



Trinidad State College Guidelines

*formerly
Procedures Handbook*

State Board for Community Colleges
& Occupational Education

Board Policies (BP) and System Procedures (SP)

<https://www.cccs.edu/about-cccs/state-board/policies-and-procedures/>

Overview

Trinidad State College (TSC) Guidelines describe a range of practices that inform TSC's operations. The guidelines reference federal and state governing bodies as well as board policies and system procedures established by the [State Board for Community Colleges and Occupational Education \(SBCCOE\)](#) and the Colorado Community College System (CCCS). The TSC Guidelines are reviewed and updated from time to time always in reference to our governing bodies. As a State System Community College, all SBCCOE policies and system procedures and/or federal or state legislative action will take precedence over local institutional guidelines.

All personnel matters relating to classified staff are governed by the Rules and Regulations of the Colorado State Personnel System. The latest copy of the Rules and Regulations of the Colorado State Personnel System is on file with the Office of Human Resources and can be found at the following website:

<https://spb.colorado.gov/board-rules>. All employees have access to the above Rules and Regulations and any other written College or Board policy. Trinidad State College affirms its adherence to the above procedures in all personnel practices as they apply to all employees.

Equal Opportunity Institution

Trinidad State College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identify, or sexual orientation in its activities, programs, or employment practices as required by Title VI, Title VII, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008; and the Americans with Disabilities Act (ADA) of 1990.

The College has designated its Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5538; or the Office of Civil Rights, U.S. Department of Education, Region VIII, Cesar E. Chavez Memorial Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-5695, TDD (800) 877-8339.

Updated 2023



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TRINIDAD STATE COLLEGE
1.00 DOCTRINE

TRINIDAD STATE COLLEGE
1.10 Academic Freedom and Responsibility

- I. Academic freedom is the right of members of the academic community freely to study, discuss, investigate, teach, conduct research, and publish as appropriate to their respective roles and responsibilities. Responsibility and academic freedom are inseparable and must be considered simultaneously.
- II. The faculty is entitled to freedom in the classroom to discuss course subjects but should be careful to present various viewpoints related to the subject and avoid introducing controversial or other matter which has no relationship to the subject.
- III. When the classroom faculty member speaks or writes as a private citizen, he/she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. The faculty should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and should make every effort to indicate that they are not an institutional spokesperson.
- IV. Both the protection of academic freedom and the requirements of academic responsibility apply not only to full-time faculty, but also, to all others who exercise teaching responsibilities.

Revised: 7/1996

Reviewed: 9/2015, 11/2022

Updated: 2023

TRINIDAD STATE COLLEGE
1.20 Philosophy, Mission, Vision and Core Value

I. Philosophy

Established in 1925, Trinidad State College was the first community college in Colorado. With campuses in Trinidad and Alamosa, Colorado, Trinidad State is a comprehensive community college that provides an affordable and accessible education to students in southern Colorado and beyond. The College has five strategic priorities which serve as a philosophical guide for the institution.

The five strategic priorities are:

1. Transforming student experiences
2. Engaging faculty and staff
3. Cultivating our relationships
4. Enriching our communities
5. Operating with excellence

II. Mission

Enriching our diverse communities through quality educational experiences and lifelong learning

III. Vision

Educate for the future

IV. Core Value

Students First

Revised: 7/96, 10/14, 9/15, 11/17, 4/20

Approved, College Council: 6/2020

Updated: 2023

TRINIDAD STATE COLLEGE
2.00 ORGANIZATION

TRINIDAD STATE COLLEGE
2.10 Governance

References: [About CCCS / State Board](#)
 [About CCCS / Chancellor](#)
 [BP 2-25 – College Advisory Council](#)
 [SP 2-25 – College Advisory Council](#)

State Board for Community Colleges and Occupational Education (SBCCOE)

Colorado Community College System is governed by a 12-member board called the State Board for Community Colleges and Occupational Education (SBCCOE). [Board Member listing and bios.](#)

Colorado Community College System Chancellor

The [Colorado Community College System Chancellor](#) leads the state’s largest system of higher education.

The College President

The [President of Trinidad State College](#) is the chief executive and administrative officer of the College.

College Advisory Council

The Trinidad State College Advisory Council is comprised of residents from the College’s service area. Per BP 2-25, the purposes of the College Advisory Council are:

1. To advise the college president and the Board on the long-term educational needs of the area served by the college and on other matters identified in statute. (See [C.R.S. 23-60-206](#))
2. To serve as liaison between the college and area employers in order to facilitate assessment of employment, training and educational needs of the service area.
3. The serve as liaison between the college and local school boards, county commissioners, city councils, other local elected officials and other relevant groups or persons.
4. To promote the college’s programs and services among the communities and constituencies in the college’s service area.

The Trinidad State College Advisory Council members may be found on the college website: [TSC Advisory Council](#)

The Colorado Commission on Higher Education (CCHHE) and the Colorado Department of Higher Education (CDHE)

The Colorado Commission on Higher Education (CCHHE) was established in 1965 by the legislature. In 1985 the legislature gave the Commission increased authority and specific directives through the passage of House Bill 1187. Specific responsibilities include developing long-range plans for an evolving state system of higher education. CCHHE’s mission is to provide access to high-quality, affordable education for all Colorado residents that is student-centered, quality driven and performance-based. CCHHE’s primary "customers" are Colorado students and citizens. CCHHE is committed to providing the best quality education at the best price with the best possible service for its customers.

In January 2008, Senate Bill 08-018 made the Colorado Department of Higher Education (CDHE) separate from CCHHE in order to clarify the individual roles of the DHE and CCHHE.

The duties and powers delegated to CCHHE apply to all state-supported institutions of higher education, including, but not limited to, all post-secondary institutions in the state supported in whole or part by state funds, and including junior

colleges and community colleges, extension programs of the state-supported universities and colleges, local district colleges, area vocational schools and, specifically, the Regents of the University of Colorado and the institutions it governs. The governing boards and institutions of the public system of higher education in Colorado, including the University of Colorado, are obligated to conform to the policies set by CCHE within the authorities delegated to it in House Bill 1187 (1985). The Commission consists of nine members appointed by the Governor with the consent of the Senate. The members of the Commission may be found on the CCHE Website. [CCHE Commissioners](#)

The Colorado Department of Higher Education (CDHE) works with the Colorado Commission on Higher Education to support students, advocate and develop policies and to maximize high education opportunities for all. CDHE believes every Coloradan should have an education beyond high school to pursue their dreams and improve our communities. Information about CDHE may be found on their Website: [Colorado Department of Higher Education](#) and [Executive Leadership Colorado Department of Higher Education](#)

Revised/Approved: 3/13, 11/14, 9/15, 1/17, 9/17, 9/18, 2/19

Revised: 4/2020; Approved, College Council: 6/2020

Updated: 2023

TRINIDAD STATE JUNIOR COLLEGE
2.20 Administrative Structure

Reference: **Shared Governance**

Leadership Council

Membership: President, Vice President of Academic Affairs, Vice President of Administrative Services, Vice President of Student Affairs and Sponsored Programs, Vice President of Valley Campus

Function: To serve as a communication conduit for senior administration and provide advice to the president regarding major decisions

Meetings: Weekly

Academic Council

Membership: Vice President of Academic Affairs, Deans of Instruction

Function: To serve as a communication channel for the academic team and to facilitate the flow of information between campuses regarding academic issues

Meetings: Weekly

Student Services Management Team

Membership: Vice President of Student Affairs and Sponsored Programs, Registrar, Director of Financial Aid, Director of Student Life and Housing, Learning Center / TRiO Student Support Services Director, Success Center / TRiO Student Support Services Director

Function: To serve as a communication channel for the student affairs team and to facilitate the flow of information between campuses regarding student support issues

Meetings: Monthly

College Council

Membership: President, Vice President of Academic Affairs, Vice President of Administrative Services, Vice President of Student Affairs and Sponsored Programs, Vice President of Valley Campus, four faculty representatives, four staff representatives

Function: To serve as the primary communication body to facilitate the flow of information between president and college employees, to receive advice from college committees, to provide advice to the president regarding major decisions, to review planning and budget documents, and to review and approve changes in college guidelines.

Meetings: Monthly during the academic year

Revised: 10/06, 10/11, 7/12, 9/14, 2/15, 10/15, 9/16, 11/17

Revised: 4/2020

Approved, College Council: 6/2020

TRINIDAD STATE COLLEGE
2.30 Organizational Chart

The College shall publish an organizational chart outlining positions and reporting lines. The most recent version shall be maintained on the College website.

Revised: 2/15, 9/17

Updated: 2023

TRINIDAD STATE COLLEGE
2.40 Constitution and Bylaws for the Faculty / Instructor Council

Reference: [BP 2-30 State Faculty Advisory Council and Faculty Shared Governance](#)

ARTICLE I: STATEMENT OF DEFINITION AND MISSION

Section I-Name: The name of the organization shall be “The Trinidad State College Faculty/Instructor Council,” hereafter referred to as “The Faculty/Instructor Council.”

Section II-Duration: The period of duration of the Faculty/Instructor Council shall be perpetual except as otherwise hereafter provided.

Section III-Definition: The Faculty/Instructor Council consists of eligible college full-time, part-time faculty and adjunct instructors who formally convene for conducting business as provided for in these bylaws. All faculty will vote on administrative decisions (i.e. issues delegated by the College Administration. Adjunct Instructors will participate in non-administrative voting (e.g. meeting days and times, delegating tasks within the meetings, etc.)

Section IV-Mission: The purpose of the Faculty/Instructor Council is to lead the faculty in fulfillment of its responsibilities in the shared governance of the College and to represent faculty interests to College and community stakeholders, as well as such other state educational system components through its representatives as may be necessary or appropriate. The Faculty/Instructor Council is vested with the responsibility to

- Facilitate and enhance communication, collegiality, and collaboration among all faculty and instructors and other stakeholders of the college;
- Ensure that academic freedom is encouraged and protected;
- Engage in regular collective consultation with all faculty and instructors with regard to issues of mutual interest or concern that are relevant to the College;
- Convey (after due deliberation) to relevant and appropriate stakeholders of the College a perspective regarding the college’s policies and procedures, strategic aims, and educational practices and goals, that is representative of the faculty and instructors as a whole.
- Participate in the College’s deliberations and decision making through its standing committees, and then relate back to the Faculty/Instructor Council through e-mail reports or in person the nature of such deliberations and of any decisions reached.

ARTICLE II: POWERS

The Faculty/Instructor Council shall have the power to

1. Choose its own leaders;
2. Set and promote annual selections of leadership to the Faculty/Instructor Council;
3. Convene and conduct business in accordance with these bylaws;
4. Communicate the results of its deliberations to all relevant stakeholders;
5. Facilitate selection of faculty representative to the State Faculty Advisory Council (SFAC) and Colorado Faculty Advisory Council (CFAC).

ARTICLE III: BYLAWS

Section I—Rules of Order: Robert’s Rules of Order, Revised, shall be the accepted authority on all questions of procedure for official gatherings of the Faculty/Instructor Council.

Section II—Election to Council:

1. All members of the college Faculty, full and part time, and all Adjunct Instructors, are eligible for service as representatives to the Faculty/Instructor Council.
2. Faculty members of the Trinidad and Valley campuses are entitled to select from among their respective faculty one co-chair. The co-chairs will have a term of two years, which can be renewed at the discretion of the faculty and willingness of the co-chair. Adjunct instructors cannot hold the position of co-chair but can serve in the position of secretary.
3. The current Faculty/Instructor Council shall facilitate selections prior to April 30 of each year in a manner of its own choosing. Simple majorities of faculty are sufficient to validate any part of the selection process. Selections may take place during formally convened consultations or through appropriately devised canvasses of all eligible faculty members.
4. A secretary will be selected on a volunteer basis for a yearly term or on a volunteer monthly basis.

Section III—Membership & Quorum:

1. The Faculty/Instructor Council shall consist of all faculty and instructors.
2. Members of the Faculty/Instructor Council are the college's representatives to SFAC and CFAC.
3. Others who wish to attend open meetings of the Faculty/Instructor Council may have voice as provided for under the Rules of Order.
4. When 50% of those present participate in a vote, it is considered a quorum.
5. All meetings of the Faculty/Instructor Council shall be open to any faculty and instructor who wish to attend, as well as invited guests.

Section IV—Relationship of the Faculty/Instructor Council to the College:

1. The Faculty/Instructor Council shall function as a standing committee of the college and possess the same status within the college's organizational, administrative, and governing structure as any other standing committee.
2. Any Faculty/Instructor Council members may be selected to serve as a liaison to other of the College's standing committees, as full members with both voice and vote. Any member of the Faculty/Instructor Council already serving on other College standing committees may continue to do so and also function as a liaison to said committee.
3. Faculty and instructor service on the Faculty/Instructor Council shall be deemed eligible for fulfilling relevant criteria for service to the college according to the Commendable Criteria of the college's faculty evaluation rubric only if that person is an active participant.
4. Service as Co-Chair shall be deemed eligible for fulfilling relevant criteria for service to the college according to the Exemplary Criteria of the college's faculty evaluation rubric.

Section V— Faculty/Instructor Council Structure, Responsibilities & Roles:

1. The Faculty/Instructor Council shall choose its own leaders by a simple majority vote.
2. Should a vacancy occur at any time in either office, the members of the Faculty/Instructor Council would select a replacement from its own membership.
3. The responsibilities of the Co-Chairs are...
 - a. To convene and moderate meetings of the Faculty/Instructor Council;
 - b. To develop an agenda for such meetings in consultation (as needed) with other members of the Faculty/Instructor Council, as well as the college's stakeholders;
 - c. To designate other members of the Faculty/Instructor Council to convene and moderate ad hoc committees to undertake projects or deliberations as seem needful;
 - d. To share information between faculty on the respective campus;
 - e. To announce campus Faculty/Instructor Council meetings and have these available for the other campus;
 - f. To convene at least one consultation during each of the fall and spring semesters with the college's entire faculty, and to moderate such consultations;
 - g. To convene special meetings of the Faculty/Instructor Council when formally requested by a majority of the Faculty/Instructor Council membership;

- h. To represent his/her campus at meetings of the College Council.
- 4. The duty of the Secretary is to take minutes of the meetings of the Faculty/Instructor Council and send the minutes to the co-chairs who disseminate the minutes as drafts to all faculty and instructors.
- 5. The responsibilities of all members of the Faculty/Instructor Council are...
 - a. To consent to appointment by the College's President to service on one of the college's standing committees, with both voice and vote, as a Faculty/Instructor Council liaison to that standing committee;
 - b. To represent the Faculty/Instructor Council on the aforementioned standing committee, and to report to the Faculty/Instructor Council on all significant deliberations and/or decisions of the standing committee;
 - c. To participate in the deliberations and decision-making of the Faculty/Instructor Council;
 - d. To moderate ad hoc committees as requested by the Co-Chairs of the Faculty/Instructor Council, to invite other non- Faculty/Instructor Council to participate as appropriate, and to report progress back to the Faculty/Instructor Council in a timely manner.

Section VI—State Faculty Advisory Council (SFAC) and Colorado Faculty Advisory

Council (CFAC) Representatives:

- 1. Prior to April 1 of each year, the Faculty/Instructor Council shall recruit volunteers, as needed, from among the college's faculty to serve, with Faculty/Instructor Council's approval, as SFAC and CFAC representatives.
- 2. One member of the Faculty/Instructor Council shall be selected to represent TSC at CFAC representative to serve a minimum two-year term. One member of the Faculty/Instructor Council shall be selected to SFCC to serve a minimum two-year term.
- 3. The SFAC and CFAC representatives are expected to report periodically to the Faculty/Instructor Council, as well as at faculty consultations (as requested by the Co-Chairs), regarding the deliberations and actions of their respective state councils.

ARTICLE IV: RATIFICATION AND DISSOLUTION

Section I—Ratification: The Constitution and Bylaws of the Trinidad State College Faculty/Instructor Council shall be the basis for governance of the Faculty/Instructor Council and they shall be deemed adopted immediately upon approval of a simple majority of the college's regular faculty, either after having convened for a vote or after a canvas is completed.

Section II—Dissolution: The Faculty/Instructor Council is empowered to dissolve itself upon a two-thirds vote of a majority of the members of the Faculty/Instructor Council, a quorum being present.

ARTICLE V: AMENDMENTS

Section I—Amendments: Amendments to the Constitution and Bylaws may be proposed by a majority of the Faculty/Instructor Council. The Co-Chairs of the Faculty/Instructor Council shall provide each member with a copy of the proposed amendment(s). The Co-Chairs shall call a consultation of the faculty within two weeks of the publication of said amendment(s). Anyone proposing a change to the amendments or bylaws will explain or justify the changes at a Faculty/Instructor Council meeting. All faculty and instructors will be informed of the proposed changes. Amendments to the Constitution and Bylaws of the Trinidad State College Faculty/Instructor Council shall be deemed adopted immediately upon approval of a simple majority of each of the college's respective campuses' faculty and instructors, either after having convened for a vote or after a canvas is completed.

November 2018
 Revised 02/2019, College Council, Approved 09/2020
 Updated: 2023

TRINIDAD STATE COLLEGE
2.50 Constitution and Bylaws for The Staff Alliance

References: [BP-3-10 Administration of Personnel](#)
Trinidad State College Guideline 2.90 Standing and Special Committees

ARTICLE I: STATEMENT OF DEFINITION, PURPOSE, GOALS & OBJECTIVES

Section I - Name

The name of the organization shall be “The Trinidad State College Staff Alliance,” hereafter referred to as “The Staff Alliance.”

Section II - Duration

The period of duration of the Staff Alliance shall be perpetual except as otherwise provided hereafter.

Section III - Definition

The Staff Alliance consists of eligible college staff (classified staff and administrators, professional and technical staff as defined by CCCS BP 3-10 Administration of Personnel) who formally convene for the purpose of conducting business as provided for in these bylaws.

Section IV – Purpose

The purpose of The Staff Alliance is to give staff members the opportunity to participate in the shared governance of the college.

Section IV – Goals & Objectives

The goals and objectives of the Staff Alliance are:

1. To recommend and promote professional development for staff.
2. To encourage professional practices, professional ethics, high-performance standards, job efficiencies and emphasize TSC’s Students-First core value.
3. To be an active communication link for meaningful exchange between staff, faculty, and administration relative to issues of mutual concern.
4. To convey (after due deliberation) to relevant and appropriate stakeholders of the College solution recommendations from a staff perspective regarding institutional matters.
5. To work with leadership and human resources to enhance recognition of staff accomplishments.

ARTICLE II: POWERS

The Staff Alliance shall have the power to...

1. Choose its own officers;
2. Recommend its representative to College Council if Chair or Co-Chair decline as representative;
3. Convene and conduct business in accordance with these bylaws;
4. Communicate the results of its deliberations to all relevant stakeholders.

ARTICLE III: BYLAWS

Section I - Rules of Order

Robert’s Rules of Order, Revised, shall be the accepted authority on all questions of procedure for official gatherings of the Staff Alliance.

Section II - Election of Officers

1. All members of the college staff (defined above) are eligible to serve as officers of The Staff Alliance.
2. The Staff Alliance shall facilitate elections each year in a manner of its own choosing. Simple majorities of participating voting staff are sufficient to validate any part of the selection process. Elections may take place via email.
3. Each officer shall hold a position for no longer than two years. An officer may choose to continue their position after one year or withdraw from their position before the annual election. (An officer elected may choose to either retain or vacate their position after one year. If an officer chooses to vacate, a new election will be held. If an officer chooses to retain their position, they may only serve one additional year before needing to be elected by a vote of the membership).

Section III – Membership & Quorum

1. The Staff Alliance shall consist of all college staff as defined in Article I Section III.
2. All meetings of the Staff Alliance shall be open to all staff members who wish to attend, as well as other stakeholders.
3. All staff members will have a voice and a vote on all items. A simple majority will rule on all votes from those in attendance.

Section IV – Relationship between the Staff Alliance & College

Trinidad State College Guideline 2.90 Standing and Special Committees defines standing committees as: *“Standing Committees provide a vehicle in the formal organization by which the faculty and staff can study and assist in making recommendations on issues relative to institutional concern. A standing committee shall be continuous, acting in accordance with the guidelines and the bylaws as determined by the committee, shall disseminate information to staff and when necessary, assessment of staff opinion. All committees must operate in accordance with Colorado Community College Board Policies and System Procedures.”* The Staff Alliance shall function as a standing committee of the college.

Section V – Staff Alliance Structures, Responsibilities & Roles

1. The Staff Alliance shall choose its own officers by a simple majority of the Alliance’s participating membership at its first meeting of each academic year.
2. Officers shall consist of a Chair, a Co-Chair, and a Secretary.
3. Should a vacancy occur at any time in either office, the members of the Alliance should elect a replacement from its own membership.
4. The responsibilities of the Chair are...
 - a. To convene and moderate meetings of the Staff Alliance;
 - b. To develop an agenda for such meetings in consultation (as needed) with other members of the Alliance, as well as the college’s stakeholders;
 - c. To convene special meetings of the Alliance when formally requested by a majority of the Alliance’s participating membership;
 - d. To represent his/her campus and the Staff Alliance at meetings of the college’s council;
 - e. Chair will rotate campuses based on the end of the term per Section II of the bylaws.
5. The responsibilities of the Co-chair are to act in the role of the Chair when the latter is unable to fulfill his/her responsibilities.
6. The responsibilities of the Secretary are...
 - a. To take minutes of the meetings of the Staff Alliance and to disseminate them to all of the college’s staff in a timely manner;
 - b. To disseminate meeting agenda and materials to all staff prior to meeting time.
7. The responsibilities of all members of The Staff Alliance are to participate in the deliberations and decision-making of the Staff Alliance;

ARTICLE IV: RATIFICATION AND DISSOLUTION

Section I - Ratification

The bylaws of the Trinidad State College Staff Alliance shall be the basis for governance of the Staff Alliance, and they shall be deemed adopted immediately upon approval of a simple majority of the college's participating regular and classified staff, either after having convened for a vote or after a canvas is completed and following approval by College Council.

Section II - Dissolution

The Staff Alliance is empowered to dissolve itself upon a two-thirds vote of a majority of the voting members of the Staff Alliance.

ARTICLE V: AMENDMENTS

Section I – Amendments

A majority of the Staff Alliance may propose Amendments to the Constitution and Bylaws. The Chair of the Staff Alliance shall provide each eligible elector among the staff with a copy of the proposed amendment(s). The Chair shall call a consultation of the staff within two weeks of the publication of said amendment(s). Supporting members of the Staff Alliance will be expected to justify the amendment before the staff. Amendments to the Constitution and Bylaws of the Trinidad State College Staff Alliance shall be deemed adopted immediately upon approval of a simple majority of each of the college's respective campuses' staff after convening for a vote or after a canvas is completed and following approval by College Council.

Proposed 3/2018; Approved, College Council 4/2018
Revised 2/2020; Approved, College council 3/2020
Proposed to College Council: 5/2023; Revised 10/2023
Approved by College Council: 11/2023

TRINIDAD STATE JUNIOR COLLEGE
2.90 Standing and Special Committee Guidelines

References: [About CCCS / State Board](#)

Standing Committees

Standing Committees provide a vehicle in the formal organization by which the faculty and staff can study and assist in making recommendations on issues relative to institutional concern. A standing committee shall be continuous, acting in accordance with the guidelines and the bylaws as determined by the committee, shall disseminate information to staff and when necessary, assessment of staff opinion. All committees must operate in accordance with Colorado Community College Board Policies and System Procedures.

The recognized standing committees at Trinidad State Junior College are: (alphabetical order)

1. Affirmative Action
2. Assessment and Improvement of Student Learning
3. Behavioral Intervention Team
4. Campus Grievance
5. College Safety
6. Curriculum Committee
7. Equity and Inclusion Council
8. Faculty / Instructor Council
9. Peer Review Committee
10. Promotion and Appeals for Faculty Ranking
11. Staff Alliance
12. Strategic Planning/Monitoring Committee
13. Student Emergency Affairs Committee
14. Technology Committee with Distance Learning Sub-Committee

Five standing committees, in particular, are faculty-driven committees: Assessment and Improvement of Student Learning, Curriculum, Faculty/Instructor Council, Peer Review Committee and Distance Learning Sub-Committee.

Special Committees

From time to time, special committees may be established to examine specific topics at the College. These committees shall operate under a specific purpose statement provided by the President and shall exist for a defined period of time. Upon completion of the assigned task, these special committees shall be disbanded.

Membership

Membership on each committee shall be by presidential appointment and/or approval. All segments of the full-time, exempt, and contractual staff will be represented on committees. Volunteers and those individuals possessing expertise deemed necessary to provide productive contributions may be utilized as members. Membership on each committee shall be for staggered terms with some carry-over members each term to establish continuance and stability.

Operation

Those committees with bylaws shall review the existing set of bylaws and recommend changes to the College Council. These bylaws shall establish parameters of responsibilities and provide details for the functions of the committee. Each committee shall maintain a complete record of its activities on file with the appropriate administrative office. Committees without bylaws will operate under the authority granted in the purpose statement found in the establishing of the committee.

Standing Committees (*alphabetical order*)

The committees listed below will act within the broad guidelines established here with their specific responsibilities and modes of operation to be described in their respective bylaws or purpose statements.

1. Affirmative Action Committees

Reference: [BP 3-120 Affirmative Action / Anti-Discrimination](#)
[SP 3-120b Equal Employment Opportunity / Affirmative Action Program](#)

The Affirmative Action Committee shares the responsibility of exercising good faith efforts to assure that the College has an operational Affirmative Action Plan, that the College promotes diversity and remedies underutilization of women and minorities at both campuses of the College. This committee is responsible for reviewing search processes to assure that no discrimination is occurring in the hiring process. The composition of members reflects the qualified racial and ethnic mix of the area from which applicants are recruited and this committee reviews college operations and processes to assure that reasonable accommodations are made to employees and students with disabilities.

2. Assessment and Improvement of Student Learning Committee

Reference: [BP 9-47 Review of Existing Programs](#)
[SP 9-47 Program Review and Evaluation](#)
TSJC 2.95 Bylaws for Assessment and Improvement of Student Learning

The Assessment and Improvement of Student Learning Committee shall concern itself with matters relative to student learning. Annual review of student assessment data collected, creating recommendations regarding student learning efforts, developing strategies to increase student learning efforts, and producing an annual report on student learning are examples of matters of concern to this Committee. Committee membership and bylaws for this Committee are specified in the bylaws located in TSJC 2.95 Bylaws for Assessment and Improvement of Student Learning.

3. Behavioral Intervention Teams

Reference: [SP 19-40c Behavioral Intervention Teams](#)

[The Behavioral Intervention Team \(BIT\) is a centralized, representative group, which meets regularly to supports its target audience \(students, employees, faculty, and staff\) via an established protocol. The team receives reports of behaviors of concern \(from co-workers, community members, friends, colleagues, students, etc.\), gathers additional information as required, and participates in recommending appropriate mechanisms for support, intervention, warning/notification and response. The team tracks risk factors and trends in behavior, and provides feedback to constituents on larger issues of concern within the community.](#)

4. Campus Grievance

Reference: [BP 3-50 Employee Grievances](#)

[SP 3-50a Employee Grievances](#)
[SP 3-50b Civil Rights Grievance and Investigation Process](#)
TSJC 3.50 Employee Grievances

The Campus Grievance Committee shall serve as stated in State Board Policy BP 3-50, to provide for fair and prompt internal resolution of complaints pertaining to a policy, procedure or established practice in force at the College. The Affirmative Action Officer will serve as a permanent advisory member to this Committee. The responsibilities, Committee membership and operational guidelines for this committee are specified in TSJC 3.50 Employee Grievances.

5. College Safety Committee

Reference: [BP 19-40 Emergency and Safety Planning](#)
[SP 19-40a Chemical Assessment and Management Planning](#)
[SP 19-40b Emergency Operations and Management Planning](#)
TSJC 2.94 Bylaws for the College Safety Committee

The Campus Safety Committee shall concern itself with matters relative to campus safety, including such items as safety management, safe work conditions, and safe classrooms and laboratories. Committee membership and bylaws for this Committee are specified in TSJC 2.94 Bylaws for the College Safety Committee.

6. Curriculum Committee

Reference: [BP 9-20 Academic Master Planning](#)
[BP 9-30 Approval of Academic Programs](#)
[BP 9-47 Review of Existing Programs](#)
[SP 9-47 Program Review and Evaluation](#)
TSJC 2.98 Bylaws for the Curriculum Committee

The Committee shall discuss and provide recommendations on matters of continuous importance about the College's curricula, to include continuous improvement of distance learning curricula.

7. Equity and Inclusion Council

Reference: [Equity and Inclusion Council Charge, CCCS](#)
[Equity and Inclusion Functional Area Work Group, TSJC](#)

The Equity & Inclusion Council is comprised of representatives from across the 13 state system community colleges and the Colorado Community College System office. Members work collaboratively to support and set system-wide standards for Inclusive Excellence within the Colorado Community College System and Member Colleges.

The purpose of the Equity & Inclusion Council is to serve as an advisory board to system and college leadership and to be a thought leader in the areas of equity and inclusivity. The Council will focus its work on closing the equity gap for students, diversifying the system and college workforce through inclusive hiring practices, and improving the retention of underrepresented employees.

The Trinidad State Equity and Inclusion Council works within the goals and framework of the Colorado Community College System Equity and Inclusion Council.

8. Faculty / Instructor Council

Reference: [BP 2-30 State Faculty Advisory Council and Faculty Shared Governance](#)
 TSJC 2.40 Constitution and Bylaws for the Faculty / Instructor Council

Each college president shall ensure that the college has a faculty forum through which all faculty members will be provided opportunity to communicate and actively participate in the making of decisions regarding matters which affect them. Faculty / Instructor Council bylaws are specified in TSJC 2.40 Constitution and Bylaws for the Faculty / Instructor Council

9. Peer Review Committee

Reference: [BP 3-20a Peer Review Committee Appeal Process](#)

Pursuant to BP 3-20a, each college shall have an elected peer review panel of 13 members; or, in the case of a college which has less than 14 eligible faculty members, the panel shall consist of all eligible faculty members at the college.

10. Promotion and Appeals for Faculty Ranking Committee

Reference: [BP 3-20 Due Process for Faculty](#)
 TSJC 3.38 Faculty Rank and Status

Faculty ranks provide a way of rewarding faculty members from strong teaching, sustained service, and longevity at the College. Even though the ranking system does not provide monetary value to the various ranks, it still provides a strong measure of prestige to faculty members achieving the ranks of Associate Professor and Full Professor. The Promotion and Appeals Committee will meet, as needed, to certify promotions and to hear appeals from those who have been denied promotion. Committee membership and bylaws are specified in TSJC 3.38 Faculty Rank and Status.

11. Staff Alliance

Reference: [BP 3-10 Administration of Personnel](#)
 TSJC 2.50 Constitution and Bylaws for the Staff Alliance

The Staff Alliance mission is to promote professional practices, encourage high performance standards among staff employees, to be an active communication link for meaningful exchange between staff, faculty and administration and to encourage staff to exercise their rights and privileges as citizens and to accept leadership in campus and civic affairs. Committee membership and bylaws are specified in TSJC 2.50 Constitution and Bylaws for the Staff Alliance.

12. Strategic Planning / Monitoring Committee

Reference: **HLC Criterion 2.C Shared Governance**
 Convocation September 2019 Presentation
 Centennial Goals

The Strategic Planning / Monitoring Committee shall concern itself to create and develop the strategic plan for the College and to develop measurements to evaluate and monitor and revise, as necessary, the progress of the College toward the goals set out in the strategic plan. Committee membership and bylaws for this Committee are specified in Guideline 2.96.

Yearly, Trinidad State goals and monitoring of those goals will be shared at Convocation. The goals have been developed in alignment with both Colorado Community College System Goals as well as with Colorado Commission on Higher Education Master Plan goals. Leadership Council decisions are informed by these goals. All college employees are invited to engage in Convocation.

13. Student Emergency Affairs Committee

Reference: Students First

The Student Emergency Fund committee considers requests from students experiencing unexpected expenses throughout the academic year. Students complete a request form online to be considered for funding. The committee reviews applications as needed.

The fund receives support from the Trinidad State Junior College Educational Foundation and a combination of grant and institutional funding sources.

14. Technology Committee with Distance Learning Sub-Committee

**Reference: [BP 3-125 Electronic Communications Policy](#)
[SP 3-125c General Computer and Information Systems Procedures](#)
TSJC 2.97 Bylaws for the Technology Committee**

The Technology Committee with Distance Learning Sub-Committee deals with matters relative to college instructional and administrative technologies including current usage of campus technology, future campus technology, classroom technology requirements, and technology standards. The listing of matters to be considered may be amended as the need arises. "Distance learning" is defined as any course delivered via technology, including but not limited to, interactive or web-enhanced materials, full Internet courses, hybrid courses, telepresence courses, podcasting of course material, and emerging instructional technology delivery systems. Committee membership and bylaws for this committee are specified in TSJC 2.97 Bylaws for the Technology Committee.

Revised: 10/12, 3/13, 1/15, 9/17

Revised: 4/2020

Approved, College Council: 6/2020

TRINIDAD STATE COLLEGE
2.91 Bylaws for the College Arts Committee

Reference: Trinidad State College Guideline 2.90 Standing and Special Committees

ARTICLE I: Name, Status, Authority

The official name of this committee shall be Arts Committee hereafter referred to as the Committee.

The Committee is considered a standing committee of Trinidad State College and operates in accordance with the Colorado Community College Board Policies and System Procedures.

The Committee operates under the authority of the College President and is advisory in nature.

ARTICLE II – PURPOSE, RESPONSIBILITY

The purposes and responsibilities of this Committee are:

The purpose of the Committee is to serve as an advisory committee to college leadership and to be a thought leader in the areas of art, including visual art, creative writing, and performance of all kinds. The Committee will focus its work on promoting the arts among students, expanding the college’s role in the community through leadership in the arts, and improving the recruitment and retention of students in TSC programs.

ARTICLE III – MEMBERSHIP, SELECTION

Membership in the Committee shall be a bi-campus partnership composed of a balanced representation of individuals whose experience and abilities represent a variety of endeavors and work in the arts as well as represent various areas of interest throughout the college community.

Membership of the Committee shall consist of no more than 10 rotating members and 5 permanent members. Rotating members will include all segments of the staff and faculty at both College campuses; other persons whose involvement would enhance the purpose of the Committee may participate upon invitation. Permanent members shall include members of the faculty and college administration. Permanent members will not be counted in the total number of members.

Members of the Committee shall be appointed for a two-year term. Members are eligible for more than one consecutive reappointment.

The duration of the membership year shall be from September 1st to May 30th. Members will recommit at the beginning of each membership year, and new members will be recruited to ensure a full committee.

All Committee members will be appointed by the President from recommendations of the Committee.

ARTICLE IV – OFFICERS, DUTIES

Officers shall be annually elected Co-Chairs from varying areas of the college, preferably one member from each campus, and will work with the Division Chair to schedule and facilitate meetings, activities, and events.

Officer (Co-Chair) elections will occur every year during the first scheduled meeting of the Fall semester. Members are eligible to hold a Co-Chair position for more than one term if the committee votes for consecutive reappointment and the member agrees to serve.

Nomination of officers may be made by the standing officers or by the Committee at large.

In the event that an officer cannot complete the term, a special election will be held at the next scheduled meeting to elect a replacement for the remainder of the term.

ARTICLE V – MEETINGS, VOTING, RECOMMENDATIONS

The Committee will meet at least three times annually to review completed work, prepare for upcoming initiatives/plans, team build with new members, and to discuss and convey (after due deliberation) suggestions and recommendations to college leadership from the Arts Committee perspective.

A simple majority of the current membership shall constitute a quorum.
Recommendations from this Committee shall be forwarded to College Council for further consideration.

The Committee will submit a budget request to Leadership by the 14th of February of each year for the next academic year for meeting supplies, publication, activities, and dissemination expenses of this Committee. The Committee budget will be managed through an Arts/Humanities dean or division chair. Any additional committee funds may be collected through fundraising, donations, and partnerships.

ARTICLE VI – AMENDMENTS

These bylaws may be amended by a two-thirds vote of any existing quorum and must be submitted to the College Council for final approval.

Presented to College Council, September 2023
Approved: 10/2023

TRINIDAD STATE COLLEGE
2.92 Bylaws for the College Equity Committee

Reference: [Colorado Community College System Strategic Plan 2015-2025 Equity and Inclusion Council Charge, CCCS](#)

ARTICLE I: NAME, STATUS, AUTHORITY

The official name of this committee shall be Equity Committee hereafter referred to as the Committee.

The Committee maintains status as a standing committee of Trinidad State College and operates in accordance with the Trinidad State College Rules and Regulations for standing committees.

The Committee operates under the authority of the College President and is advisory in nature.

ARTICLE II – PURPOSE, RESPONSIBILITY

The purposes and responsibilities of this Committee are:

The purpose of the Equity Committee is to serve as an advisory board to college leadership and to be a thought leader in the areas of equity and diversity. The Committee will focus its work on closing the equity gap for students, diversifying the college through equitable practices, and improving the retention of underrepresented employees and students.

ARTICLE III – MEMBERSHIP, SELECTION

Membership of the Committee shall be an equity-driven bi-campus partnership composed of a balanced representation of individuals whose experience and abilities represent various areas throughout the college community.

Membership of the Committee shall consist of no more than 10 rotating members, and 5 permanent members. Rotating members will include all segments of the staff and faculty at both College campuses; other persons whose involvement would enhance the purpose of the Committee may participate upon invitation. Permanent members shall include CCCS E&I Council member, VPAA, Equity Coordinator, and Director of Human Resources. Permanent members will not be counted in total number of members.

Members of the Committee shall be appointed for a two-year term. Members are eligible for more than one consecutive reappointment.

A membership year shall be from September 1st to May 30th. Members will recommit at the beginning of each membership year, and new members will be recruited to ensure a full committee.

All Committee members will be appointed by the President from recommendations of the Committee.

ARTICLE IV – OFFICERS, DUTIES

Officers shall be annually elected Co-Chairs from varying areas of the college, preferably one member from each campus, and will work with the Equity Coordinator to schedule and facilitate meetings, activities and events.

Officer (Co-Chair) elections will occur every year during the first scheduled meeting of the Fall semester. Members are

eligible to hold a Co-Chair position for more than one term if the committee votes for consecutive reappointment and the member agrees to serve.

Nomination of officers may be made by the standing officers or by the Committee at large.

In the event that an officer cannot complete the term, a special election will be held at the next scheduled meeting to elect a replacement for the remainder of the term.

ARTICLE V – MEETINGS, VOTING, RECOMMENDATIONS

The Committee will meet at least three times annually:

- Summer - Review work completed from previous year and plan/prepare for upcoming equity initiatives/plans.
- Fall - Introduce new members and convey upcoming goals/plans
- Spring - Review current hiring needs and make recommendations for postings/descriptions

A simple majority of the current membership shall constitute a quorum.

Recommendations from this Committee shall be forwarded to College Council for further consideration.

The Committee will submit a budget request to Leadership annually for meeting supplies, publication, activities and dissemination expenses of this Committee. The Committee meeting expenses will be the responsibility of Leadership. Any additional committee funds may be collected through fundraising, donations, and partnerships.

ARTICLE VI – AMENDMENTS

These bylaws may be amended by a two-thirds vote of any existing quorum and must be submitted to the College Council for final approval.

Revised: 10/13/21

Approved by College Council: 11/29/21

TRINIDAD STATE COLLEGE
2.94 Bylaws for the College Safety Committee

Reference: [BP 19-40 -- Emergency and Safety Planning](#)

I. Name, Status, Authority

The official name of this committee shall be the College Safety Committee hereafter referred to as the Committee. The Committee maintains status as a standing committee of Trinidad State College and operates in accordance with the Trinidad State College Rules and Regulations for standing committees. The Committee operates under the authority of the College President and is advisory in nature.

II. Purpose, Responsibility

The purposes and responsibility of this Committee are:

- To deal with matters relative to workplace and classroom safety.
- To promote an environment that is proactive in safety and security considerations.
- To assure the College is prepared for future crisis and emergency situations.

The listing of matters to be considered may be amended as the need arises.

III. Membership, Selection

Membership of the Committee shall consist of fifteen members. The eleven permanent members shall be the Vice President of Business & Finance, Vice President for Student Affairs, Vice President for Academic Affairs, Acting Vice President for Campus Resources, Dean of Enrollment Management, Director of IT, Campus Resource Officer-Trinidad Campus, Executive Director of Communications-Trinidad Campus, Executive Director of Communications-Valley Campus, Director of Facilities and Structural Trades II-Valley Campus. The remaining four committee members will be appointed by the President and will consist of a minimum of two faculty members. Members shall serve two-year terms; terms will be staggered so that the Committee will have some carry-over membership

IV. Officers, Duties

The officers of the Committee shall be selected from the membership during the fall semester. Two co-chairs will be named and each shall serve a one year term. Each co-chair is responsible to see that recommendations from the committee are implemented following adoption by the College. The co-chairs will coordinate with one another to call and conduct Committee meetings.

V. Meetings, Voting, Recommendations

The Committee shall meet a minimum of once per month during the academic year at a time and day to be

determined by the Committee. Each member of the Committee shall be notified of the time and place of all meetings. The co-chairs may call special meetings as necessary. All regular and special meetings are open to any member of the College instructional and administrative staff.

Meeting procedures for the Committee shall be according to Robert's Rules of Order.

Recommendations relative to the need for new procedures, need for change in existing procedures, and/or application of existing procedures to specific areas or problems affecting safety will be made to the College Council for discussion and consideration. College Council recommendations will then be forwarded to the College President for final determination.

VI. Amendments

These bylaws may be amended by a majority vote of any existing quorum of the Committee and must be submitted to the College Council for final approval.

Revised: 10/05, 1/13, 11/16

TRINIDAD STATE COLLEGE
2.95 Bylaws for Assessment and Improvement of Student Learning

Reference:

I. Name, Status, Authority

The official name of this committee shall be Assessment and Improvement of Student Learning hereafter referred to as the Committee. The Committee maintains status as a standing committee of Trinidad State College and operates in accordance with the Trinidad State College Rules and Regulations for standing committees. The Committee operates under the authority of the College President and is advisory in nature.

II. Purpose, Responsibility

The purposes and responsibilities of this Committee are:

To enhance the continuous improvement of student learning at the College through analysis and publication of information about student learning.

To annually review all student assessment data collected and analyses developed by the College.

To create recommendations regarding the breadth and depth of the assessment of student learning efforts at the College.

To develop strategies to increase, if needed, the assessment of student learning efforts and activities at the institution.

To generate recommendations to the **President** about needed budget requirements, planning activities, or new research directions.

To serve as a communication catalyst on assessment of student learning to the College.

To support institutional procedure relating to assessment of student learning.

To produce an annual report on student learning.

To ensure the on-going generation and analysis of, and publication about student learning at the College.

To share best practices and promote the dissemination of information garnered from evidence-based teaching.

To assist in the program review process.

To maintain and disseminate meeting minutes.

III. Membership, Selection

Membership of the Committee shall be a faculty-driven bi-campus partnership composed of a balanced representation of individuals whose experience and abilities represent the academic, vocational, developmental, and community/continuing education areas.

Membership of the Committee shall consist of no more than ten (10) rotating members, and six (6) permanent members. Rotating members will include all segments of the faculty at both College campuses; other persons whose involvement would enhance the purpose of the Committee may participate upon invitation. Permanent members shall include the Assessment Coordinator(s), Vice-President of Academic Affairs, the Deans of Instruction, and Division Chairs. Permanent members will not be counted in total number of members.

Members of the Committee shall serve two-year terms. Members are eligible for more than one consecutive reappointment.

A membership year shall be from August 1 through July 31. Members will recommit at the beginning of each membership year, and new members will be recruited to ensure a full committee.

All Committee members will be appointed by the President from recommendations of the Committee.

IV. Officers, Duties

Officers shall be the Chair and Vice-Chair. The Chair is responsible for scheduling and chairing all meetings. The Vice Chair shall substitute for the Chair when he or she is unavailable, and shall take minutes at all meetings and distribute the minutes following each meeting. Should the Chair resign, be removed from office, become incapacitated, or be unable to fulfill his or her duties, that authority will fall to the Vice-Chair who shall become the Acting Chair.

The Vice Chair will become the Chair for the next academic year. A new Vice Chair shall be elected annually by a quorum of members present at the first meeting of the academic year.

Nomination of officers may be made by the standing officers or by the Committee at large.

In the event that an officer cannot complete the term, a special election will be held at the next scheduled meeting to elect a replacement for the remainder of the term.

Assessment Coordinator(s) will provide general oversight of assessment planning and procedures for the institutional assessment of student learning, including instruction and student services. Assessment Coordinator(s) are also responsible for generating the Annual Assessment Report and providing assessment information for various other reports, including those submitted to the Higher Learning Commission. Assessment coordinator(s) will analyze the General Education Assessment data to present to the Assessment committee.

The Deans of Instruction and Division Chairs are responsible for ensuring that faculty and instructors in their departments are assessing and reporting on student learning, establishing and maintain their curriculum maps, and participating in all assessment activities. They shall collect General Education Assessment data for their departments, compile this data and present this data to the Assessment Coordinator(s) for review.

V. Meetings, Voting, Recommendations

The Committee will meet at least four times annually.

A simple majority of the current membership shall constitute a quorum.

Recommendations from this Committee shall be forwarded to College Council for further consideration.

VI. Amendments

These bylaws may be amended by a two-thirds vote of any existing quorum and must be submitted to the College Council for final approval.

Revised: 10/13, 9/14, 12/17

TRINIDAD STATE COLLEGE
2.97 Bylaws for The Technology Committee and Distance Learning Sub-Committee

Reference:

I. Name, Status, Authority

The name of this Committee shall be the Technology Committee, with the status of a Standing Committee, formed by Trinidad State College to deal with matters relative to college technology. Matters of technology, which will be considered by the Committee, include current usage of campus technology, future of campus technology, classroom technology requirements, and technology standards. The listing of matters to be considered may be amended as the need arises.

The Distance Learning Sub-Committee

The authority of the Technology Committee is issued by the Trinidad State College President and is advising in nature. Recommendations relative to the need for new procedures and procedure, need for change in existing procedures or procedure, and/or application of existing policies to specific areas or problems affecting safety will be made to the College President.

II. Membership and Methods of Selection

The membership of the Technology Committee shall consist of permanent and rotating members. Permanent members shall include the College Vice Presidents, grant directors as deemed applicable, IT Director, Deans of Instruction, Division Chairs as applicable. The rotating committee members will serve two-year staggered terms and will be appointed by the President and will include faculty representation from each campus, a classified staff or professional exempt staff, and the Computer Network Technician.

III. Officers and Duties

The officers of the Technology Committee shall be a Chairperson and a Secretary. Each shall be chosen from membership within the Committee during fall semester and each will serve a one-year term. The Chairperson shall call and conduct Committee meetings. The Secretary shall record minutes and disperse a copy of minutes of each meeting to Committee members.

IV. Meetings

The Technology Committee shall meet a minimum of twice per semester excluding summers at a time and day to be determined by the Committee. Each member of the Technology Committee shall be notified of the time and place of each regular meeting.

The Chairperson may call special meetings as necessary. Each member of the Technology Committee shall be notified of the time and place of all special meetings. All regular and special meetings are open to any member of the College instructional and administrative staff.

V. Meeting Procedure, Quorum, Voting

Meeting procedure for the Technology Committee shall be according to Robert's Rule of Order.

VI. Amendments

Alterations, amendments or repeals of these By-laws may be made by the Technology Committee members at any regular or special meeting.

Any alterations, amendments or repeals of these By-laws must be submitted by a committee member to the Technology Committee and approval shall require a majority vote of the Technology Committee.

VII. Recommendation Procedure

Once a recommendation for alteration of the by-laws has been determined, the recommendation shall be forwarded to the College Council for approval.

Revised 1/13, 10/13, 2/15, 10/16

TRINIDAD STATE COLLEGE
2.98 Bylaws for the Curriculum Committee

Reference:

I. Name, Status, Authority

The name of this Committee shall be the Curriculum Committee with the status of a Standing Committee of the College. The authority of this Committee is issued by the College President and is advisory in nature.

II. Purpose, Responsibility

The purpose and responsibilities of this Committee are:

- To discuss and provide recommendations about the College's curricula in all formats (traditional, hybrid, online, telepresence) including:
 - Addition and attrition of courses and/or programs
 - Review syllabi template format and provide recommendations to Academic Affairs Council
 - Review Annual and Five-Year Reports and provide recommendations to Academic Affairs Council
- To make recommendations on academic procedures to the President, Vice President of Academic Affairs and the Deans of Instruction
- To Disseminate Committee deliberations to faculty senate

III. Membership, Selection

The membership of the Committee shall consist of at least seven (7) voting members representing all segments of the faculty at the College, of which (5) five must be Regular Faculty (as defined by [State Board Policy BP 3-10](#)). The faculty representatives (two) to the System Faculty Curriculum Committee shall be a voting member to the committee. The Vice-President of Academic Affairs shall serve as an Ex-Officio permanent member. Two Deans of Instruction, one from each campus, shall be voting members of the committee on academic procedures only. Membership will be staggered so that the Committee will have some carry-over membership. Members shall serve a three-year term. The Committee will solicit volunteers at the beginning of each fall term from the faculty. Permanent members will not count toward the maximum number of people on the committee.

Candidates for Committee vacancies shall be solicited by the Chairperson, then, with the approval of the Committee forwarded to the President of the College.

IV. Officers, Duties

The Chair shall be chosen from the membership within the Committee during fall semester and will serve a two-year term. The Chair may serve consecutive terms.

- The Chair will:
 - succeed from the Vice Chair to Chair position bi-annually at the beginning of the fall semester.

- serve a minimum of two-years.
- serve from the campus opposite of the Vice Chair.
- call meetings, set the agenda, and conduct meetings.
- The Vice Chair will:
 - be elected to a consecutive 2-year term on the Committee.
 - serve from the campus opposite of the Chair.
 - act in the absence of the Chair in all capacities as listed above.
 - become the Acting Chair should the Chair resign, be removed from office, become incapacitated, or be unable to fulfill his/her duties.

V. Meetings, Voting, Recommendations

The Committee shall meet a minimum of two times during the fall and spring semesters. The Chair may call special meetings as necessary. Each member of the Committee shall be notified of the time and place of the special meeting.

Meeting procedure for the Committee shall be according to Robert's Rules of Order.

A simple majority of the voting members of the Committee shall constitute a quorum. A simple majority of Committee members present shall be required for approval of any motion brought before the meeting.

Proposals approved by the committee are forwarded to the Vice President of Academic Affairs for consideration and action as appropriate. In the event a proposal is not recommended for approval, it will be returned to the originator with suggestions.

VI. Amendments

These bylaws may be amended by a two-thirds vote of any existing quorum and must be submitted to the College Council for final approval.

Revisions Proposed: 3/18; Approved: 4/18

TRINIDAD STATE COLLEGE
3.00 COLLEGE PERSONNEL

Reference: [CCCS State Board Policies and System Procedures – Series 3 -- Personnel](#)

TRINIDAD STATE COLLEGE
4.00 STUDENTS

Reference: [CCCS State Board Policies and System Procedures – Series 4 -- Students](#)
[Trinidad State College Student Handbook](#)

TRINIDAD STATE COLLEGE
4.50 Drug Free Schools and Communities

Reference: [CCCS BP 19-30 Drug Free Schools](#)
 [CCCS SP 19-30a Drug Free Schools](#)

Statement

Trinidad State College students and guests are subject to the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Amendment of 1989. As such, they shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any type of illicit drug on College property or as part of any College activity. Violators will be subject to disciplinary action under student disciplinary procedures. Sanctions for violations include but are not limited to probation, suspension, or expulsion from the College and referral to the authorities for possible prosecution. Criminal penalties range in severity and include fines and prison time. The exact penalty assessed depends upon the nature and severity of the individual offense.

Although the possession and use of marijuana is no longer considered a crime by the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with the Controlled Substances Act and the Drug Free Schools and Communities Amendment, the use or possession of marijuana continues to be prohibited while on College owned or College controlled property, at any function authorized or supervised by the College, or in State owned or leased vehicles. This prohibition also applies in cases where the Colorado Department of Public Health and Environment (CDPHE) has issued a Medical Marijuana Registry identification card to an individual, permitting that person to possess a limited amount of marijuana for medicinal purposes. Those with medical marijuana cards are not permitted to possess or use medical marijuana on campus. These prohibitions cover actions which are part of any College activity, including those occurring while on College property or in the conduct of College business away from campus.

The College coordinates ongoing educational programs and activities for the prevention of drug and alcohol abuse. In addition, a referral list to community and area agencies which are knowledgeable in the treatment of drug and alcohol abuse and related issues is maintained by the College. The referral list is available from Student Services personnel in either campus location or from the Human Resources office.

The College complies with all federal reporting requirements, including those related to the required biennial report in support of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Amendment of 1989. Required reports are shared publicly, posted on the College website, and available in hard copy from the Student Affairs office.

The College is committed to ensuring that the privacy of individuals is maintained, except as warranted in matters of life, health and safety.

Adopted: 8/05
Revised/Adopted: 3/17
Updated: 2023

TRINIDAD STATE COLLEGE
5.00 ADMINISTRATIVE PROCEDURES

TRINIDAD STATE COLLEGE
5.10 Campus and College Closures

Reference: [CCCS BP 19-20 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)

In providing a safety and security policy statement, from time to time, depending on weather severity or unexpected events, it may become necessary to close either the entire College or one of the two college campuses independently.

For weather-related events, the Director of Facilities (Trinidad Campus) or the Alamosa Vice President (Valley Campus) makes a determination by 5:30 am if the College is able to open, needs to delay opening, or should cancel. The Director or VP contacts the President and other Vice Presidents. Closure decisions are made by the President (or designee). In the case of cancellation, every effort will be made to have an announcement out to the public by 6:00 am.

The College Notification System will be utilized to keep faculty, staff and students apprised. Closure notifications will be sent college-wide, even though only one campus may be impacted. Employees and students are also encouraged to check official College social media sites or the College website for announcements related to campus closures. In addition, the Director of Communications will provide closure announcements to the local television and radio stations for dissemination.

If inclement weather occurs after school is open, a determination is made and an announcement will be sent. Closure of evening classes should be determined by 3:00 pm.

For all other life, safety or health issues, the President (or designee) determines closure status. Notifications will follow similar procedures and will be made in as timely a fashion as is possible.

For all closure events, essential staff remains on campus to maintain the campus and prepare for reopening.

In the event that a determination has been made that an incident is not severe enough to warrant a closing or delay, student, faculty and staff must determine their own level of safety to travel to and from campus and will be required to use their personal or annual leave for this purpose. All coursework disrupted by the closing is to be made up to ensure the required number of contact hours.

The President (or designee) will notify the System President of any closures.

Revised: 1/13, 1/17
Updated: 2023

TRINIDAD STATE COLLEGE
5.11 Animals on Campus

Reference: [CCCS BP 16-70 Animals on Campus](#)
[CCCS SP 16-70a Animals on Campus](#)

Trinidad State supports the use of service and emotional support animals on campus in compliance with applicable federal and state laws. At the same time, it recognizes the health and safety risks potentially created by unrestrained animals on campus. This procedure sets forth roles and responsibilities of individuals bringing animals on campus, and will apply to employees, students, Trinidad State colleagues, visitors, contractors, and applicants for admission to or employment with the College.

Dogs and other pets or animals are permitted on Trinidad State property outside of buildings if they are on a leash or otherwise under physical restraint so that the rights and safety of the community are safeguarded. While on campus, animals may not be confined or left unattended in motor vehicles for any period of time.

This applies to domesticated animals and does not apply to animals authorized for classroom activity, service animals accompanying a person with a disability, therapy animals, or official police dogs. Students who bring pets or animals into the residence halls may be subject to disciplinary action. Wild or feral animals are not permitted on campus.

Animals used in support of a defined course curriculum are allowed in appropriate classrooms and learning areas. Animals brought on campus for a specific classroom instructional purpose must be approved by the appropriate Dean or Vice President of Academic Affairs. Laboratory animals are rarely utilized on campus. If authorized, they must receive proper care in accordance with established guidelines appropriate to the discipline.

Service Animals are welcome on campus grounds and within campus buildings, including housing assignments provided to an individual with a disability. This practice follows Titles II and III of the American with Disabilities Act Amendment Act (ADAAA). **Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated. This may be possible by assigning them to different locations within the same room or to different rooms within the facility.

If it is unclear that a particular animal is a service animal, it is permissible to ask. A person with a disability cannot be asked to remove his service animal from the premises unless:

- (1) The dog is out of control and the handler does not take effective action to control it;
- (2) The dog is not housebroken.

Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds. **Revised ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities.** Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. To determine whether a miniature horse may be an appropriate accommodation, the following will be considered:

- (1) whether the miniature horse is housebroken;
- (2) whether the miniature horse is under the owner's control;
- (3) whether the facility can accommodate the miniature horse's type, size, and weight; and
- (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, and grooming and veterinary care. Covered entities are not obligated to supervise or otherwise care for a service animal. Individuals who have service animals are not exempt from local animal control or public health requirements. Service animals are subject to local dog licensing and registration requirements. Emotional support animals are not trained to perform a specific job or task, and as such, they do not qualify as service animals under the ADA. For information about emotional support animals in residence halls, please check with the Disability Services Office and/or the housing office.

Revised: 10/12, 3/17

Updated: 2023

TRINIDAD STATE COLLEGE
5.15 Program Addition and Discontinuance

Reference: [CCCS BP 9-47 Review of Existing Programs](#)
 [CCCS SP 9-47 Program Review and Evaluation](#)

I. Statement

Trinidad State College is committed to the sustained support of programs which fulfill the goals of the College. On occasion, it may become necessary to consider either the addition of a new program or the discontinuance of an existing program.

II. Additions

Recommendations for new programs can come from many sources including faculty, business and industry, advisory committees, the Curriculum ~~and Distance Learning~~ Committee, or others. All recommendations will be brought to the Leadership Council for input prior to full development and, if additional funding or shifts in existing funding are required, that consideration must be discussed prior to development. This includes potential impacts on current personnel and existing programs.

Proposals are developed with faculty input, reviewed by Academic Affairs for their relationship to the College's mission, organizational structure, and strategic plans prior to submission to the Curriculum ~~and Distance Learning~~ Committee. This review assures efficient and effective implementation and alignment with current offerings. There must be a clear delineation and documented need, projected start-up costs, and continuing costs for the first three years.

Following institutional review, new programs must be considered and approved by the Colorado Community College System, the State Faculty Curriculum Committee, and the Educational Services Committee. In addition, new programs must be approved by the Higher Learning Commission and the Department of Education prior to implementation. Upon final approval and prior to implementation, the new program will be announced both internally and externally through regular communication channels.

III. Discontinuances

Discontinuation of educational programs will include an in-depth review of the benefit to the community and labor market demand or transferability. When a declining trend or insufficient enrollment has been identified for a specific program the Administration shall contact the appropriate Dean of Instruction. A declining trend will be identified using the following key performance indicators alone or in combination.

- Significant decline in enrollment throughout the program in two consecutive semesters;
- Retention at the end of the term is less than 50% for two terms or declining over 3 or more years;
- Low job placement rates or low industry demand;
- Program expenditures exceed the revenue for more than 2 years, with low demand

In these cases, an in-depth program review will be conducted by the faculty members of the discipline and the appropriate Dean. The purpose of this assessment shall be to critically review the program using approved templates. Faculty will be given an opportunity to remedy the deficiencies and recommendations will be submitted to the Leadership Council.

If the final decision is to discontinue the program, Academic Affairs will develop a teach-out plan. The discontinuance will be shared with the College community through regular communication channels. Students will be informed of the planned discontinuation and students will be provided the plan for them to complete the program. Each student will be advised and sign off on his or her personal plan. The Colorado Community College System, Colorado Department of Higher Education, Higher Learning Commission and the Department of Education will be notified, as applicable, through their official processes about discontinuance by the appropriate personnel using the required format.

Revised: 12/06, 10/13, 2/17

TRINIDAD STATE COLLEGE
5.16 Grant Applications

References: [Trinidad State Grant Approval Form](#)
 [Foundation Fiscal Sponsorship Application](#)
 [Foundation Fiscal Sponsorship Policies and Procedures](#)

Grant Writing Request

Grant funding is an important revenue stream for Trinidad State College. While the college leadership wishes to foster an entrepreneurial climate regarding grant writing, it wants to assure that grant proposals fit within the mission and strategic plan of the College. Grants, at times, require items such as institutional matches or continuance of effort funding, which may not be feasible. The Leadership Council, consisting of the President and Vice Presidents, has the authority to collectively determine whether particular grants may be pursued. Administrative review during the data gathering and writing phases is encouraged, but not required.

Grant Approval Form

The Trinidad State Grant Approval Form should be used and submitted to Leadership Council by employee's Vice President prior to grant submission deadline by approximately two weeks. In addition, for those grants that require a 501c3 and are administered through the Trinidad State Junior College Educational Foundation, a Foundation Fiscal Sponsorship Application is required. Contact the Foundation for details.

Grant Application Records

After receiving approval for grant submission, the Leadership Council requests a final copy of the grant application for its records.

Revised: 10/12, 10/16, 2/21

Approved, College Council: 10/16, 5/21

TRINIDAD STATE COLLEGE
5.70 Campus Health Considerations

References:

Trinidad State College is committed to providing a working and learning environment that is free from health hazards such as blood borne pathogens or communicable diseases. The College will comply with all federal and state laws applicable to employees, students, and job applicants with blood borne pathogens or communicable diseases. Such diseases could include, but are not limited to, chicken pox, diphtheria, hepatitis, HIV/AIDS, measles, meningitis, mumps, tuberculosis, and whooping cough. On occasion, an individual may be infected or suspected to be infected with a blood borne pathogen or communicable disease. So long as medical evidence supports, within reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, those areas will not be considered to be hazardous as a result of the presence of an infected student or employee.

The confidentiality of information regarding individuals infected with blood borne pathogens or communicable diseases shall be respected. As long as an employee is able to perform job duties satisfactorily and medical evidence indicates that their condition is not a threat to themselves or others, the employee is to be treated consistently with others in the workplace. Similarly, as long as a student with a blood borne pathogen or communicable disease is able to pursue their education within the established academic standards and medical evidence indicates that their condition is not a threat to themselves or others, the student is to be treated consistently with other students.

Discrimination against employees and students who either have or are suspected of having a blood borne pathogen or communicable disease will not be tolerated. Harassment of these individuals may result in disciplinary action up to and including termination.

The College will make educational materials on blood borne pathogens and communicable diseases available for students and employees through the Human Resources Office and appropriate Student Services Offices.

Approved: 7/92, 1/17

TRINIDAD STATE COLLEGE
5.80 Use of College Address

Reference:

The College address, including phone number, at Trinidad State College is solely for the purposes of College programs in accordance with the College's goals and objectives. The College address or phone number is not to be used for personal purposes or personal gain since such use requires expenditure of state resources.

The College will not be responsible for mail, information and/or materials sent to a College address in violation of the above procedure.

Edited: 7/88

Reviewed and Approved: 1/17

Updated: 2023

TRINIDAD STATE COLLEGE
8.00 PUBLIC RELATIONS

TRINIDAD STATE COLLEGE
8.30 Authorization to Release Information

Reference: [Health Insurance Portability and Accountability Act \(HIPPA\)](#)

In order to comply with HIPAA privacy legislation and to protect the privacy of faculty and staff, Trinidad State College does not customarily share private, health-related information regarding its current and past employees. The College will seek permission in writing from the employee(s) involved prior to releasing any information.

In the event of the death of an employee, the College will seek permission to share this information internally from family members prior to any announcements.

In all situations, notices will be kept as brief and vague as possible.

Individuals may share personal updates with their colleagues at their own discretion. Individuals are also strongly cautioned to be respectful of the privacy of others.

Employees are encouraged to refer any requests for information to Human Resources, Communications, or the President's Office.

Adopted: 2/06

Revised: 3/15

Updated: 2023

TRINIDAD STATE COLLEGE
8.40 Open Records Request

Reference: [SP 3-110 Records Management and CO Open Records Act Requests](#)

This procedure applies to the System office and all System Community Colleges (Colleges).

This Procedure must be published on the System and every College's website, along with the e-mail, fax and mailing address for the individual designated as Custodian of Records posted on the website.

Adopted: 3/06; Revised: 3/15

Updated: 2023

TRINIDAD STATE COLLEGE
8.50 Fundraising & Solicitation

Reference:

I. Purpose

All gift solicitations in the name of the College must be made in a transparent, ethical, and legal manner, while ensuring that potential donors and funders are respected and appropriately cultivated. All proposed external gift solicitations shall be discussed with the College President, who may review proposals with the Trinidad State Junior College Educational Foundation (the Foundation) to coordinate efforts and determine the best course of action. Coordination provides continuity in building understanding and support for institutional funding needs; avoids conflict and duplication of effort; and maximizes potential contributions.

II. Responsibility

The Foundation, separately incorporated with 501(c)3 status, was organized to accept gifts from the private sector. As such, the Foundation has certain responsibilities to document and acknowledge the acceptance of gifts received. Only authorized representatives of the Foundation or the College may make formal solicitations of gifts on behalf of the institution. College personnel are encouraged to refer prospective donors to the College President.

III. Fundraising and Solicitations

The following applies to all College fundraising activities:

1. The College and Foundation shall only accept gifts that are consistent with the mission and goals of the College. In addition, all gifts must be consistent with the policies of the Colorado Community College System and the laws and regulations of the state and federal government. Gifts may only be accepted by the College President or the Foundation.
2. College personnel shall not solicit gifts in the name of, or on behalf of, the College until and unless authorized to do so by the College President. All requests for gifts shall be made within ethical business and philanthropic practices, to avoid any real or perceived conflicts of interest in present or future relationships.
3. Individuals wishing to implement a fundraising effort in support of an approved College sponsored activity must seek guidance and approval from the College President.
4. All requests for consideration of external fundraising programs and solicitations from private individuals, foundations, businesses, corporations and organizations must be reviewed through appropriate channels at the College, prior to coordination with the Foundation by the College President.
5. College personnel shall not benefit personally from any gifts, sponsorships or grants received by the College per State Board Policy 3-70.
6. If proposed fundraising activities or solicitations are deemed to be in conflict with current programs or activities, a mutually agreeable solution will be sought. If a solution cannot be reached, the College

President will consider the issue, make a final decision in a timely manner, and notify the parties involved of the decision.

IV. Gifts

The College and Foundation routinely seek gifts from a wide range of donors, who may be approached individually or as part of a group. The Foundation or the College President may accept an outright, unrestricted cash gift of any amount.

Donors may designate how a gift is to be used by the Foundation and the College. This designation must be made prior to acceptance of any such the gift. The Foundation shall be responsible for receiving, acknowledging, recording, and managing gifts. In accordance with IRS regulations, the Foundation determines how funds are used based on the designation of the donor.

The Foundation shall not accept any gifts which may jeopardize its tax exempt status with the State of Colorado or the U.S. Internal Revenue Service.

V. Gifts-in-Kind (non-cash donations)

A gift of in-kind nature (including real property, stock, or a planned gift vehicle) may be accepted by the Executive Director of the Foundation subject to review by the College President and the Foundation Board of Directors. The Foundation accepts gifts-in-kind intended by the donor to benefit the College. Such gifts are reviewed with care to ensure that acceptance will not involve financial commitments in excess of budgeted items or commit the College to other obligations disproportionate to the usefulness of the gift.

When gifts-in-kind are given to the College with the intent of the donor to receive a tax deduction, it shall be the responsibility of the donor as a requirement of the IRS, and not the College, to obtain an independent appraisal of the gift for tax purposes. Neither the College nor the Foundation shall become involved in establishing the value of an in-kind gift of property or service for the purpose of the donor. The College and the Foundation may independently seek advice as to the value of a non-cash gift in order to determine its future disposition.

The College and the Foundation may elect not to accept a gift-in-kind for any of the following reasons: 1) the equipment is obsolete; 2) the intended gift would involve a high level of projected maintenance or operating costs not covered as part of the donation; 3) installation costs, in the case of a gift of equipment, would be prohibitive; 4) the gift does not further the mission of the College.

Generally, in-kinds gifts are a pass-thru to the College from the Foundation, unless the College President and the Foundation determine ownership should be maintained by the Foundation. The Foundation provides a list to the College of any non-cash gifts for recording purposes.

For IRS purposes, the name and address of any business or entity that donates items should be forwarded to the Foundation within 10 days of receipt.

VI. Student Clubs and Organizations

New fundraising projects to support student clubs and organizations must be approved by the College President or designee. Small fundraisers, such as bake sales, car washes, or sales of small items or

services that have been previously approved do not need annual reconsideration, however, all student fundraising projects, whether new or continuing, must be reviewed on an annual basis by club advisors. Any potential solicitations involving businesses, foundations, individuals or community organizations must be approved and coordinated through the College President.

VII. Athletic Department Fundraising

Annual membership drives, team fundraising, and casual fundraising activities on behalf of the athletic department must have the prior approval of the College President. Following such approval, the Athletic Director (AD) is responsible for coordination. Small fundraisers, such as bake sales, car washes, or sales of small items or services that have been previously approved do not need annual reconsideration, however, all fundraising projects, whether new or continuing, must be reviewed on an annual basis by the AD. Funds raised through annual membership drives may be accepted by the TSJC Trojan Booster Club, a separately incorporated organization with 501(c)3 status, on behalf of the institution. All such activity must comply with the rules and regulations of the National Junior College Athletics Association (NJCAA). The AD is responsible for reporting results of annual membership drives to the College President. In accordance with NJCAA regulations, all Booster Club transactions with the College must be approved by the College President and processed through standard institutional procedures.

Adopted: 9/13

Revised: 2/16

TRINIDAD STATE COLLEGE
9.00 BUILDINGS AND GROUNDS

TRINIDAD STATE COLLEGE

9.20 Use of College Facilities

(Guideline for Non-Commercial and Commercial Use by the General Public,
Including Expressive Activity on Campus)

Note:

Trinidad State College reserves the right to cancel an existing reservation and/or withhold reservations and use of Trinidad State College facilities or grounds by any outside group during an emergency situation affecting college operations, public health and safety, or other emergency as designated by the federal, state, county or municipal government. In these circumstances, alternate means of communication may be considered, if available.

Introduction

The primary purpose of the facilities at Trinidad State College (the College) is to carry out the educational mission of the College. As a public institution, the College also seeks to reach out and be accessible to the larger community. The College has the right to establish reasonable regulations regarding use of college property.

To the extent that space is available, the College welcomes community groups and organizations to utilize the facilities for purposes compatible with the College mission. Any group that uses College facilities is expected to conduct themselves in a peaceful manner and follow the procedure as discussed below. Further, these gatherings shall not disrupt normal college functions, endanger the health or safety of any person present, or damage college property.

Scope

This protocol applies to all College employees and students, as well as community members who seek use of the College facilities and sets out the process and requirements to reserve space for vending and solicitation.

Reference: [BP 16-60 Facilities Use](#) and [SP 16-60 Facilities Use](#)

Purpose

The College has determined that part of its facilities use planning, to make certain College facilities available for solicitation and vending, and also recognizes that freedom of expression and assembly are important aspects of the educational experience. The College provides opportunities for discourse, debate, sharing of ideas, and other expressive activities while operating and maintaining an effective, safe, and efficient institution of higher education.

This protocol sets out of how to make arrangements for use of publicly available spaces for expressive activity in a constitutionally protected manner consistent with the needs of the College to reserve and identify the appropriate time, place, and manner for these activities in order to coordinate multiple uses of limited space, provide adequate services to support the campus, maintain the safety and appearance of the campus, and preserve financial accountability.

The College has determined as part of its facilities use planning to make certain College facilities are available for solicitation and vending.

Application

This protocol applies to students, employees, and use of publicly available spaces for non-commercial and commercial activity by the general public. This protocol does not apply to space requests for official College activities, authorized uses by recognized student groups and CCCS-affiliated entities.

College employees shall not utilize College facilities or equipment for personal gain.

No alcohol shall be permitted without express approval of the President and the proper permitting through State of

Colorado and/or the City of Trinidad (Trinidad Campus) or the City of Alamosa (Valley Campus).

Definitions

The following definitions apply for purposes of this protocol:

1. Amplified sound means sound that is increased or enhanced by any electric, electronic, or mechanical means, including handheld devices such as megaphones and sound trucks. Other sound, specifically individual shouting or group chanting/singing is subject to general requirements concerning disruption of official College activities.
2. Campus Community means employees, students, recognized student groups and CCCS-affiliated entities.
3. Authorized Campus Community activity means any activity of a recognized student group that is within the group's mission, and any activity of CCCS-affiliated entities that is in support of the CCCS mission or has gone through the appropriate channels to receive approval and be held at CCCS Facilities.
4. Campus contact means the person through whom a member of the Campus Community or general public arranges space for their official College activities and/or authorized activities in support of the College.
5. CCCS-affiliated entity means any foundation, partner, governmental agency or nonprofit service provider acting in support of the Colorado Community College System mission in accordance with prior approval by the Chancellor or College President or designees.
6. College facility means CCCS-owned and controlled buildings, grounds, space, property and other facilities including but not limited to residence halls, buildings and the space within and between buildings, parking lots, athletic facilities, sidewalks, lawns, fields, shelters, amphitheaters, airspace, and all other spaces where events may be held, activities may take place, or that may require services.
7. Literature means any printed non-commercial material that is produced for distribution or publication to an audience, including but not limited to flyers, handbills, leaflets, placards, bulletins, newspapers, and magazines, but does not include the College bulletins or newsletters or official College material. Distribution of commercial literature is governed by the College's solicitation and vending protocol.
8. Non-commercial expressive activity means the verbal or symbolic expression of an idea, thought or opinion and may include speeches, assembly, vigils, picketing, distribution of literature, displaying hand-held signs and other similar activities intended to communicate an idea or opinion.
9. Official College activity means College or System activity undertaken by or under the authority of a College or System official within the scope of his or her duty as part of the CCCS mission.
10. Publicly available space means an area of College facilities that has been identified as conducive to and available for non-commercial expressive activity by the Campus Community and/or members of the general public by reservation as outlined in this protocol.
11. Recognized student group means any student group officially acknowledged by TSC.
12. Solicitation means the act of:
 - a. distributing solicitation materials including flyers, handbills, leaflets, placards, bulletins, newspapers, magazines, coupon books, samples, and promotional items;
 - b. marketing for commercial purposes, and offering information about services or sales;
 - c. seeking petition signatures or a donation (whether money, services, or tangible item).
13. Vending means any transaction that involves the exchange of money for services and/or goods.

Priority for Use of Publicly Available Space

College facilities that are identified as publicly available spaces will be made available for non-commercial or commercial use by groups in the following order of priority:

1. Official College activities,
2. The campus community (including students, employees, recognized student groups and CCCS-affiliated entities),
3. Members of the general public.

Campus Contacts for Reserving Space

Members of the Campus Community should arrange any use of publicly available space, whether for official/authorized College activities or for other expressive activities, through their campus contact.

- For students and recognized student groups: Facilities at 719-846-5618
- For employees: Facilities at 719-846-5618
- For CCCS-affiliated entities: the employee through whom arrangements have been made for activities in support of the CCCS mission
- For members of the general public: Facilities at 719-846-5618

Reserving and Using Space

The following provisions apply to the use of publicly available space for non-commercial or commercial activity:

1. Those planning to engage in expressive activities as a group or individuals planning to engage in expressive activities intended to attract the attention of passers-by must reserve appropriate space for a proposed activity at least 24 hours in advance. Reservations, including expected number of attendees and the proposed manner in which the activity will be conducted assist in identifying an appropriate location and time, thus avoiding conflicts that could require rescheduling an activity and permit the College to evaluate necessary services and costs. Where an activity requires more than a nominal increase in services to accommodate the event, or results in damages, the additional costs of such services and/or damages may be assessed to the individual or group reserving the space.
2. Space is available for reservation and activities during the normal business hours of 8:00 AM to 5:00 PM on Monday through Friday. Evening and weekend hours may require additional charges. To allow for a diversity of information and perspectives no one may reserve more than five consecutive days and fifteen days total for the semester.
3. Upon arrival on the day of the reservation or activity, the individual making the reservation must check in with the President's office or designee.
4. Internal campus controlled streets and walkways are for public ingress and egress for activities open to the public. Persons must abide by all applicable laws, policies, procedures and protocols and not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic.
5. Persons must not engage in activity that defames, is obscene, incites violence, or threatens physical harm.
6. Persons must not obstruct, disrupt, interrupt, or attempt to force the cancellation of any event or activity.
7. Persons shall comply with the directions of a College official or law enforcement officer acting in the performance of his or her duty.
8. Persons shall not disrupt official College activities or other reserved or authorized uses, or impede pedestrian or vehicle traffic or access to buildings.
9. Continuing to approach anyone or stop anyone who has indicated a lack of interest is prohibited.
10. Amplification is not permitted unless prior arrangement has been made through the reservation process for the activity to take place at a time and place where the amplification will not interfere with official College activities or the space is being rented and the rental agreement provides for amplification. No individual or group will be permitted to use amplification that interferes with official College activities.
11. Signs, images and demonstrative items or artwork used in connection with the activity must be hand-held. They may not be affixed to College facilities. No structures may be used or erected.
12. Persons on campus may be required to provide picture identification and provide information regarding their status as a student or employee upon request.
13. Campaign fundraising is not allowed.
14. Candidates for public office may not use student groups to directly or indirectly secure the use of College facilities for free or at a reduced rate for campaigning in violation of law. Candidates may rent available facilities or solicitation or vending space in accordance with the College's protocols for facilities rental and solicitation and vending.
15. To avoid the appearance that the College supports or opposes a particular candidate, ballot issue or referred measure, College facilities may not be used for collecting signatures for ballot initiatives, referred measures, or candidate petitions, except when the collector rents space in accordance with College protocol for facilities rental. Streets and sidewalks abutting campus property that are under the local government's jurisdiction are available for signature collection in accordance with federal, state and local law.
16. Distribution of Literature:

- a. Distribution of non-commercial literature is considered an expressive activity and may take place by reservation in publicly available space identified for expressive activity in accordance with this protocol or in conjunction with a reservation of vending and solicitation space or a facilities rental. College property, such as parking lots and internal campus walkways and other spaces are for supporting official College activities and for authorized activities of the Campus Community and are not available to the general public for distribution of commercial or non-commercial literature. Streets and sidewalks abutting College property that are under a local government's jurisdiction are available for distribution of literature in accordance with federal, state and local law.
- b. Those distributing literature may not continue to approach anyone who has indicated a lack of interest, follow or stop anyone, shout, or interfere with any person's progress.
- c. Those distributing literature should be considerate about collecting any litter that may be generated as a consequence of their distributions and are expected to collect literature that is left over or that is on the ground in the area in which it is distributed.
- d. Literature distributed on campus that contains the College's name or acronym in the organization's name or that contains any reference to being affiliated with the College, or references an activity as taking place at the College, must include the statement that the literature is not an official College publication and does not represent the views or official position of the College.

Publicly Available Space

Publicly available space identified in this protocol is available for assembly and expressive activity in accordance with law, Board Policy and System Procedure and this protocol. Publicly available space(s) are currently identified as available for reservation. Publicly available rental space and rental rates are available from the Facilities Operations Manager at 719-846-5618.

Students may assemble for spontaneous expressive activity without a reservation, on College walkways and outdoor common areas, so long as they remain at least 50 feet from building entrances and otherwise conduct their expressive activities in a manner consistent with this protocol.

Refusal of a Reservation

The President's office, in conjunction with Facilities, monitors and responds to requests to reserve space. When deemed appropriate by Facilities, a requester may be asked to meet with the President or designee to clarify the request before a reservation is made so as to assist the requester to conform the request to the requirements of law, policy, procedure and this protocol and discuss time, place and manner considerations for effective communication that protects the safety of the requester, the Campus Community and any visitors. Facilities or the President's Office may refuse a reservation request for the following reasons:

- Conflict with an earlier request to reserve the same space and time, whether for official College activity or other previously reserved use.
- Failure to conform to the requirements of law, Board Policy, System Procedure, or this protocol.
- An adjacent space is being used for an official College activity or a previously reserved use that renders the requested space unsuitable for the proposed activity.
- The request form is incomplete.
- The request alone or cumulatively with other requests exceeds more than fifteen days in a semester or is for more than five consecutive days.
- Lack of resources necessary to support an activity in a manner that preserves College facilities and protects the safety of the campus.

Refusal of a reservation may not be based on the viewpoint of the proposed activity.

Request for Review of Refusal of a Reservation

If a request for a reservation is refused by Facilities, the requester may request review of the refusal by the President or designee, whose decision will be final.

Enforcement

Activities that commence without a reservation may need to be moved or cancelled if the size and nature of the event cannot be accommodated without jeopardizing the safe and orderly operations of the campus or a previously scheduled use. If an activity attracts more attendees than can be effectively managed by available staff and/or resources, or is otherwise occurring in a manner that fails to observe this protocol, a College official acting in the performance of his or her duty shall determine appropriate action up to and including directing individuals in violation of this protocol to leave campus or cancelling the activity and directing participants to disperse. Any participant who fails to leave campus or disperse after having been requested to do so by a College official or law enforcement officer acting in the performance of his or her duty may be subject to arrest and/or issued a no trespass order.

Violation of this protocol may result in being asked to leave immediately. The College reserves the right to refuse to grant future applications to individuals or groups in violation of this protocol. Students and employees also may be subject to discipline up to and including suspension or expulsion for students and dismissal or termination for employees.

Disclaimer

This protocol provides operational directives that interpret Board Policies and System Procedures. It does not create, nor shall be construed to create, an express or implied contract or a guarantee or promise of any specific process, procedures, practice, or benefit. To the extent that any provision of this protocol is inconsistent with federal or state law, State Board for Community Colleges and Occupational Education Policies Board Policies (BPs) or System Procedures (SPs), the law, BPs and SPs, shall, in that order, take precedence, supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. The College reserves the right to modify, change, delete or add to this protocol as it deems appropriate.

August 1997

Revised October 2014, March 2020, September 2020

Revised September 2023; College Council Approved 10/2023

TRINIDAD STATE COLLEGE
9.30 Open Flame / Space Heaters

Reference:

I. Open Flame

Open flames are prohibited in all College buildings, including offices, residence halls and classrooms, except where the class curriculum dictates.

II. Space Heaters

Only space heaters with thermostat controls are permitted on campus. Space heater units with exposed heating elements are prohibited. Space heaters must be plugged directly in an electrical outlet (no extension cords).

The Residence Hall Handbook provides further guidance on space heaters, air conditioners, and other appliances within the halls.

Revised: 8/07, 2/15

Updated: 2023

TRINIDAD STATE COLLEGE
9.40 Surplus Property Disposal

Reference: [CCCS SP 8-81 Surplus Property Disposal Procedure](#)
System Accounting Procedure 17, Property, Plant and Equipment

- I. Approval must be obtained from Trinidad State College Controller prior to disposal of any surplus property.
- II. System Procedure 8-81 defines the process for transferring or disposing of equipment. It applies to equipment that is movable and not permanently attached to a building. It excludes land, land improvements, leasehold improvements, buildings and fixtures.
- III. System Accounting Procedure 17, Property, Plant and Equipment defines asset and non-asset classes. This procedure applies to CCCS property regardless of the asset classification

Revised 01/2023
Updated: 2023

TRINIDAD STATE COLLEGE
9.60 Security Cameras

Reference:

- I. Trinidad State College is committed to protecting the safety and property of the College community while respecting the privacy rights of faculty, staff, students, and visitors. The College reserves the right to place security cameras on campus where necessary and appropriate. Video monitoring will be conducted only in areas where the public does not have a reasonable expectation of privacy. The use of dummy cameras is prohibited. The primary use of this equipment is to record images for future identification of individuals and activity in the event of violations of law or policy.
- II. Only authorized personnel will have access to security cameras. When an incident is suspected to have occurred, only authorized personnel may review the footage. The recording of audio for surveillance purposes is prohibited. All requests to view or release surveillance records must be authorized by the College President.
- III. Recorded camera images will be retained for at least 30 days. A log documenting access to and use of recorded data will be maintained for a period of 12 months.

Approved: 4/15

TRINIDAD STATE COLLEGE
10.00 TRAVEL AND TRANSPORTATION

TRINIDAD STATE COLLEGE
10.20 Field Trips

Reference:

Trinidad State College employees, as a part of their official capacities, must at times arrange for various types of off-campus activities such as instructional related trips, field and demonstration trips, and recreational trips. The following guidelines are provided to assist employees in carrying out their responsibilities in these matters.

Any activity associated with a class, course, program or function must be approved by an employee in an official capacity with the College who is authorized to grant such approval. Approval procedures will vary but authorization ordinarily will reside with the Dean or Director of the administrative unit. Volunteers and independent contractors are not authorized to grant permission.

All sanctioned off-campus activities shall be conducted under the direct supervision of a College employee. The College employee shall be responsible for such items as, but not limited to:

1. Obtaining authorization.
2. Communicating to participants the expected standards of conduct.
3. Arranging for excused absences for participants.
4. Obtaining releases of liability from participants, where appropriate.
5. Arranging transportation and itinerary.
6. Assuring that conditions concerning liability insurance are met.
7. Maintaining appropriate travel log, mileage, and travel expenses to be turned into the Business Office within seven days after returning.

Proposed: 4/18

Approved: 5/18

Updated: 2023

TRINIDAD STATE COLLEGE
19.00 SAFETY AND SECURITY

TRINIDAD STATE COLLEGE
19.40e Emergency and Safety Planning – FASTER Protocol

References: [BP 19-40 – Emergency and Safety Planning](#)

FASTER Protocol

Definitions:

“College FASTER Program” means and includes training and activities associated with the FASTER training program sponsored by the College.

“College FASTER Coordinator” means the College employee designated by College to coordinate the College FASTER Program.

“CCW Permit” means a permit to carry a concealed weapon issued pursuant to § 18-12-205, Colo. Rev. Stat.

“FASTER Participants” means college employees who have been approved by the FASTER Program to participate in the College FASTER Program, and who are actively participating in the College FASTER Program.

Protocol:

College employees (including faculty, instructors, Administrative/Professional-Technical (APT), and classified employees, but not including student employees) are eligible to seek approval to participate in the College FASTER Program. An employee must hold a CCW Permit to be eligible to participate in the College FASTER Program. FASTER Participants are responsible for covering the cost of the CCW permit and renewal.

College employees seeking to participate in the College FASTER Program must successfully complete the screening process set forth in the College FASTER Program Screening Guidelines. To be screened for the College FASTER Program, an eligible College employee must notify the College FASTER Coordinator of the employee’s interest.

Participation in the College FASTER Program is strictly voluntary. No employee will be compelled to participate in the College FASTER Program. Employee participation in College-sponsored or run training and activities explicitly required by the College to participate in the College FASTER Program is considered work time. Employees shall coordinate with their supervisors to ensure their participation in the College FASTER Program does not interfere with other job duties and to receive approval for overtime or compensatory time, if necessary. Employees participating in the College FASTER Program are not entitled to any additional status or pay (beyond their regular/overtime rate or compensatory time, as applicable) for their participation. College will pay for costs associated with a College employee’s participation in training for the College FASTER Program.

FASTER Participants are responsible for providing their own firearm and other equipment (including holster/concealment device) suitable for participation in the College FASTER Program. FASTER Participants are responsible for providing their own ammunition suitable for participation in the College FASTER Program. All firearms, equipment, and ammunition must be maintained in good working order during participation in the College FASTER Program.

FASTER Participants are required to comply with all federal, state, and local laws and regulations pertaining to the carrying and use of firearms. FASTER Participants must maintain a CCW Permit throughout their participation in the Program. FASTER Participants must notify the College FASTER Coordinator as soon as practicable upon expiration or revocation of their CCW Permit or upon the occurrence of any other event that affects their ability to own, possess, or use a firearm.

To remain an active participant in the College FASTER Program, a College employee must participate in regular ongoing training as determined by the College FASTER Coordinator. Regular ongoing training may include, but need not be limited

to tabletop exercises, simulations, drills, familiarization walkthroughs, firing range exercises, meetings with local law enforcement, and training courses and exercises administered by FASTER Colorado.

The College FASTER Coordinator will maintain records pertaining to the College FASTER Program. College FASTER Program records, including those which may identify College FASTER Program participants, may be considered to contain specialized details of security arrangements and are not subject to disclosure under the Colorado Open Records Act.

The College reserves the right, at any time and in its sole discretion, to remove an employee from the College FASTER Program. Because participation in the College FASTER Program is strictly voluntary, such removal alone does not affect the pay, status, or tenure of the employee and shall not be deemed to be disciplinary in nature.

The College strongly recommends that College employees participating in the College FASTER Program obtain and maintain a personal CCW insurance policy that sufficiently covers both civil and criminal defense costs.

The State Office of Risk Management (SORM) supports the implementation of the College FASTER program and provides liability coverage to FASTER Participants to the extent permitted by law pursuant to the Colorado Governmental Immunity Act and the Risk Management Act. In the event a FASTER Participant is injured while performing activities related to the FASTER Program, coverage under the Colorado Workers' Compensation Act will be provided if the FASTER Participant is determined to have been in the course and scope of employment at the time of the injury and the injury is determined to have arisen from the employment pursuant to the Colorado Workers' Compensation Act. All of these statutes will guide the evaluation of coverage for employees in their participation in the College FASTER Program, including when responding to an incident. FASTER Participants who respond in good faith to an incident using the knowledge of the FASTER training and act within the parameters of the College FASTER Program, can expect support of SORM in the event of a claim against them.

College FASTER Program Screening Guidelines

College employees who are interested in participating in the College FASTER Program may notify the College FASTER Coordinator of their interest. The College FASTER Coordinator will periodically convene a Panel to determine whether interested College employees are selected to participate in the College FASTER Program.

The Panel will consist of:

- TSC Emergency Management Coordinator
- TSC President
- CCCS Director of Emergency Management
- Local Law Enforcement Representative (Trinidad or Alamosa)

The Panel will consider:

- Whether the interested College employee meets the minimum requirements, including whether the employee possesses an active CCW Permit and whether there are any circumstances that would prevent the employee from lawfully possessing or carrying a firearm.
- Information in the interested College employee's employment history, including performance reviews.
- The interested College employee's criminal history, including the results of a fingerprint-based criminal history record check in accordance with SP 3-10a.
- The interested College employee's presentation in an interview with the Panel designed to determine the employee's character and fitness for potentially responding to a deadly threat on campus.

An interested College employee is selected to participate in the College FASTER Program upon the decision of the Panel. The decision of the Panel is final and may not be appealed.

FASTER Employee Acknowledgment

As a College employee participating in the College FASTER Program (FASTER Participant), I understand and acknowledge the following:

- My participation in the College FASTER Program is strictly voluntary. I am not entitled to any additional pay (beyond my regular/overtime rate or compensatory time as applicable) or status as a result of my participation in the College FASTER Program.
- I am responsible for providing my own firearm, ammunition, and other related equipment, and for maintaining these items in good working order. The College will not provide or maintain any of these items for me.
- I am responsible for maintaining and renewing a CCW Permit, and for covering the cost of the CCW permit and renewal.
- To remain a participant in the College FASTER Program, I must participate in regular ongoing training as determined by the College FASTER Coordinator, and I must abide by all College FASTER Program rules and guidelines.
- I understand that my participation in the College FASTER Program does not grant me any additional authority to carry a weapon, and I understand I must carry and operate my weapon in compliance with all federal, state, and local laws. I specifically understand that my participation in the College FASTER Program does not grant me authority to carry a weapon in a K-12 school.
- Responding to an incident involving a deadly threat on campus involves a risk of serious injury, including death. I am responsible for my response to an incident on campus. I understand that I am not obligated to respond to any incident on campus, and I have no lawful obligation to respond.
- I understand that FASTER Participants who respond to an incident as a FASTER Participant at the College place of work and who act good faith in accordance with their training and within the expectations of the College FASTER Program, can expect the support of the State Office of Risk Management with regard to liability coverage in the event of a civil claim against me to the extent permitted by law in accordance with the Colorado Governmental Immunity Act and the Risk Management Act. In the event a FASTER Participant is injured while performing activities related to the FASTER Program, coverage under the Colorado Workers' Compensation Act will be provided if the FASTER Participant is determined to have been in the course and scope of employment at the time of the injury and the injury is determined to have arisen from the employment pursuant to the Colorado Workers' Compensation Act. All claims are evaluated and accepted based on the individual circumstances of the incident and response.
- If I act in a manner inconsistent with my FASTER training, or in a manner that is otherwise willful and wanton, I understand that I will not be entitled to liability coverage from the State Office of Risk Management.
- The College and State Office of Risk Management will not provide insurance coverage for potential criminal liability.
- The College strongly recommends that I obtain a personal CCW insurance policy that sufficiently covers both civil and criminal defense costs.
- The College reserves the right, at any time and in its sole discretion, to remove me from the College FASTER Program.

I, _____ (print name) HAVE CAREFULLY READ, CLEARLY UNDERSTAND, AND VOLUNTARILY SIGN THIS ACKNOWLEDGMENT.

Participant Signature

Date

College Council Approved: 01/2024