

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

September 10, 2024

TOPIC: Method to Affix the State Board Seal

PRESENTED BY:

Angela Gramse, General Counsel

RELATIONSHIP TO THE STRATEGIC PLAN:

N/A

EXPLANATION:

This topic deals with the method of affixing the SBCCOE seal to documents. Current practice is to use an embosser, a small hand-held press, to affix a raised SBCCOE seal. Unfortunately, the embossed seal is not visible in electronic form. Much of today's business includes scanning and sharing or filing documents electronically. With an embossed seal, the raised imprint must be lightly shaded with the edge of a pencil prior to scanning, copying, or faxing. This leaves a permanent "scribble" on the original document.

State statute allows for the use of an exact copy rubber stamp seal, with indelible ink, C.R.S. § 24-15-101.

General Counsel (and Coordinator for the SBCCOE) is requesting authorization to affix the Board seal with either the embosser or use of an exact copy rubber stamp with color and/or black and white ink on electronically shared and filed documents.

As reference, a color image of the SBCCOE seal is provided below.

RECOMMENDATION:

General Counsel recommends the Board approve the use of both the embosser and a rubber/ink stamp to affix the SBCCOE seal, based on the document.

ATTACHMENT(S):

None

