



Missouri Valley College

STUDENT ORGANIZATION MANUAL 2016-17



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Welcome, Student Organizations!

On behalf of Missouri Valley College and the Office of Student Affairs, student involvement is vital for the overall college experience. Getting involved through student organizations, Greek Life, leadership opportunities, and campus wide activities gives each student the opportunity to enrich their leadership skills, social lives, and personal growth. With the variety of many different student organizations, students have the power to impact fellow classmates around them. Being a part of a student organization gives students a sense of Viking Pride.

This manual was created by the Office of Student Affairs to help student leaders and advisors with running an organization. All student members are advised to read and understand the information published in this manual.

Student Organization Questions, Comments or Concerns?

Director of Student Activities and the Malcolm Center

660-831-4009 activities@moval.edu

Student Affairs Office- Malcolm Center

Section I

About Student Organizations at Valley!

Student organizations at Missouri Valley College are for students by students. Being involved in a student organization equips students with leadership skills and the ability to try new things. From planning and executing a concert to volunteering time at the animal shelter, students have the chance to get involved in some unique experiences. Currently there are 20+ organizations and adding more is never a bad idea.

Benefits of Being a Registered Student Organization

Of course, every student wants to know, "What's in it for me?" Below you will find the perks of being in a student organization and why your group should register:

- The use of on-campus facilities and table reservations
- Post approved events in designated areas
- Sponsoring speakers, activities, and/ or events
- Requesting funds for your organizations
- Permission to fundraise
- Hold a leadership position
- Being involved in something greater than yourself
- Access to printing and personal email accounts
- Opportunity to receive a Campus Engagement Award

Expectations of Student Organizations

All student organizations have their own responsibilities and duties that need to be fulfilled. These duties, confirmed through the Student Affairs Office, need to be completed throughout the year to stay as a recognized organization. The following is a must:

- Renew the student organization every year
- Maintain an accurate student organization profile
- Fulfill the campus engagement and involvement criteria
- Attend the Leadership workshop in the Fall for executive board members

Yearly Renewals

Each August organizations gain and lose members. The easiest way for the Office of Student Affairs to keep up with all the changes is to have a member of the organization fill out a Renewal Form. This will help keep the Student Affairs Office records up to date. The form has to be completed and submitted by the last Friday of September. If a form is not completed, the organization will not have active status for that academic year. The form can be found online at www.moval.edu/student_affairs under Student Organizations link.

When completing this form, you will need the following:

- Advisor Information
- Any changes to Bylaws or Constitution
- Updated roster list, including new officers

Each spring semester, organizations are required to submit an updated roster of the organization by the last Friday of April. The list must include summer contact information of the executive board. The link can be found on the website as well.

Campus Engagement and Involvement

Although organizations have their own agendas, it is important to embrace campus engagement and involvement. The best way to promote your organization to campus and the community is through programming. The following criterion is a must in order to maintain recognition of your organization:

- Must attend Activities Fair in September and January
- A representative must attend the annual Student Leader Convocation Banquet in the Fall along with the Convocation Ceremony
- Must host and/ or co-host two (2) events on campus per semester (not including fundraisers)
- Must complete at least one three (3) hours of community service project for the academic year. Documentation must be submitted by the first Friday in April.

If organizations need help thinking of ideas for events, use your advisor! The Director of Student Activities can also provide assistance.

Organization Orientation

Each fall, after the student organizations have been renewed, there will be a student organization orientation for all student executive board members of the organizations. The Director of Student Activities will explain the changes to rules and regulations regarding student organizations as well as any expectations for the year to come. All student leaders are required to attend. All members of the organization are more than welcome to attend as well. Organizations not in attendance may not be considered active for that academic year.

Advisor Orientation

Along with the organization training for students, there will be an advisor training meeting each fall after the organizations are renewed. The advisor training will be held to help the advisors understand their role and their responsibility as the mentor of their organizations. This will also allow for advisors of new organizations to get caught up on the rules of being an organization.

Campus Engagement Award

Each spring semester, Student Organizations are invited to attend the annual Campus Engagement Award Banquet where several organizations and their members are awarded for their involvement. Registered organizations are eligible to apply for awards. Nominations will begin the last week of March and can be found on the website.

Section II

Getting Started

Starting a new organization on campus is simple. But first, take a look at the list of student organizations that the college has to offer and determine if the new group would be beneficial on campus. The list of Student Organizations can be found on the website or by visiting this link [Student Organizations](#). The Director of Student Activities and the executive board members of Student Government Association would be a great resource in hearing your new ideas and can facilitate the registration process. New organizations may be created at any time.

Organization Recognition Process

To become an organization at Missouri Valley College, the New Student Organization Application needs to be completed. To complete this application, you will need to meet the following steps:

1. The organization needs to have five members, two of which will need to be officers of the organization.
 - a. The roster will need to be included in the application.
2. A president needs to be appointed to represent the organization.
3. The type of organization will need to be selected
4. A set of bylaws and a constitution will need to be drafted to detail what the group stands for.
5. The organization will need to find an advisor that is a full time faculty or staff member of Missouri Valley College.

Members and Officers

There needs to be at least five (5) members that are currently enrolled at MVC. Two (2) of the five (5) members will need to be officers, including the president. A roster of all the members will need to be submitted along with the application.

Type of Organization

There are different types of organizations. In order to help clarify what your group is about, it will need to be classified into a category. The different types of categories to choose from are *Academic/ Professional, Creative /Performing Arts, Cultural/International, Greek, Honorary, Religious/Spiritual, Service, Special Interest, Social/ Political Awareness, and Sports Recreation.*

Bylaws and Constitution

Each student organization has a purpose for its existence. Every group is different. In order to make sure that the organization has a solid foundation, the president and members must create a set of bylaws and a constitution. If it is a nationally recognized organization, some of the national offices will already have the bylaws in place. The information that should be included in the constitution and bylaws are below. A sample bylaw and constitution is provided in the appendix.

- I. Name of Organization
- II. Objective
- III. Membership
- IV. Officers
- V. Voting
- VI. Statement of Non-Discrimination
- VII. Financial Obligation
- VIII. Statement of Non-hazing
- IX. Statement of Compliance with Campus Regulation

Advising

Each organization is required to have an advisor. This person must be a full time employee of Missouri Valley College. The advisor will act as a mentor, helping with the development and growth of the group. If you need help finding an advisor, contact the Director of Student Activities.

Name Policy

When creating a name for your organization, remember that you want something that will stand out to potential members. It should be concise and representative of the organization. Please do not include *MVC*, *Missouri Valley College's* or any other derivative in your student organization name. You will not be allowed to use the college's name when off campus. Names of organizations must not violate copyright or licensing laws, must not be slanderous in nature, and must not contain profanity, derogatory words or themes, innuendo or lewd language.

Membership Requirements

Student organizations are open to all enrolled students. They may not discriminate on the basis of *gender, race, religion, color, national or ethnic origin, sexual orientation, or disability*.

Student Affairs Completion

Once all of these steps are completed, the application can be filled out and submitted to the Director of Student Activities for approval. A meeting with the Director of Student Activities and executive board members of *SGA* will need to be made for a presentation. Voting for the new Student Organization will take place after the presentation to finalize the creation of the new group.

Section III

Event Planning

The Office of Student Affairs must approve **ALL** events, activities, and fundraisers. All requested events must be in conjunction with the mission of MVC Student Activities. Events that may be controversial or in any way offensive to the MVC or community may not be approved. All submissions need to be turned in at least 10 business days prior to requested event date. Organization meetings do not need to be approved unless an event or activity is scheduled during the meeting.

Event Approval Process

In order to host an event as a MVC student organization, an officer of the group must submit an Event Application. The application will need all event information in specific detail, along with the advisor's contact information. Officers can find the event application online under "Student Organizations" from the moval website or on the intranet site. Approval process should take no longer 48 hours. If there are any questions or concerns, schedule a meeting with the Director of Student Activities to discuss them. Once the event is approved by the Director of Student Activities, the organization may start preparing for the event. If the event is not approved, make an appointment to meet with the Director of Student Activities to discuss why the event was not approved.

Post a Sign or Advertisement on a Bulletin Board

Announcements of meetings and events by campus-approved organizations may be posted in designated areas. Advertisements should refrain from glass windows or doors. The organization must bring the original copy for stamping before making duplicates. Individuals and organizations are permitted to post notices only if stamped for approval by the Student Affairs Office. It is the responsibility of the Student Organization to remove the posting no later than two days after the conclusion of the event.

Contracts

Before signing any type of contract for any entertainers, speakers, or events, you should understand that you and the organization are responsible for the contract and its contents. Missouri Valley College cannot be listed as the responsible party for any contracts.

Funding

Student Government Association is here to help fund different student organizational needs such as professional development, hosted events, and various activities. It is required that each Student Organization assign a SGA Representative who regularly attends council meetings and advocates for funding. To request funding, an organization needs to submit a Funding Proposal found online. All funding requests must be submitted at least one month in advance to ensure that the monies are allocated to the organization. In the event an organization is denied a funding request, the group must then determine other ways to fund their needs.

Fundraising

Any organizational fundraising must be approved by the Office of Student Affairs. The president must fill out the Fundraising Event Application found online through the "Event Application" process. Fundraising events must be submitted 10 business days before the prospective event. Please allow for 48 hours for approval. The organization must be able to present financial records of all events held that raised money to the Office of Student Affairs upon request. Any type of solicitation to faculty, staff or college alumni without approval is prohibited.

Using MVC Facilities

For the use of MVC facilities and equipment, student organizations must coordinate with the appropriate facilities coordinator. This applies to student organizations needing a meeting space or would like to request a table outside of the Dining Hall for any fundraising, sign ups, etc. The information must be submitted on the event application. Only two (2) student organizations can request a table outside of the Dining Hall at a time and no longer than three (3) consecutive days. All equipment must be checked out using an MVC ID card and must be returned after use.

Section IV

For Advisors

What is an advisor? A student organization advisor is a faculty or staff member who volunteers their time to provide mentoring support to members of a student organization. The advisor is not only the representative of the group, but also acts as a liaison for the Office of Student Affairs. The advisor is one who gives ideas, insight, and encourages the organization to grow through development. The advisor should be available and accessible for their organizations.

Responsibilities of an Advisor

Although the Advisor is a mentor of the organization, there are a few responsibilities that is necessary for growth. Each Advisor is responsible for membership education which highlights the purpose of the group and develop ways to cultivate its culture. Membership Education allows student organizations an opportunity to improve its recruitment and retention of new members as well as officer training.

Advisors are also financially responsible for knowing the budgets of their organizations, submitting purchase orders, reimbursements, and deposits of funds. Budget information can be obtained through the Accounting Department. Groups must get approval from their advisor along with the Student Affairs Office for collecting monies for fundraisers, events, and special activities. All monies must be collected by an officer of the student organization at an agreed upon time.

Know the policies and procedures

Advisors must be familiar with the policies and procedures that apply to their organization which include Event Application, Organization Renewal, Organization Orientation, and the Student Code of Conduct. If you think your students might be going against policy, you might ask them, "Are you following the rules and regulations?" and "Do you need to change your plans due to the policy?" It is the responsibility of the advisor to report any violations of policies or procedures.

Know your organization

Advisors must serve as official points of contact for the college and community regarding their organization. It is your responsibility as the liaison between the college and organization to be fully aware of what activities your group is taking part in and the nature of the activities. You should have full knowledge about what your

organization is doing and planning. The best way to fully understand the organization you are advising is to regularly attend meetings and participate in activities the group host. Others way to stay up to date with the organization is by meeting with Officers frequently and reading meeting minutes.

Section V

Organization Conduct

As a MVC student organization, you are representing Missouri Valley College. Therefore, all MVC student organizations are expected to follow all Missouri Valley College policies and regulations. As stated in the Missouri Valley College Student Handbook:

"It shall be the responsibility of every student enrolled at Missouri Valley College to support the academic integrity of the institution. This applies to personal honesty in all aspects of collegiate work, all student records, and all contacts with faculty and staff. Academic dishonesty will not be tolerated. It shall also be the responsibility of every student enrolled at Missouri Valley College to be respectful of the rights of other students, staff, and instructors to a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated."

Student actions that do not adhere to the MVC Student Code of Conduct will be addressed according to college policies regarding academic dishonesty and disruptive behavior. Students who exhibit dishonest, disruptive, or disrespectful behavior risk suspension or expulsion from the institution"

Respect for College Officials

Students must not interfere with the teaching, research, administration, disciplinary proceedings, or other college activities. Students must comply with the lawful instructions of college officials, including residence hall personnel, and must not interfere with any individual in the performance of his or her assigned responsibilities. Students are expected to cooperate fully with all investigations involving violations of Missouri Valley College policies, rules, or regulations. Students must comply with all disciplinary decisions and sanctions within the judicial process. In addition to the expectations set forth in this handbook, students must comply with all written instructions received via email, posted bulletin, published on the web site, U.S. mail or verbal instruction of a college official including the Residence Life staff members.

Respect for Facilities

Destruction of property or an attempt to destroy or damage property belonging to the College, to a member of the College community, or to a guest of the College or a community member on the campus is prohibited. This includes all property owned, managed, or controlled by Missouri Valley College on campus or off.

Respect for Others

The following actions committed on or off the campus against any member of the Missouri Valley College community are prohibited:

- **Abuse:** An unwarranted verbal or written exchange including profane, insulting, or offensive language or behavior directed toward another person. Racial, ethnic, or sexual comments that demean or defame are also prohibited. Emails are considered written exchange. This type of behavior will also not be tolerated towards representatives from opposing schools or athletic officials.
- **Ethnic intimidation:** A crime in the state of Missouri. Persons or groups who harass members of certain ethnic or religious groups may be prosecuted. Violators may incur both campus and criminal charges.
- **Assault:** Conduct that threatens or endangers the physical or emotional safety of another person. This includes but is not limited to fighting.
- **Harassment or Hazing:** An act that intimidates, annoys, alarms, embarrasses, ridicules, or produces psychological or physical discomfort. Under Missouri State Law, persons engaging in such acts may be prosecuted.
- **Sexual Harassment:** Any attempt to coerce a person into a sexual relationship, or to subject a person to unwanted sexual attention or demands, or to punish or retaliate for refusal to comply with sexual demands.
- **Sexual Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. These include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of unlawful, non-forcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape may fall into either category. This may include sexual intercourse with a person who is under the influence of alcohol or drugs.

- **Obscene Conduct:** Any indecent exposure or action of an obscene, lewd, or indecent nature. This may include public urination.
- **Disorderly Conduct:** Any conduct, including but not limited to drunkenness, which disturbs the peace of the campus. Excessive noise or public nuisance disruptive to the College and surrounding neighborhoods is prohibited

Alcohol Policy

Possession, distribution, or use of alcoholic beverages or related items in any College owned or controlled or adjacent facility at any College function or while representing the College is prohibited. Alcohol related items may include empty containers, mixers, and alcohol related signs and posters. Empty alcohol containers are not allowed in the residence halls or elsewhere on campus. Students who attend gatherings in College housing at which alcohol is present will suffer the consequences of possession of alcohol.

Distribution of alcohol to minors is prohibited. When the alcohol policy is violated by a campus group or organization as an activity of the group or organization, the group or organization will be subject to sanctions as a unit.

Sanctions on a group or organization may include a fine up to \$500 for each violation, disposal of alcohol, social probation, educational sanctions, community service, loss of recognition, and/or loss of chapter facilities.

Drug Policy

Unlawful use, possession, sale, manufacture, or distribution of narcotics or controlled substances or the paraphernalia for use of the same as defined by existing state and local statutes is prohibited. All drug offenses are subject to criminal action. Persons engaging in the sale of narcotics or drug-related felony will be dismissed. Students who violate state or federal drug laws may lose the opportunity to receive federal financial aid. Students convicted for drug offenses must inform the Dean of Students with information concerning the conviction within 72 hours of their conviction.

Non-Discrimination Policy

Missouri Valley College is an Equal Opportunity Employer. Further, the College complies with the Civil Rights Act of 1964, as amended, The Americans with Disabilities Act of 1990, and other legislation that prohibits discrimination in employment and access to educational programs. Missouri Valley College is committed to a policy of non-discrimination and is dedicated to providing a positive, discrimination-free educational work environment. Any kind of intimidation, harassment, or discrimination, i.e., racial, color, age, sex, creed, ethnic origin, or handicap, is unacceptable conduct and will not be condoned.

For the purpose of this policy, discrimination, harassment, or intimidation may be defined as any attempt on the part of individuals, groups, or recognized campus organizations to deny any individual or group those rights, freedoms, or opportunities available to all members of the College community. The College is interested in meeting the full intent and spirit of the anti-discrimination laws, not merely the minimum letter of the law. Inquiries concerning the application of Missouri Valley College's policy of non-discrimination should be directed to the Chief Academic Officer or the President.

Hazing

Hazing, whether by a group, organization, or team of Missouri Valley College of any degree as defined by Missouri law, will not be permitted. If any members of a group, organization, or team at Missouri Valley College are present for, or act as participants in hazing activity, they will be subject to disciplinary actions and/or dismissal from the College and the individuals may be held criminally responsible for the act under state law. In the event that a hazing act is reported implicating a recognized campus organization, the national office of that particular recognized organization will be notified and requested to do an investigation. The particular organization may also be placed on temporary suspension until the investigation is completed.

Missouri Valley College will define hazing according to Missouri law, to wit:

Missouri Revised

Statutes Chapter 578

Miscellaneous Offenses

Section 578.365

August 28, 1997

Definitions

As used in sections 578.360 to 578.365, unless the context clearly requires otherwise, the following terms have these meanings:

- **"Educational institution"** - a public or private college or university;
- **"Hazing"** - a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm.

Acts of hazing shall include:

- a. Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or
- b. Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity; or

c. Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

Appendix

BY-LAWS

A required part of the Student Organization Constitution

I. Cabinet

A. President

1. Coordinates all activities of the organization.
2. Liaison to University community.
3. Official representative of organization.
4. Calls regular and special meetings.
5. Presides at meetings.
6. Prepares agenda for meetings.

B. Vice President

1. Assumes duties of president, when necessary.
2. Assists president in coordination activities.

C. Secretary

1. Maintains accurate and current information of the organization and membership.
2. Assists president and vice-president to coordinate activities.
3. Keeps accurate minutes of each meeting and forwards copies to officers.
4. Keeps attendance record for meetings.

D. Treasurer

1. Maintains accurate and current account of all organizational funds.
2. Responsible for dispensing of funds in accordance with goals and programs established by organization.

II. Meetings

Meetings will be open to all members. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

Sample Student Organization Constitution

This is a sample constitution provided by Student Activities to assist your student organization in creating a constitution that meets the standards for official Missouri Valley College registration. Additional information and detail may be added/adjusted as needed. Please use this sample and insert organization-specific information in the blanks.

ARTICLE I - Name

The name of this organization shall be: _____

The organization is a student organization at Missouri Valley College.

ARTICLE II - Objectives

The objectives of the organization shall be:

- a. To promote interest in _____
- b. To provide fellowship among students.
- c. To represent student needs and wants in regard to _____
- d. To provide a forum for the presentation of innovative ideas to the benefit of the college community.

ARTICLE III - Membership

Must be included exactly as found here; additional membership information optional

Any student at Missouri Valley College is eligible to be an active member and may hold office.

ARTICLE IV - Officers

1. Election of Officers.

- a. The officers of this organization are president, vice president, secretary, and treasurer.
- b. Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
- c. Election of officers will take place during the 3rd week of the fall semester.
- d. Officers will assume office for the period of one year.

2. Recall of Officers

- a. Officers are subject to recall for malfeasance in office.
- b. Recall procedures will be initiated at the request of five active members.
- c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
- d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

ARTICLE V - Voting

1. This constitution and by-laws may be amended by a 2/3 vote of those voting, a quorum being present.
2. Voting on amendments must be conducted after a minimum notice of 2 weeks.

ARTICLE VI - Statement of Non-discrimination

Must be included and stated exactly as found here

This student organization is open to all students without regard to race, color, sex, age, national origin, religion, sexual orientation, disability or veteran status. This includes, but is not limited to, recruiting, membership, organization activities, and opportunities to hold office.

(Upon providing proof of exemption according to Federal Law, Greek Social organizations may omit sex)

ARTICLE VII - Financial Obligations

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE VIII - Statement of Non-Hazing

Must be included exactly as found here

This organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE IX - Statement of Compliance with Campus Regulations

Must be included exactly as found here

This organization shall comply with all college and campus policies and regulations and local, state, and federal laws.

Event Planning Checklist

Date

- Decide on a date that works for all members in the organization. Make sure to submit an Event Application form 10 business days before the event.
- Choose a date that does not conflict with other campus activities or events. Check with the reservations specialist or campus calendar.

Location

- Choose a location that will accommodate the expected attendance of guest.
- Determine any special needs for equipment or supplies (i.e. computer, microphone, projector rental, tables, chairs, etc)

Time

- Choose a time that would provide the best option for guest to attend
- Determine when other members should arrive to setup

Budget

- Provide all expenses and incoming fees (food, supplies, down payments, etc.)
- Try to stay on budget without going over

Advertising

- Create flyers, emails, and use social media outlets that are free
- Print an original flyer and have it approved by Student Affairs Office before making duplicates
- Be creative

Risk Management

- Ensure that all policies and procedures are being followed according to the Student Conduct rules

Helpful Numbers

Malcolm Center for Student Life

Student Affairs Office

Director of Student Activities - 660-831-4009

Set-ups Coordinator - 660-831-4086

Intramural Coordinator - 660-831-4078

Director of Housing and Res. Life - 660-831-4652

V.P. of Student Affairs/Dean of Students-660-831-4087

Director of Public Safety- 660-831-4228 or 660-815-0111

Health Service Office

Campus Counselor- 660-831-4139

Nurse- 660-831-4012

Ferguson Center- 1st & 2nd Floor

Copy Center

Print Shop Specialist-660-831-4645

Hospitality - Café

Food Services- 660-886-5595

Tech Center - 2nd Floor

Webmaster- 660-831-407- IT Office- Rm 214