the purchase of another item must first be deemed surplus and must follow this same procedure prior to being traded.

PROCEDURE:
(A) The department head must declare the item as surplus with the appropriate supervisory approval and notify the Comptroller, providing all relevant information in determining the item as surplus prior to disposal.

(B) The Comptroller will receive approval from the CFO/Vice President of Business, Finance & Information Technology before proceeding.

(C) The Comptroller will work with the Director of Auxiliary Services to dispose of all surplus equipment in the following manner:

(1) Equipment that is still useful will be offered to other College departments.

(2) Surplus equipment may be sold at a public sale or offered to school districts and non-profit agencies in the community.

(3) Equipment that has no use or value will be properly disposed of or sold for salvage value.

(D) The CFO/Vice President of Business, Finance & Information Technology shall have final authority over the disposal of all surplus equipment as provided by the appropriate laws or regulations of the State of Ohio and the United States and its agencies.

ALCOHOL POLICY
Policy No. 3357:15-16-13

Effective: 04/20/2012
Revised: 02/23/2015
Revised: 07/14/2016
Revised: 06/07/2021
Revised: 06/01/2026

POLICY:

The use of alcoholic beverages is prohibited on College premises unless an exception is requested and written approval is granted from the Provost or Vice President of the requesting division and the CFO/Vice President of Business, Finance, and Information Technology or designee. There should be a primary purpose for the gathering other than the availability of alcohol. Alcohol should not be used as an inducement to participate in a campus event. All consumption, possession, and/or distribution of alcoholic beverages will be consistent with the laws and regulations of the state of Ohio.

PROCEDURE:

The following process must be used to obtain permission for College events that involve alcohol:

(A) In order to obtain approval, the requesting department must submit an Authorization to Serve Alcohol Request Form (available on mySSC) to the CFO/Vice President of Business, Finance, and Information Technology or designee, along with an approval from the vice president of the requesting division at least three weeks before the event. The approval may be indicated by a signature on the form. Please send a copy of the signed form to CFO/Vice President of Business, Finance, and Information Technology. No additional cover letter is necessary as long as all information requested is provided.

(B) If a fee is charged for anything in connection with the event, it may be necessary to obtain a permit from the Ohio Division of Liquor Control, which requires a significantly longer application process. The CFO/Vice President of Business, Finance, and Information Technology or designee will assist in that process. To ensure sufficient time, the request should be submitted at least eight weeks before the event.

(C) The College’s Security Office must also be contacted in writing at least three weeks before the event.

(D) Any outside organization hosting an event where alcohol is served requires the purchase of a Liquor Liability Insurance policy naming the College as an additional insured party. A copy of this insurance policy must be presented to the Business Office for College records.

(E) The request will be reviewed by the CFO/Vice President of Business, Finance, and Information Technology or designee when all of the required information is complete. If no temporary permit is required and there are no unresolved legal issues, the request will be forwarded to the President for final approval. When approval is granted, the CFO/Vice President of Business, Finance, and Information Technology or designee will email the requestor the signed approval in PDF form and send the original via campus mail.

(F) If a temporary permit is necessary, the CFO/Vice President of Business, Finance, and Information Technology or designee will help select the appropriate type of permit. If needed, the CFO/Vice President of Business, Finance, and Information Technology or designee will direct legal questions to the Attorney General's Office.

(G) Once the request form has been signed, it will be returned via campus mail, or it can be held for pickup at the Office of Business and Finance. The requesting entity is responsible for submitting the permit to the Department of Liquor Control and paying all fees. To ensure adequate security, contact the College Security Office at extension 4367 directly.

(1) When alcohol is present at an event, strict controls must be enforced in order to prevent underage or excessive drinking. These controls are consistent with local, state, and federal laws and the College's code of conduct.

(a) Possession and consumption of alcohol in parking areas are subject to local, state, and federal laws and regulations. Police and liquor control agents may patrol these areas and enforce applicable laws.

(b) Alcoholic beverages may be served only within designated areas within the location provided on the Authorization to Serve Alcohol form.

(c) Soft drinks and other alternative beverages, such as punch, fruit drinks, and other non-alcoholic beverages, should be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are being served. Food and/or snacks should also be prominently displayed and available during the entire event.

(2) College faculty and staff purchasing alcoholic beverages for on-campus consumption, must comply with the expenditure requirements outlined in the College's food policy.

(3) The College does not allow advertising in its public spaces that directly promotes the use of alcohol or tobacco. This applies to events and activities directly organized or sponsored by the College, as well as to events sponsored by others who may be leasing, renting or using College facilities.

(4) Policy Violations.

(a) Any student, faculty member, staff member, volunteer, or visitor found to be in violation of local, state and/or federal law, or who violates the College's alcohol policy~~,~~ is subject to College disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. College disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal.

(b) If alcohol violations occur, faculty and staff may be disciplined under all College rules and policies under 3357:15-14-18.

LOST AND FOUND PROPERTY Effective: 07/14/2016
Policy No.: 3357: 15-16-14 Revised: 06/07/2021
Page 1 of 2 Revised: 06/01/2026

POLICY:
This Policy is to provide procedures for the accountability and safekeeping of currency and tangible personal property lost or abandoned on the property owned, leased, operated by, or under the control of the College. Stark State College shall maintain a lost and found service at the Campus Security Office for all faculty, staff, students, and guests to the campus. The Campus Security Office will process and secure all the lost and found articles and make every reasonable attempt to return the items to the rightful owner. Unclaimed items may be destroyed or converted to College use or donated to a non-profit organization in accordance with Stark State College procedure as follows.

PROCEDURE:
When the lost or abandoned item(s) are found, the following procedures shall apply:

1. Items found must be promptly turned into the Campus Security Office and logged. Items containing cash will be verified by a second person and then logged in. Campuses or other locations without a security office shall assign a lost and found designee.
2. If the lost item contains identification information, the Campus Security Office or assigned lost and found designee will make a reasonable effort to contact the owner.
3. Currency and property identified as abandoned or lost shall be held for up to 60 days. Items that present a risk to the health of others, or are severely soiled, tattered, or damaged, may be disposed of immediately. Food and drink may be discarded immediately.
4. The person claiming the item(s) must describe the item(s) as closely as possible and provide identification.
5. Whenever the property is returned, the owner will sign a log sheet verifying the receipt of the item(s).
6. Recovered firearms will be turned over to the Campus Security Office who shall turn over the firearm to the appropriate law enforcement agency having jurisdiction where the firearm is recovered. Any firearm or dangerous ordinance or item(s) that is clearly recognized as such, should not be handled unless necessary but should be protected from others until a security officer or law enforcement officer can be contacted in order to recover the item(s).
7. Unclaimed electronic devices will be retained until the completion of the academic semester and then disposed of properly.
8. Lost or abandoned item(s) that are found by or turned into a leasee on property that is leased to the leasee by Stark State College, that does not have a Security Office within the building of the leased property, may retain the item(s) for a reasonable time in an attempt to return the

item(s) to the rightful owner. Should the property remain unclaimed, the property shall be turned in to Stark State College Security for final disposition as outlined in this policy.

9. Lost or abandoned item(s) that are found at a Stark State Satellite campus that does not have a Stark State Security office, may remain at the satellite campus with the lost and found designee who shall follow the handling procedures for lost and found items as outlined in this policy.

   If the following items are unclaimed after 60 days or the owner is not identified, the Campus Security Office shall dispose of the property in the following ways:

   a. Unclaimed cash may be returned to the finder, if known, or turned over for deposit into the Stark State College Foundation, Margaret (Marge) Smith Memorial Emergency Fund.

   b. Documents containing sensitive or personal information (i.e. Social Security cards, passports, drivers' licenses, and credit card receipts) will be shredded.

   c. Debit and credit cards will be shredded.

CYBERSECURITY Effective: 2/14/2020
Policy No. 3357:15-16-15 Revised: 06/02/2025

POLICY:

(A) Purpose: To meet each requirement for the Minimal Risk Profile in the Cybersecurity Assessment Tool (CAT) of the Federal Financial Institutions Examination Council (FFIEC), to comply with the Information Technology Examination Handbook (IT Handbook) and the National Institute of Standards and Technology (NIST) Cybersecurity Framework, and to continue to increase cybersecurity maturity from baseline to evolving and beyond, as those terms are described in the instructions of the CAT.

(B) Authority: CFR Title 16 Chapter I Subchapter C Part 314, which implements sections 501 and 505(b)(2) of the Gramm-Leach-Bliley Act, sets forth standards for developing, implementing, and maintaining reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of College information.

(C) Scope: The College shall develop, implement, and maintain a comprehensive information security program that is written in one or more readily accessible parts and contains administrative, technical, and physical safeguards that are appropriate to our size and complexity, the nature and scope of its activities, and the sensitivity of any College information at issue. The information security program shall include the administrative, technical, or physical safeguards the College uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle College information. Such safeguards shall include the elements set forth in subsection D and shall be reasonably designed to achieve the following objectives:

(1) Ensure the security and confidentiality of College information;

(2) Protect against any anticipated threats or hazards to the security or integrity of such information; and

(3) Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to the College.

(D) Program: The College shall develop, implement, and maintain its information security program in the following manner:

(1) Designations: The College designates its CFO/Vice President of Business, Finance and Information Technology and the Cybersecurity Administrator to coordinate the College's information security program.

(2) Assessments: The Cybersecurity Administrator will identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of College information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any safeguards in place to control these risks. At a minimum, such a risk assessment should include consideration of risks in each relevant area of your operations, including:

(a) Employee training and management;

(b) Information systems, including network and software design, as well as information processing, storage, transmission, and disposal; and

(c) Detecting, preventing, and responding to attacks, intrusions, or other systems failures.

(3) The Cybersecurity Administrator will ensure that the College designs and implements information safeguards to control the risks it has identified through risk assessment, and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures.

(4) The Cybersecurity Administrator will oversee service providers by:

(a) Taking reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the College information at issue; and

(b) Requiring the College’s service providers by contract to implement and maintain such safeguards.

(5) The Cybersecurity Administrator will evaluate and adjust the College’s information security program in light of the results of the testing and monitoring required by paragraph (D2c) of this section; any material changes to College operations or business arrangements; or any other circumstances that the College knows or has reason to know may have a material impact on its information security program.

(E) Public Records: Procedures shall be documented and utilized by the College. To the extent such documentation meets the definition of “security record” or “infrastructure record” as identified by ORC 149.433(B)(1), those records shall not be public records and shall not be subject to release or inspection by the public.

USE OF ARTIFICIAL INTELLIGENCE Effective: 07/01/2024
Policy No. 3357:15-16-16 Revised: 11/25/2024

POLICY:

All users must use generative artificial intelligence (AI) chatbots and AI tools in accordance with all other policies of the College, including but not limited to Rule 3357:15-13-26 of the Administrative Code (Academic Honesty and Integrity), Rule 15-13-38 of the Administrative Code (Departmental Academic Policy), Rule 15-14-27 of the Administrative Code (Code of Ethics and Professional Behavior), Rule 15-15-05 of the Administrative Code (Use of College Computing and Information Resources), Rule 15-15-07 of the Administrative Code (Electronic Communications), Rule 15-16-15 of the Administrative Code (Cybersecurity), Rule 15-19-04 of the Administrative Code (Student Education Records), and Rule 15-19-10 of the Administrative Code (Student Code of Conduct). Employees are required to proofread all content obtained from any AI source and delete their queries when finished.