



# Administrative Procedures

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*Administrative Procedures are currently being updated*

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(Revised: 03/20/91; 12/02/91; 09/28/92; 10/26/92; 02/22/93; 06/12/95; 04/22/96; 07/16/97; 10/02/98; 11/30/99; 03/18/02; 08/07/02; 07/07/04; 03-24-05)

SECTION TITLE	NUMBER	PAGE
<b>College Authority and Internal Organization</b>	<b>02-0103</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish a College authority in the absence of the President.

**Note:** For the purpose of this procedure, authority is defined as contact person, and describe the guidelines for development and revision of the College's organizational structure.

2. **PROCEDURE:**

In the absence of the President, the Senior Dean of Instruction and Student Success will be the contact person and will, in emergency situations, communicate appropriate actions to employees only after conferring with the President. In the absence of both the President and the Senior Dean, the President will designate the individual who will serve in this capacity as the contact person. The designated administrator will confer with the President on emergency matters or other matters needing attending before taking and/or communicating appropriate actions. All matters of a non-emergency nature will be handled upon the President's return.

In conjunction with the strategic planning process to be conducted every three years, or at other times deemed necessary, the President will request the Senior Dean of Instruction and Student Success, the Dean of Student Services, the Dean of Instructional Support and Information Systems, the Dean of Finance and Facilities, and the Director of Institutional Advancement and Planning/QEP and the Director of Human Resources to review the current organizational structure of their respective areas. This review/analysis should examine job title, responsibilities, duties of each position to ensure equity of workload, appropriateness of work assignments, and comprehensive fulfillment of duties and responsibilities for the division. Upon completion of the division review/analysis, each administrative unit head will make recommendations for the organization of his/her department, which will allow the College to attain its mission and goals in the most effective and efficient manner.

The President, at the same time, may solicit (seek) suggestions for improvements or modifications in the College's operations and internal organization from all interested employees.

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<b>College Authority and Internal Organization</b>	<b>02-0103</b>	<b>2 of 2</b>

From these suggestions and the recommendations made by the President's Cabinet, the President shall cause to happen, the design and diagram of the internal organization of the College for a specified time frame. The President will disseminate the College's organizational Chart at the time reorganization is complete. The President may revise the internal organization of the College as he/she deems necessary during the course of the year and shall disseminate a revised organizational chart at the time the reorganization is complete.

SECTION TITLE	NUMBER	PAGE
<b>Purpose, Authority, and Appointment of the President's Cabinet</b>	<b>02-0302</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to establish the purpose, authority, and membership of the President's Cabinet.

2. **PROCEDURE:**

The purpose of the President's Cabinet is to coordinate the supervision and administration of college-wide matters. The President's Cabinet will recommend and suggest changes to college policies and procedures, participate in strategic planning activities, and establish a direct communications link between the various operating units of the College.

The President's Cabinet is an administrative body and as such receives its authority from this procedure and actions of the Office of the President. Final responsibility and accountability for institutional decision-making rests with the Office of the President.

The President's Cabinet is chaired by the President. In the absence of the President, the Senior Dean of Instruction and Student Success or designee will serve as chair. The membership of the President's Cabinet is composed of the President, the College Deans, Director of Human Resources, Director of Institutional Advancement and Planning/QEP and the Executive Administrative Assistant to the President, who serves as recording secretary.

The President's Cabinet will meet on the second and fourth Mondays of each month, and may meet on other occasions at the call of the President.

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<b>Planning and Evaluation</b>	<b>02-0405</b>	<b>1 of 13</b>

1. **PURPOSE:**

The purpose of this section is to describe the planning and evaluation process for Roanoke-Chowan Community College.

Roanoke-Chowan Community College (RCCC), as a member of the North Carolina Community College System, exists in a unique environment determined by its relationship with the community. As with all organizations, RCCC has its many different organizational needs, and must, therefore, constantly identify the directions to which it desires to channel its energy and resources. As a guide in determining the future direction, as well as the effectiveness of the institution, an *Institutional Effectiveness Plan* (henceforth referred to as the Plan) has been devised and will be maintained. The purpose of the Plan is to provide RCCC with an orderly process for defining and assessing the College's mission/purpose statement and determine its effectiveness in achieving its stated goals and objectives.

The Plan is based on the premise that organizations need to change continually to unite as a recognizable entity, to respond quickly and flexibly to new markets, new circumstances, and new environmental conditions. Such organizations need to prepare for the future, develop strategies against new competitors, and plan how to take best advantage of emerging opportunities. These organizations also must respond to accountability requirements demanded by their constituencies and objectively evaluate and measure their success in carrying out their stated purposes.

In developing the Plan, the College has identified the following two levels of planning:

(1) Strategic Planning and (2) Operational Planning.

- Strategic Planning deals with the broad policy issues facing the College. Strategic issues include: the basic mission of the College (what we are and what we want to be); opportunities and constraints posed by the external environment (the economy, funding, state and federal governmental policies, etc.) and the strengths and weaknesses of the institution itself. Outcomes include a set of broad policy

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goals, priorities and benchmarks of success. These will guide all levels of the College in their planning activities. They will set the strategic priorities and framework for a three-year time frame.

- Operational Planning clearly defines what the College intends to accomplish on an annual basis; how and when the activities will take place; and who will be responsible for these activities. It also outlines the means by which the College implements its strategic considerations. It further serves as the primary vehicle for tying planning and budgeting together. It details the annual operational planning cycles by which each division contributes to the fulfillment of the College's mission and goals, as well as achievement of the benchmarks of success.

Built into the planning process are evaluation components, which include a systematic process for measuring the College against its stated purpose and future direction in terms of outcomes accomplished.

The Plan, thus, is designed to serve as a comprehensive management tool for administrative planning, budgeting, and decision making. It describes, in specific measurable terms, the manner by which the College intends to pursue its goals and objectives and, thereby, fulfill its stated mission. An assessment of the degree to which institutional goals and objectives are achieved serves as the basis on which evaluation of college-wide effectiveness within each designated administrative unit, and the College as a whole, is conducted.

The Plan, therefore, is a vehicle for conducting short- and long-range institutional strategic planning, as well as for conducting and evaluating day-to-day operations of each administrative unit within the College. The Plan serves as a foundation for measuring institutional effectiveness as it relates to criteria for accreditation as required by the Southern Association of Colleges and Schools (SACS). In addition, it adheres to and supports the System Plan as adopted by the State Board of Community Colleges.



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The President, top administrators, and members of RCCC’s Board of Trustees recognize the basic value of the Plan to the institution and the positive impact of such a plan on the College’s growth and development. These individuals are committed to the development of the plan and are willing to provide available college resources to support it. A graphical model of planning and evaluation, as it is implemented at Roanoke-Chowan Community College, follows this procedure.

2. **PROCEDURE:**

**Plan Format:**

The planning process at RCCC involves individuals at all levels of the institution. It is a process that allows broad-based participation in planning at all levels.

The development and implementation of the overall Plan is coordinated horizontally and vertically among all levels. Each level must mesh functionally and philosophically with the overall purpose of the institution if RCCC is to achieve its stated institutional goals and objectives as reflected by the College’s mission.

The President, as the chief executive officer, serves as the guiding force in the development of the Plan. She/he shall be committed to consistent advocacy of the planning process and will work toward better quality controls, academic management, and strategic planning at the College. As a part of this responsibility, the President will appoint a Planning Commission to facilitate strategic and operational planning and evaluation processes. To ensure that planning is broad-based, the Planning Commission shall include stakeholder representation from trustees, administration, faculty, staff, students, alumni, business, industry, and the community. Evaluation of strategic and operational planning processes will provide outcomes assessment/institutional effectiveness information, which, in turn, will be used to design and implement new strategic activities and to enhance the quality of the institution’s programs and services.

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## **Strategic Planning: (Three-year Cycle)**

### **Overview**

Every three years college stakeholders will engage in the process of strategic planning in order to review and refine the College mission/purpose statement, develop institutional goals, and identify benchmarks of success by which the College will evaluate the health of the institution as a whole.

*Mission* – The College’s mission/purpose statement identifies the institution’s overall purpose and the constituencies it serves, how it serves them, and the results of this service. It indicates the general direction towards which the institution endeavors to move, furnishes a frame of reference for the relevance of the institutional goals and sets forth the emphasis, scope, and character of the College’s academic and educational support programs.

*Goals* – Institutional goals are derived from the College’s mission/purpose statement and serve as broad statements of institutional direction that address the major roles and functions of the College. The RCCC goals are compatible with and in support of the goals and objectives of the NC Community College System.

*Benchmarks of Success* – Benchmarks of success are quantitative indicators used to evaluate fundamental institutional progress towards achieving the college-wide mission and goals. These benchmarks act as a general barometer and indication of the condition of the institution as a whole. Each benchmark represents a measurable objective for which Roanoke-Chowan Community College has made a commitment to achieve. Benchmarks of Success are incorporated throughout the Division Operational Plans.

### **Process:**

Every three years (beginning with the 2002-2003 fiscal year), the President will engage the College in a strategic planning process to enhance its position as a quality institution of higher education. The phases of the strategic planning process are outlined below, along with the activities associated with completion of each phase.

#### *Phase I - Planning to Plan:*

- Designation of planning coordinator, planning team members, and consultant(s)
- Training of planning committee members
- Assessment of current planning efforts
- Inventory and review of available information
- Determination of need for mission review and values clarification
- Design of process, including schedule and timeline

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*Phase II - Mission Review and Clarification:*

- Planning Commission meetings
- Public/campus forums, surveys, etc.
- Formal approval of mission/purpose statement – Executive Management Council, Board of Trustees

*Phase III - Articulation of Shared Values*

- Planning Commission Meetings
- College retreat, interviews, focus groups
- Written exercises, draft document, feedback
- Formal approval – Executive Management Council, Board of Trustees

*Phase IV - Environmental and Institutional Scanning  
(SWOT and PEST Analyses):*

- Planning Commission meetings
- Structured interviews with faculty, staff, students, and administrators
- Structured interviews with community leaders
- Summaries of interview findings and/or subcommittee work on gathering and discussing information through review of available research, additional interviews, briefing sessions, position papers, focus groups, campus forums, surveys, etc.
- SWOT Analysis = Strengths, Weaknesses, Opportunities, Threats
- PEST Analysis = Political, Economic, Social, Technological Trends

*Phase V - Identification of Strategic Issues/Institutional Priorities:*

- Subcommittees synthesize information from focus group sessions, and other sources
- Draft documents of recommendations on planning assumptions, strategic issues, & strategic recommendations of subcommittee areas
- Meetings for synthesis, deliberation, and decision
- Solicitation of feedback

*Phase VI - Formulation of Strategic Plan:*

- Preparation of initial draft of strategic plan, review by the Planning Commission
- Written feedback from Planning Commission
- Meeting of Planning Commission for discussion
- Revised draft of strategic plan
- Review and approval by Planning Commission and RCCC President

*Phase VII - Presentation, Approval, and Dissemination of Strategic Plan:*

- Presentation of strategic plan to key stakeholders
- Revisions as desired by Planning Commission

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- Presentation to Executive Management Council for approval
- Presentation to RCCC Board of Trustees for approval
- Publication and dissemination of strategic plan

*Phase VIII - Implementation and Follow-Up:*

- Continuous process
- Mission, goals, institutional priorities, and benchmarks of success used to guide development of annual operational plans
- Annual evaluation and reporting of benchmark achievement status

**Operational Planning: (Annually)**

**Overview**

Within the College’s organizational structure, there are six major divisions under the leadership of the President. The organizational structure includes the following divisions: Academic Affairs, Student Services, Planning and Advancement, Continuing Education and Workforce Development, Human Resources, and Finance and Administration. Each division must develop an operational plan that supports fulfillment of the mission and goals of the College. Each division plan must establish a clearly defined statement of purpose, divisional goals and Departmental Objectives to achieve the goals, along with detailed strategies, which identify financial resources required to ensure that the activities are implemented so as to achieve the outcomes sought. In February of each year, the Planning and Budget Team collects budget requests tied to the Departmental Objectives. Pertinent operational Departmental Objectives are listed on the budget request forms.

**Division Mission/Purpose Statement**

Each major division shall establish a mission/purpose statement that defines its purpose and supports the College’s mission/purpose statement. It describes the primary function(s) of the division and the scope of the division’s work.

**Division Goals**

The goals of each major division can incorporate the College’s goals or be extensions of

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them. The goals must support the mission/purpose statement of the division and address the major functions of the unit.

### **Departmental Objectives**

The Plan for RCCC should be comprehensive in nature, and all divisions and departments should formulate objectives appropriate to their goals for the three-year time period. Departmental Objectives should incorporate the College's identified benchmarks of success, innovations, special projects or initiatives, licensing and accreditation criteria/standards, diversity, and technology. In addition, through legislative requirements and North Carolina Community College System (NCCCS) accountability performance measures, the Plan also must contain objectives that address the following:

- Expected educational results
- Progress of Basic Skills students
- Performance of College Transfer students
- Passing rates for licensure and certification requirements (i.e., LPN, RN, Cosmetology, EMS, Real Estate)
- Passing rates of students in developmental courses
- Success rate of developmental students in subsequent college-level courses
- Program enrollment
- Student satisfaction of program completers and non-completers
- Goal completion of program completers and non-completers
- Curriculum student retention and graduation in all of the following criteria:
  - Number completing a curriculum program with certificate, diploma, or degree
  - Number who have not completed program, but who are continuing enrollment in either curriculum or occupational extension programs
  - Employer satisfaction
  - Business/industry satisfaction with services provided
  - Employment status of graduates
- Other factors as deemed appropriate

In order to address the College's achievement of goals and benchmarks of success and to measure the effectiveness of the College's efforts in working toward accomplishing them in the three-year time period, key Departmental Objectives must be identified. The Departmental Objectives for each work area comprise the division's operational plan. These Departmental Objectives shall:

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- be stated as intended outcomes with end results, products, or observable performance, which can be measured in some way;
- be stated in such a way that the intended results are specified and described; and
- support at least one of the College’s goals.

Example 1: By June 2004, all the College’s personnel policies and procedures will be reviewed, revised and published.

Example 2: At least 85 percent of RCCC’s graduates and early leavers will report being satisfied with the quality of the College’s programs and services.

Example 3: The annual progress rate for basic skills students will be 75 percent.

Using the officially adopted RCCC mission/purpose statement, institutional goals, and benchmarks of success, the President, Vice President of Planning and Advancement, and each division head (Deans, Managers) will guide personnel in their divisions in the development of objectives to support the institution’s mission and goals. The objectives should span the three-year period that the planning period covers. The Plan’s template should be used to record the Plan and results. In developing the Plan, each departmental objective page should include all format elements contained on that page, except for “use of results.” The “use of results” element will be completed at the end of each year to compile the annual *Institutional Effectiveness Plan Status Report*. Guidelines for completing each of the format elements are as follows:

*Responsibility* -- This section documents who has responsibility for working toward the achievement of the departmental objective. The listing includes the name of the department that initiated the objective, the division to which that department reports, other supporting departments that have some responsibility or play some role in accomplishing the objective, and the name of the individual who has primary responsibility for accomplishing the objective.

*Strategies—Year* -- This section is the “working” part of the format for departments to use to list the strategies that will need to be undertaken during the year in order to work toward accomplishing the objective. The space also is to be used at the end of the reporting period to list the various tasks that were completed during the planning year in an effort to document progress toward accomplishing the objective.

*Financial Resources* -- The anticipated funding required to complete the proposed strategy.

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*Completion Date* -- The completion date is the month and year that are targeted for the completion of the various strategies.

*Measures/Criteria* -- Since the objectives are outcome based, there must exist some type of measurement to determine whether or not the objective has been accomplished. These measures serve as indicators of progress or documentation of accomplishment. The measures should provide evidence to verify progress or achievement of each objective. Each departmental objective should have at least one measure that will verify completion of the objective.

*Data Source* -- The data source indicates where the information or data from which the measure is derived.

*Results and Use Of Results* -- Each objective must be evaluated as to the progress made and the extent to which it was achieved. This space is to be used to describe what the results of the evaluation of the annual tasks were and how these results were used to improve college programs, services, or other processes. **This section is an essential component of the planning and evaluation cycle. It should be addressed carefully and documented thoroughly. This documentation is to be used by administration to provide evidence that the College not only obtains evaluative data, but that it uses the data for the purpose of improving educational programs and services.**

Division heads will be responsible for reviewing all the objectives for their area to ensure the objectives are comprehensive and in support of the College's goals. Once the division heads have completed a review of their division's objectives, these objectives will be forwarded to the Planning and Advancement Division for inclusion in the College's *Institutional Effectiveness Plan*.

The Planning and Advancement Division will compile all the division objectives into the planning document. This draft document will be forwarded to the President for final review.

Upon approval by the President, copies of the final version of the three-year Plan will be distributed to college personnel.

### **Professional Development Plans**

As a component of operational planning, all full-time employees of the College complete a *Professional Development Plan* (or action plan) tied to Departmental Objectives no later than July 1 of each year.

### **Evaluation of the *Institutional Effectiveness Plan***

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RCCC's planning strategies include an evaluation component that documents the achievement of progress toward the accomplishment of goals, as well as annual strategies to accomplish the Departmental Objectives. The evaluation process serves to indicate overall institutional progress toward attaining its stated mission. Evaluation procedures include formative and summative processes using various management and research techniques to collect measurable data elements. The continuous collecting and storing of specific data elements related to students, educational programs, and administrative functions permit the quantitative and qualitative review of actual versus planned institutional performance. Historical data elements are summarized and this information is used to identify trends.

The President, as chief administrative officer of the College, is responsible for all college programs and projects. The Planning and Budgeting Team's goal is to ensure the effectiveness of the operation of the Plan and mission/purpose statement. The Team consists of the President, Vice President of Planning and Advancement, Dean of Academic Affairs, Dean of Student Services, Dean of Continuing Education and Workforce Development, Manager of Human Resources, and the Manager of Finance and Administration. Members of this Team will review the goals and objectives for their division on a regular basis to ensure that the College as a whole is making progress toward their achievement. The following evaluation criteria are to be used in their review:

- Degree of progress being made toward the completion of goals and objectives within the timetables established
- Current and future budget expenditures needed to achieve these goals and objectives
- Operational changes needed in order to achieve the established goals and objectives
- Revisions to Departmental Objectives necessary to meet on-going changes in the economy, local employment needs, student profile, etc.

All individuals within the divisions contribute significantly to the Plan. They meet regularly with their supervisors to ensure that their activities are consistent with the College goals



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and objectives.

The Plan includes specific, measurable Departmental Objectives, which are stated in the form of outcomes, and, if achieved, will ensure that the College is moving toward accomplishing its mission/purpose statement.

Each June, the members of the Planning and Budgeting Team will prepare a summary report of the division's progress toward achievement of the College's mission and goals that incorporates the College's benchmarks of success, which serve as the framework for reporting the effectiveness of the institution in achieving its goals. Specific data gathering techniques and methods, such as interviewing, surveying and analyzing enrollment documents and performance accountability standards, will be used by the members of the Planning and Budgeting Team to obtain both qualitative and quantitative documentation of progress toward achievement of these benchmarks.

Each division's summary report is signed and forwarded, along with a copy of the objectives for the division assessing the progress made on the accomplishment of each objective and the use of results during the previous fiscal year (July 1 through June 30), to the Planning and Advancement Division.

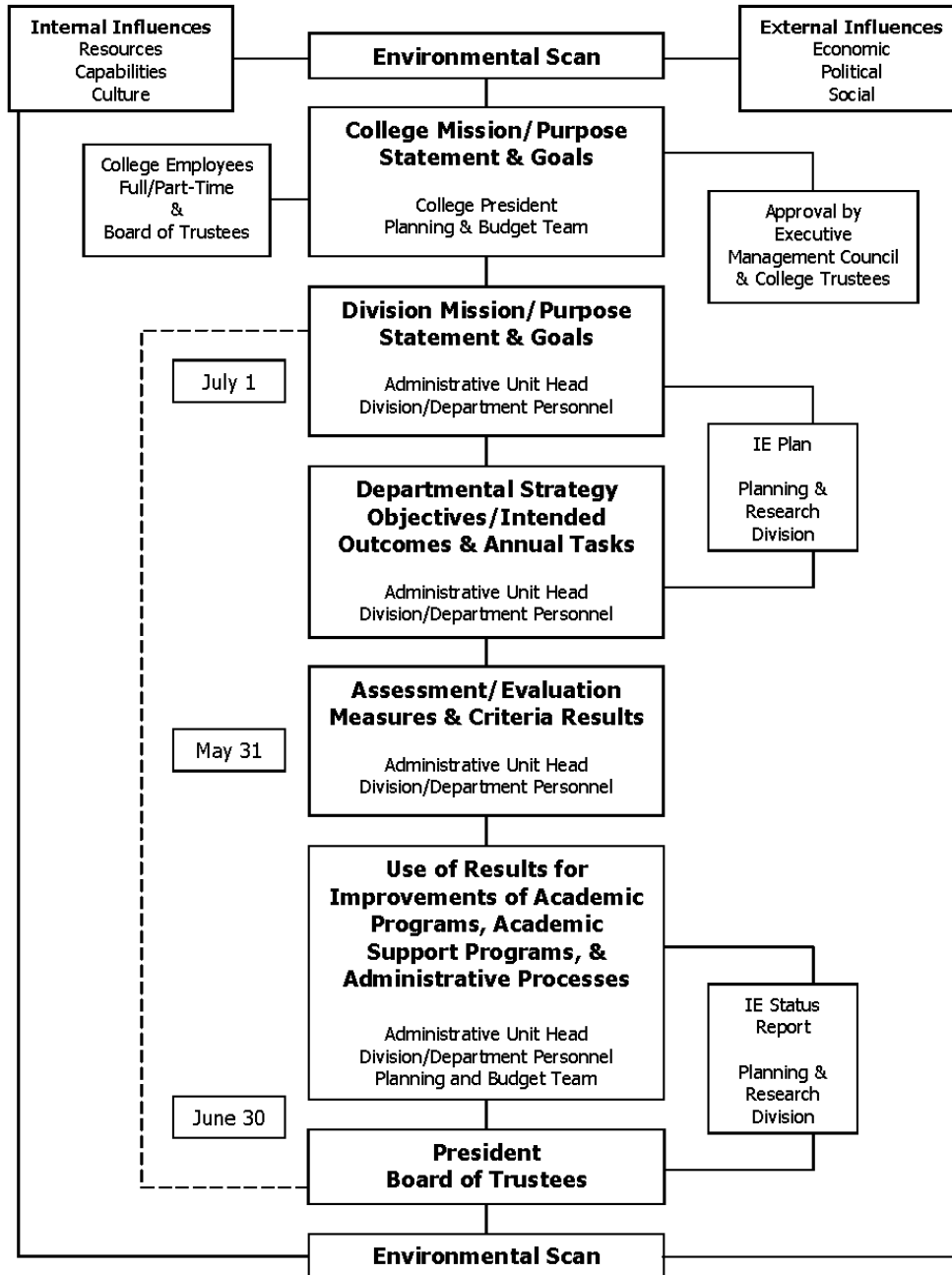
The Planning and Advancement Division is responsible for compiling the reports into a comprehensive document that will become the annual accomplishments report. The President will review the results of the assessment of effectiveness and make any necessary recommendations. Upon approval by the President, copies of the report will be distributed to the members of the Planning and Budgeting Team. The President will provide a summary report to the Board of Trustees.

It is critical to the planning and evaluation process that results of assessments and accomplishments be both documented and used to influence future decision making and planning efforts. Feedback of assessment data also is necessary to verify that the College's stated

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mission/purpose is being achieved. Maintenance of the Plan is an annual process. Accomplished objectives are deleted and new ones added, allowing the continuation of a three-year planning process, enabling the College to demonstrate its overall effectiveness and make planning and evaluation a cyclical, comprehensive process.

**Roanoke-Chowan Community College  
Planning and Evaluation Process**



----- Annually  
————— Three-Year Cycle

SECTION TITLE	NUMBER	PAGE
<b>Administrative Policies, Procedures, Rules</b>	<b>02-0500</b>	<b>1 of 1</b>

1. The Board delegates to the President the responsibility to develop or revise existing Board Policies that will be reviewed prior to approval by the Board.
2. The President may solicit recommendations from shared governance groups within the community college to assist with developing new or revising existing policies and rules.
3. Copies of all policies and administrative rules shall be readily available to College employees.
4. The Office of Human Resources shall have the responsibility of coordinating the periodic review and updating of the Policies, Rules and Procedures Manual.

SECTION TITLE	NUMBER	PAGE
<b>Administrative Procedures Guidelines</b>	<b>02-0501</b>	<b>1 of 3</b>

**1. PURPOSE**

The purpose of this procedure is to describe the guidelines regarding the compliance with, development and maintenance of, preparation and revision of, and review and approval of administrative procedures.

**2. PROCEDURE**

**Compliance**

College employees are expected to comply fully with the procedures as presented in the Policies and Procedures Manual. This manual contains information that will enhance efficient, effective, and proper management of college functional areas.

Board of Trustees Policy 1.2 (Compliance) states that the President's procedures as established to implement policies shall have the full force and effect of policies as approved by the Board and that any willful violation will subject any employee of the College to reprimand, suspension, or termination.

Each administrator, as appropriate, is responsible for the control and the discipline of employees who willfully violate these procedures.

**Development and Maintenance**

The following is a breakdown of the Administrative Procedures Manual by volume title, volume number, and the administrative units that are responsible for the development and maintenance of the assigned volumes.

<u>Volume Title</u>	<u>Volume No.</u>	<u>Responsible Unit</u>
Governance	I	Office of the President
Human Resources	II	Human Resources
Administrative Operations	III	Finance & Administration
Education Program	IV	Academic Affairs Continuing Ed. & Workforce Dev.
Educational Support & Student Services	V	Student Services Learning Resources Center
Planning & Advancement	VI	Planning & Advancement

**(Adopted:) (Revised:)**

SECTION TITLE	NUMBER	PAGE
<b>Administrative Procedures Guidelines</b>	<b>02-0501</b>	<b>2 of 3</b>

Information Services

VII

Planning & Advancement

The Planning & Advancement Division shall provide technical assistance, when requested, in the preparation of administrative procedures.

### **Preparation and Revision**

Administrative procedures shall be prepared or changed when it is necessary to initiate or revise an operational process because of state law or requirement, rule, or regulation, or for improving the effectiveness and/or efficiency of college functions.

The administrative unit, which has primary responsibility for the operation being described, shall prepare the new or revised procedure. The administrative unit head is expected to coordinate the preparation of the procedure with other units as appropriate.

The procedure shall be double spaced with one-inch margins.

Each procedure shall begin with a one-sentence purpose statement, i.e., “To describe the result or intended aim of the functional or operational procedure.” This statement shall be numbered “1” and shall be titled **PURPOSE**.

The second section shall be numbered “2” and titled **PROCEDURE**. This section shall delineate the process and/or guidelines that are to be followed.

When modifying an existing procedure, words or phrases that are to be deleted should be struck through; words or phrases that are being added should be underscored. New procedures need not be underlined.

The administrative unit shall initiate the process to bring a procedure before the Executive Management Council for review.

### **Review and Approval**

At least one week prior to the Executive Management Council meeting at which a procedure is to be presented, a draft of the procedure shall be distributed to each Council member.

SECTION TITLE	NUMBER	PAGE
<b>Administrative Procedures Guidelines</b>	<b>02-0501</b>	<b>3 of 3</b>

Council members shall review the procedure for need, completeness, and comprehension, and they shall be prepared to discuss the procedure at the upcoming council meeting. At this meeting, Council members should address and discuss with each other questions or concerns they may have regarding the procedure.

Once all questions or concerns have been noted by the individual presenting the procedure, it is taken back for any necessary clarification.

At the next meeting, the Council shall vote on whether the procedure should be recommended to the President for approval.

If the Executive Management Council does not recommend a procedure for approval, the person presenting the procedure shall take it back for further revision.

Upon approval by the President, the President shall cause the procedure to be disseminated. *Once the Executive Management Council has recommended a revised procedure for approval by the President, the procedure currently in the Administrative Procedures Manual is in force until the President has disseminated an approved copy of the revised procedure.*

The final authority for approval or denial of a procedure rests with the President.

Editorial changes (punctuation, grammar, etc.) to a procedure need not be brought before the Council, *but the revised procedure will be disseminated to all employees when editorial changes have been made.* These changes can be made by the person in charge of implementing the changes and checking the format for accuracy. Changes that affect the context of a procedure must be presented to Council for discussion and subsequent recommendation for approval.

SECTION TITLE	NUMBER	PAGE
<b>Purpose, Authority, and Appointment of Standing Committees</b>	<b>02-0602</b>	<b>1 of 7</b>

1. **PURPOSE:**

The purpose of this procedure is to establish institutional committees in order to provide for quality input into the decision-making process. The committee approach allows various ideas and opinions to be expressed and considered with the aim of facilitating informed decision making. Therefore, Roanoke-Chowan Community College promotes participative governance by relying upon the institutional committees to develop, implement, and evaluate recommendations for improvement of the College. The intent of this procedure is to state the purpose and authority for all standing college committees and the procedure for appointment.

2. **PROCEDURE:**

Standing committees are an integral part of the operation of Roanoke-Chowan Community College. These committees are appointed by, and responsible to, the President, and the members are to serve a minimum term of one year, effective September 1, of each year. At the beginning of each academic year employees will be invited to indicate 1-2 committees of particular interest. Individuals having an interest in serving on a particular committee should submit this request to the President. A list of committee memberships will be published and distributed annually. Although committees are comprised of appointed individuals, all committee meetings are open, and anyone desiring to attend is encouraged to participate. Student input will be sought through the Student Government Association on issues as deemed appropriate by the committee chairperson.

The following standing committees have been established by the College:

Executive Management Council

Academic & Student Affairs Committee

Safety and Security Committee

Subcommittees:

Wellness Promotion Committee

Health Admission Requirements Committee

Human Resources Committee

Subcommittee: Diversity Committee



SECTION TITLE	NUMBER	PAGE
<b>Purpose, Authority, and Appointment of Standing Committees</b>	<b>02-0602</b>	<b>2 of 7</b>

Campus Events Committee

Subcommittees:

Special Occasions Committee

Student Activity Committee

Information Technology Committee

Subcommittee: Distance Learning Committee

Enrollment Management Committee

Scholarship and Financial Awards Committee

Public Information/Marketing Committee

Subcommittee: Web Site Committee

Facilities Management Committee

All committees will meet regularly according to the schedule within this procedure. The committee chairperson will be responsible for notification of members at least four days prior to the meeting time. Each committee will have a designated recorder to document the minutes of the committee meetings. A report should be made available electronically to the College community within three days and a hard copy submitted to the Committee Chair.

**A. Executive Management Council**

The purpose of the Executive Management Council is to provide for a system of participative governance for college-wide matters. The Executive Management Council will recommend and suggest changes to college policies and procedures, participate in strategic planning activities, and establish a direct communications link between the various operating units of the College. The Executive Management Council is a governance body and as such receives its authority from this procedure and actions of the President. Final responsibility and accountability for institutional decision making rests with the College President.

The Executive Management Council is chaired by the President. In the absence of the President, the Executive Vice President or designee will serve as chair. The membership of the Executive Management Council is composed of the President, Executive Vice President, the College

SECTION TITLE	NUMBER	PAGE
<b>Purpose, Authority, and Appointment of Standing Committees</b>	<b>02-0602</b>	<b>3 of 7</b>

Deans, Assistant to the President for Planning and Research, Manager for Human Resources, Manager for Finance and Administration, all Directors, the Faculty Association President (or representative), Plant Operations Supervisor, Marketing/Public Information Specialist, Webmaster/Publications Specialist, and the Special Assistant to the President, who serves as the recording secretary.

The Executive Management Council will meet on the second and fourth Mondays of each month, and may meet on other occasions at the call of the President.

**B. Academic and Student Affairs Committee**

The purpose of the Academic and Student Affairs committee is to review, evaluate, and make recommendations to the appropriate administrative officer and the Executive Management Council concerning total program offerings of the institution (curriculum and non-curriculum) to ensure compliance with NCCCS requirements. The committee also reviews academic matters pertaining to instructional methodology and resources, the campus bookstore, the Learning Resources Center, curriculum content, technology-based instruction, and continuing education. This committee will work in conjunction with the Planning and Research Unit to assess the general quality and effectiveness of the educational programs and services for students of the College. The committee will be responsible for developing and implementing an evaluation framework and process that will satisfy SACS criteria, demonstrate compliance with the NCCCS Performance Measures and Standards, and generate facts and documentation that lead to the accomplishment of the institution's goals and objectives in accordance with the strategic planning process.

**C. Scholarship & Financial Awards Committee**

The purpose of the Scholarship/Financial Awards Committee is to review and evaluate practices and procedures used in awarding scholarships and financial aid for students. This committee will make recommendations to the Dean of Student Services as to the recipients of financial awards and scholarships.

SECTION TITLE	NUMBER	PAGE
<b>Purpose, Authority, and Appointment of Standing Committees</b>	<b>02-0602</b>	<b>4 of 7</b>

**D. Safety and Security Committee**

The purpose of the Safety and Security committee is to provide guidance to College personnel in all areas of safety and security as they affect college employees and students which include hazardous waste, blood borne pathogens, industrial/public safety, vehicle safety and registration, safety education, and accident prevention, etc. Additional purposes of the committee are as follows: help ensure that the College provides permanent facilities which are accessible, functional, flexible, and appropriately maintained; promote safety and health consciousness throughout the campus and help promote employee and student health; conduct regular inspections of all facilities, equipment and operations, special inspections in response to specific complaints and prompt emergency inspections in imminent danger situations; review the reports of campus accidents and make recommendations, including suggestions for corrective actions that promote campus safety and security and ensure a safe and healthy campus environment; make recommendations on the development and administration of an ongoing program of safety, environmental health, and emergency procedures training; and assist with the development and/or revision of college safety and health plans as warranted.

*Subcommittees:* Wellness Promotion Committee and Health Admission  
Requirements Committee

**E. Human Resources Committee**

RCCC is committed to providing an optimum work environment for the well being of all employees. The purposes of the Human Resources Committee are to develop a plan by which the effectiveness of all employees is enhanced; to assist in administering and monitoring the Diversity Plan; to review and recommend personnel policies and procedures which enhance employee performance and service recognition; to ensure employee problems or complaints are considered rapidly, fairly, and without fear of reprisal pursuant to the Grievance Procedure; to study and screen potential and/or new changes to existing employee benefits; and to maintain a current employee

SECTION TITLE	NUMBER	PAGE
<b>Purpose, Authority, and Appointment of Standing Committees</b>	<b>02-0602</b>	<b>5 of 7</b>

handbook. The committee will promote employee participation in professional development opportunities, and develop a system of rewards and growth incentives that promote continued professional growth.

*Subcommittee:* Diversity Committee

**F. Campus Events Committee**

The purpose of the Campus Events Committee is to determine the social/activity needs of the College and to ensure that special events and activities for employees and students are properly planned and implemented. The committee will serve in an advisory capacity to the Student Services staff and make recommendations for the development of policies and procedures for student activities. These activities should include graduation, SGA, cultural activities for employees and students, student publications, social and athletic events, student fees, Vocational Education (Workforce Development) Week, Community College Awareness Month, and other special events on campus for students and employees.

In addition, this committee shall plan and carry out special activities for all college employees. The committee will abide by a set of established guidelines that have the approval of the Executive Management Council. Funding for these special occasions will be in accordance with approved guidelines.

*Subcommittees:* Student Activity Committee and Special Occasions Committee

**G. Information Technology Committee**

The purpose of this committee is to develop, recommend, update, and monitor implementation of a Campus Technology Plan which will address comprehensive systems and software support to students, faculty, and staff; to assist in planning for optimum utilization of existing and future computer resources from a systems and user perspective; to provide a forum for the discussion and dissemination of information about technology issues throughout the College; and to assure the availability of a comprehensive distance learning program.

SECTION TITLE	NUMBER	PAGE
<b>Purpose, Authority, and Appointment of Standing Committees</b>	<b>02-0602</b>	<b>6 of 7</b>

*Subcommittee:* Distance Learning Committee

#### **H. Enrollment Management Committee**

The purpose of the Enrollment Management Committee is to develop, implement, and evaluate a college-wide Enrollment Management Plan. It is the responsibility of this committee to research, plan, and coordinate college-wide actions and activities related to student enrollment and success at the college; to recommend recruitment and admission practices for students; to recommend registration practices, including orientation, counseling, and advising, consistent with student and college needs; to recommend and evaluate an overall program to support the retention of students, involving faculty and administration, including academic testing and developmental skills; to identify and review programs that provide financial services and scholarships to students; and to monitor graduation rates and career planning and job placement opportunities.

#### **I. Public Information/Marketing Committee**

The purpose of the Public Information/Marketing Committee is to develop, implement, and evaluate a comprehensive Marketing Plan for the College. Additional purposes of the committee are as follows: assist the public relations/marketing department in identifying marketing, advertising, and public relations objectives and to suggest areas of concentration; review current marketing strategies on a regular basis and determine the effectiveness of the efforts to reach the College's various publics through media relations, internal communications, advertising, community relations and publications, and recommend revisions; to ensure that the College is presented on the College's Web site in an effective, comprehensive, and aesthetic manner.

*Subcommittee:* Web Site Committee

#### **J. Facilities Management Committee (or Buildings and Grounds)**

The purpose of the Facilities Management Committee is to provide recommendations that reflect the needs, tastes, and desires of all college employees, students, and visitors in buildings and grounds appearances, ergonomics, cleanliness, and security; to review issues such as the naming of

SECTION TITLE	NUMBER	PAGE
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buildings, building utilization, numbering of rooms, traffic flow, seasonal decorations, new building location and design, fire codes and drills, emergency plans; to forward any issues concerning the Environmental Science Laboratory of Roanoke-Chowan Community College; and to coordinate recommendations with the Trustee Buildings and Grounds Committee. This Committee will be responsible for developing and monitoring the College's long-range Master Plan.

Standing Committee Meeting Schedule  
 Tuesday and Thursdays  
 11:00 a.m. - 12:00 p.m.

Table 1. Standing Committee Monthly Schedule

	<b>Tuesday</b>		<b>Thursday</b>
<b>1<sup>st</sup></b>	Campus Events Information Technology	<b>1<sup>st</sup></b>	Academic and Student Affairs
<b>2<sup>nd</sup></b>	Enrollment Management	<b>2<sup>nd</sup></b>	Facilities Management
<b>3<sup>rd</sup></b>	Human Resources	<b>3<sup>rd</sup></b>	Safety and Security
<b>4<sup>th</sup></b>	Scholarship and Financial Awards	<b>4<sup>th</sup></b>	Diversity Public Relations/Marketing

Executive Management Council

2<sup>nd</sup> and 4<sup>th</sup> Mondays at 2:30 p.m.

SECTION TITLE	NUMBER	PAGE
<b>Ad Hoc Committees</b>		

1. **PURPOSE:**

The purpose of this section is to define ad-hoc committees and the process by which members are appointed

2. **PROCEDURE:**

Ad-hoc committees are committees appointed for a fixed period of time to study a single subject and make a recommendation. This is opposed to standing committees, which are appointed annually and have general areas assigned to the committee for action, review or recommendations.

Ad-hoc committees are appointed by the President or his designee as needed. The committee will be given a specific charge and a time limit for completion. Ad-hoc committees cease to function when the charge has been completed. A report of the committee's recommendations will be presented to the President at the conclusion of the committee's work. All ad-hoc committees will be composed, as nearly as possible, of a cross-section of college students, faculty and staff. Committee members will be notified in writing of their committee appointment and the charge to the committee.

SECTION TITLE	NUMBER	PAGE
<b>Americans With Disabilities Act (ADA)</b>	<b>02-0902</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this procedure is to outline Roanoke-Chowan Community College's process for compliance with the Americans with Disabilities Act (ADA).

2. **PROCEDURE:**

A. Roanoke-Chowan Community College seeks to comply fully with the Americans With Disabilities Act (ADA) enacted July 26, 1991, as an extension of the Civil Rights Act of 1964 to the disabled. The College is committed to the removal of physical barriers, psychological barriers, and policies or procedures, which hinder full access to enrollment or employment opportunities.

B. The President shall appoint an ADA officer whose duties include:

- a) Advising the administration concerning barriers and hindrances to access in enrollment or employment
- b) Informing administration of policies and procedures for protecting and providing access for disabled students and employees
- c) Coordinating “reasonable accommodations” for disabled students and employees

The College expects that all students and employees will be aware of and sensitive to the needs of the persons with disabilities, and that the administration and staff will make every effort to make those “reasonable accommodations” that permit disabled persons to avail themselves of the various programs and services offered by the College.



SECTION TITLE	NUMBER	PAGE
Use of Facsimile Signatures	02-1002	1 of 1

1. **PURPOSE:**

The purpose of this section is to present the authority for and limits established on the use of facsimile signatures in the execution of college documents.

2. **PROCEDURE:**

The President may execute, or cause to be executed, instruments of payment, official orders, proclamations, resolutions, contracts, and other official documents with a facsimile signature in lieu of a manual signature. When utilized, a facsimile signature has the same legal effect as a manual signature.

The following table presents some of the documents, which may be executed by facsimile signature(s).

Document(s)	Signature(s)	Facsimile Custodian
Depository Withdrawals	President and Dean of Finance and Administration	Dean of Finance and Administration
Personnel Contracts	Chairperson of the Board and the President	Dean of Finance and Administration
Financial Reports	Chairperson of Board, President and Dean of Finance and Administration	Dean of Finance and Administration
Invoices	Dean of Finance and Administration	Dean of Finance and Administration
Board and Presidential Correspondence	Chairperson of the Board and the President	Dean of Finance and Administration
Degrees, Diplomas & Certificates	Chairperson of the Board and the President	Senior Dean of Workforce and Student Development, Dean of Student Services, Dean of Curriculum Programs

Original (official) copies of all documents not presented above shall bear an original, manually subscribed signature of the authorized signee.

SECTION TITLE	NUMBER	PAGE
<b>Forms</b>	<b>02-1201</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to describe the procedure for the development of all forms to be used at Roanoke-Chowan Community College.

2. **PROCEDURE:**

All forms developed for both internal and external use at Roanoke-Chowan Community College must be approved, numbered, and logged.

Individuals desiring or in need of a form to be used for individual or departmental use should draft (or cause to be drafted) the form using the appropriate software program (e.g., Excel, Word). Individuals are encouraged to seek input from their supervisor and peers when developing the form.

The form is then presented to the individual who maintains the forms' log. This individual shall study the form and ascertain if such a form already exists. If such a form does not already exist, the log keeper shall ensure that the form is placed on the agenda for the Executive Management Council.

Members of the Executive Management Council shall be e-mailed copies of the proposed form to study prior to the meeting at which the proposed form is to be presented. The Council shall consider the form and its uses and recommend it for approval or disapproval. It may also approve the form with alterations, if the alterations are in line with the form's purpose.

Once the form is approved, it will be forwarded to the keeper of the forms' log who will assign the form a number. If the form is disapproved, it will be returned to the initiator.

The following represents the numbering system to be used:

- |                 |    |  |
|-----------------|----|--|
| RCCC 200 series | -- | Student Services forms                             |
| RCCC 300 series | -- | Finance & Administration forms                     |
| RCCC 400 series | -- | Continuing Education & Workforce Development forms |
| RCCC 500 series | -- | Academic Affairs forms                             |

SECTION TITLE	NUMBER	PAGE
<b>Forms</b>	<b>02-1201</b>	<b>2 of 2</b>

RCCC 600 series -- General Administration forms

(**Note:** Each division is responsible for ensuring that the forms used in its area are printed as needed.)

The form number, month and year of the form's approval (i.e., Jun '81, Sept. '82), and, if an earlier version of the form exists, "Previous editions obsolete" shall appear in the bottom left corner of the form. The format is as follows:

*RCCC 101 Jun. '81 Previous editions obsolete*

Following the numbering assignment, the keeper of the forms log shall forward the form to the Public Information/Marketing Office for editing and fine tuning of the form's graphic design. Once the Public Information/Marketing Office has completed its task, the form shall be given back to the initiator for proofing and review.

Once the form meets the approval of the initiator, the form shall be sent, along with a completed RCCC 604 form, to the Public Information/Marketing Office to start the printing process. Also, the Public Information/Marketing Office shall forward a copy of the form to the log keeper for inclusion in the forms' log.

The forms log will be maintained by the Office of the President.

SECTION TITLE	NUMBER	PAGE
<b>Forms Approved and Logged</b>	<b>02-1202</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to describe the procedures by which all forms developed for use at Roanoke-Chowan Community College are approved and logged.

2. **PROCEDURE:**

All forms developed for both internal and external use at Roanoke-Chowan Technical College must be approved and logged.

Anyone desiring or in need of a form to be used for his individual or departmental use should draft the form on a piece of plain paper. Input from his supervisor and peers is encouraged during this process.

The form is then presented to the designated keeper of the forms log who will student the form and ascertain if it is replacing a form already in use or whether such a form is in current use by another department, etc. It is also the responsibility of this individual to see that consideration of the form is placed on the agenda for the Administrative Council.

Members of the Administrative Council will be given copies of the draft to study prior to their meeting. At the meeting the Council will consider the form and its uses, and make a recommendation for approval or disapproval. It may also approve the form with alterations, if the alterations are acceptable to the initiator. The Council should also recommend internal duplication or external printing of the form.

If the form is approved or approved with alterations (assuming approval of the initiator), it will be forwarded to the keeper of the forms log who will assign a number, according to the College's form numbering procedure, and log the form. If the form is disapproved, it will be returned to the initiator.

Following the numbering assignment, the keeper of the forms log will forward the form to the public information officer who will graphically design the form. After the form is graphically designed, it will be given back to the initiator for proofing and review.

**(Adopted: 03-08-82)**

SECTION TITLE	NUMBER	PAGE
<b>Forms Approved and Logged</b>	<b>02-1202</b>	<b>2 of 2</b>

If the form is to be duplicated in the college's duplicating department, it will be forwarded to that department by the initiator with notes as to the quantity and type and color of paper. If the form is to be printed externally, it will be forwarded with the same notes the Dean of Fiscal Affairs who will contract for the printing.

The forms log will be maintained by the Office of the President.

SECTION TITLE	Number	Page
<b>Dealing with Visitors on Campus</b>	<b>02-1301</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this procedure is to provide the guidelines for dealing with visitors and children.

2. **PROCEDURE:**

All visitors seeking workshop/conference locations should contact the receptionist.

Visitors should not interrupt classes.

Visitors seeking permission to do any kind of sales or solicitation should be directed to the Manager of Finance and Administration.

Persons involved in political campaigning should be directed to the Office of the President.

Visitors seeking students should be directed to Student Services.

Faculty and staff should inform students and visitors that according to college procedure children should not be brought on campus. In those exceptional cases when children are on campus, they should be attended by an adult at all times and not disruptive to the academic process.

Any visitor who causes a disturbance should be reported to a security guard and/or to the Manager of Finance and Administration (in the evening to the Associate Dean, Evening and Weekend Programs) immediately by any employee who observes the disturbance. If the Manager of Finance and Administration is not available, the incident should be reported to a senior administrator.

SECTION TITLE	NUMBER	PAGE
<b>College Closings</b>	<b>02-1306</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this procedure is to establish guidelines concerning college closings.

2. **PROCEDURE:**

Roanoke-Chowan Community College will remain open as scheduled unless the following emergencies exist:

- a. Adverse or severe weather that would prevent students and employees from traveling or that would prevent normal operation of the College
- b. Quarantines or epidemics declared by medical authorities for public health purposes
- c. Critical power or utilities failure that would prevent normal operation of the College
- d. Declared national or state emergencies or restrictions imposed by civil authorities
- e. Other contingencies such as fire

Announcements of closings will be made to appropriate media. Personnel and students are encouraged not to call the radio station or automatically assume that the College will be closed if no announcement has been made.

Other public and private school closings in Hertford and surrounding counties should not be associated as an indication that Roanoke-Chowan Community College will be closed.

SECTION TITLE	NUMBER	PAGE
<b>On-Campus Solicitation</b>	<b>02-1308</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this procedure is to establish guidelines for on-campus solicitation.

Solicitation involves personally and directly contacting students and employees for the purpose of selling goods/services for profit and/or tickets and chances to win goods/services.

2. **PROCEDURE:**

Requests by individuals, organizations or groups must be made in writing to the College's Dean of Finance and Administration at least one week prior to solicitation date. The Dean of Finance and Administration will determine appropriateness of request and advise the requester.



SECTION TITLE	NUMBER	PAGE
<b>Drug-Free Workplace</b>	<b>02-1315</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this procedure is to establish Roanoke-Chowan Community College's guidelines for a drug-free workplace in compliance with federal/state regulatory requirements.

2. **PROCEDURE:**

Substance abuse in the workplace is a subject of immediate concern in our society.

Substance abuse problems are extremely complex, and solutions are not easy. From a safety perspective, substance abusers can impair the well being of all employees and the public at large, and often damage college property. Therefore, it is a regulation of Roanoke-Chowan Community College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the College's workplace is prohibited. Employees violating these guidelines shall be subject to disciplinary action that could include termination. The specifics of these guidelines are as follows:

- A. The College does not differentiate between drug users, pushers, or sellers. Employees who give or in any way transfer a controlled substance to another person or who sell or manufacture a controlled substance while on the job or on college premises shall be subject to disciplinary action that could include termination.
- B. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations. Historically, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" that are not prescribed by a licensed physician.
- C. Employees are required by law to inform the College within three days after they are convicted for violation of any federal or state criminal drug statute where such violation occurred on college premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

SECTION TITLE	NUMBER	PAGE
<b>Drug-Free Workplace</b>	<b>02-1315</b>	<b>2 of 2</b>

- D. The College President must notify the appropriate U.S. government agency within ten days after receiving notice from an employee or otherwise receives notice of such a conviction.
- E. If employees are convicted of violating any criminal drug statute while at the workplace, they shall be subject to disciplinary action up to and including termination.  
  
Alternatively, the College may require employees to successfully complete a substance abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.
- F. As a condition for further employment on any federal government grant, the law requires all employees to abide by these guidelines.

SECTION TITLE	NUMBER	PAGE
<b>Drug and Alcohol Abuse</b>	<b>02-1316</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this procedure is to provide guidelines to meet the provisions of a Drug and Alcohol Abuse Program at Roanoke-Chowan Community College.

2. **PROCEDURE:**

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex, and ones for which there are no easy solutions. From a safety perspective, the users of drugs or alcohol may impair the well being of all employees, students, and the public at large; drug and alcohol use may also result in damage to college property. Therefore, it is the policy of Roanoke-Chowan Community College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises, or as part of any college-sponsored activity. Employees or students violating this rule shall be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this procedure are as follows:

- A. The College does not differentiate between drug users, pushers, or sellers. Employees or students who possess, use, sell, give, or in any way transfer a controlled substance to another person, or manufacture a controlled substance while in the workplace, on college premises, or as part of any college-sponsored activity, shall be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
- B. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V. Chapter 90 of the North Carolina General Statutes. Historically, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" that are not prescribed by a licensed

SECTION TITLE	NUMBER	PAGE
<b>Drug and Alcohol Abuse</b>	<b>02-1316</b>	<b>2 of 3</b>

physician.

- C. If employees or students are convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college-sponsored activity, he or she shall be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully complete a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.
- D. Employees and students are required to inform the College, in writing, within three days after they are convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
- E. Conviction of employees\* working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college-sponsored activity, shall be reported to the appropriate federal agency. The College President or his designee must notify the U.S. government agency, with which the grant was made, within 10 days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
- F. Employees or students who unlawfully possess, use, sell, or transfer alcoholic beverages to another person while in the workplace, on college premises, or as part of

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<b>Drug and Alcohol Abuse</b>	<b>02-1316</b>	<b>3 of 3</b>

any college-sponsored activity, shall be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

- G. If employees or students are convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college-sponsored activity, they shall be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require employees or students to successfully complete an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.
- H. The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the North Carolina General Statutes.
- I. Employees and students are required to inform the College, in writing, within three days after they are convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity.
- J. Executive Management Council shall conduct a biennial review to determine the program's effectiveness and implement changes to the program if needed, and to ensure that disciplinary sanctions are consistently enforced.

\*Students employed under the College Work Study Program are considered to be employees of the College, if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, or local public agency, a private nonprofit or a private for-profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

SECTION TITLE	NUMBER	PAGE
<b>Allocation of Computer Resources and Assignment of Priorities for Computer Use</b>	<b>02-1317</b>	<b>1 of 4</b>

1. PURPOSE:

The purpose of this procedure is to describe the allocation of computer resources and the assignment of priorities for computer use.

2. PROCEDURE:

Computer services are an essential element in Roanoke-Chowan Community College's educational programs, as well as its management and administrative functions. As such, the College has worked to stay abreast of the latest technological advances. The use of computers on campus has increased significantly over the years.

The current server structure is as follows:

**Datatel Server**

This server maintains all curricular student, financial, and Continuing Education and Workforce Development records, which include admissions, class rosters, FTE, grade reporting, transcripts, student database, general ledger, purchasing, accounts payable, accounts receivable, payroll, student financial aid, equipment inventory control, and institutional research.

**E-mail**

Roanoke Chowan Community College currently uses Office 365 as its email platform. There are no hardware requirements for this solution. Office 365 offers the Staff and Faculty access from any location that has internet service.

**Web Filter**

The Barracuda web filter provides a level of protection to the College by restricting access to potentially harmful or questionable websites.

**DNS/DHCP Server**

This server houses the more than 5000 Internet protocol (IP) addresses, which gives the College the capability to create its intranet and connect to the Internet. It also provides local domain name resolution services for the college.

**Firewall**

Roanoke-Chowan has in place a Firewall which acts as a barrier between the College and the internet that allows the College and all of the computers located within the College to work freely without being hacked or seen by the outside world. The firewall gives the College an extra layer of security.

**File Server**

The File Server is a server that serves as network storage for faculty and staff.

**Admin Server**

The Admin Server handles all Financial Aid and Student Services windows-based network software. This server allows the Financial Aid department to send and receive student information on all financial aid information directly from the government.

**Moodle**

Moodle is the College's online virtual classroom server. It allows students to take

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courses via the Internet, no matter where they may be. It is fully functional, with the ability to e-mail, chat with other classmates, receive and submit assignments.

#### **Academic Server**

This is the academic version of the Admin File Server, but it houses more student and faculty-based applications. Allowing instructors to load software from the server directly to any PC without taking around CD software.

#### **Active Directory Server**

This server performs authentication and directory permissions for the college. Active Directory also allows the administrator to assign policies, deploy software, and apply critical updates to the organization. Active Directory stores information and settings in a central database.

#### **Antivirus Server**

This server houses the antivirus repository for the campus. It protects the Colleges desktops, laptops, servers, and storage appliances on and off the network—with an innovative blend of world-class anti-malware and in-the-cloud protection from Trend Micro Smart Protection Network.

#### **E-Procurement Server**

This server houses the E-Procurement software (the entity client and agent). This server acts as the interface between the Colleague Server and the State E-procurement server.

#### **Imaging Server**

This server that acts as the printing solution Doc-e-Serve for the College which serves the various forms to be printed for business purposes. It also holds the Doc- e-Scan software which improves accuracy and eliminates manual indexing by automatically capturing images from Softdocs' document delivery solution, Doc e Serve. The use of Softdocs' Forms Recognition Module in the scanning process also reduces indexing.

#### **The current breakdown of server responsibilities is as follows:**

Datatel Server	System Admin / Dir. I.T.
Email	Web Admin / System Admin
Web Filter	Network Admin / Dir. I.T.
DNS/DHCP Server	Network Admin / Dir. I.T.
Firewall	Network Admin / Dir. I.T.
File Server	System Admin / Dir. I.T.
Admin Server	Network Admin / Dir. I.T.
Web Server (Off-Site)	Web Admin / Dir. I.T.
Moodle	Director of DL
Academic Server	System Admin / Dir. I.T.
Active Directory Server	Network Admin / System Admin
Antivirus Server	Network Admin / Dir. I.T.
E-Procurement Server	System Admin / Dir. I.T.

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Imaging Server

System Admin / Dir. I.T.

Computer allocation and utilization decisions for both instructional and administrative functions are reviewed annually as part of budget, planning, and evaluation processes. It is also under continuous review by the Information Technology Committee.

### **Purchase of Technology Equipment**

Technology is a vital part of the College's effectiveness and must be considered a top priority. At the same time, the College must make informed decisions based on the overall need and what will best work with its Network Infrastructure. Therefore, the following guidelines must be adhered to when requesting technology equipment:

- Step 1. Requester will determine what item(s) to purchase, how it is to be used, and where it is to be installed. (Obtain as much information as possible about the purchase.)
- Step 2. Requester will deliver to the Information Technology (IT) department information obtained from Step 1.
- Step 3. The request shall be reviewed and evaluated based on justifiable need, suitability of equipment for type of work desired, and compatibility of equipment with the network infrastructure of the College.
- Step 4. Once an agreement has been made between the requester and IT, requester will proceed to fill out the requisition with the order information.
- Step 5. Requester will submit a completed requisition for appropriate administrators' signatures, including the President.
- Step 6. Once the requester obtains the appropriate signatures, the requisition shall be forwarded to the Purchasing Agent for processing.

### ***Software Support***

The standard campus software load consists of the following:

- Microsoft Office Suite
- Trend Anti-virus
- Adobe Reader
- Java
- Shockwave

This list of software is directly supported by the I.T. Department and is considered the standard college load. All area specific software will receive initial troubleshooting from I.T., however I.T. cannot be responsible to know all aspects of all software. I.T. will work with the area specific



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software tech support on behalf of the area needing assistance. All areas that use software outside of the standard college load will be responsible for maintaining licensing and support contracts for their software. The I.T. Department will not support any technical issues that are a result of using software programs not approved by Information Technology Department.

SECTION TITLE	NUMBER	PAGE
<b>Drug and Alcohol Testing of Commercial Motor Vehicle Operators</b>	<b>02-1318</b>	<b>1 of 23</b>

1. **PURPOSE:**

The purpose of this procedure is to establish the guidelines for drug and alcohol testing of commercial vehicle operators.

2. **PROCEDURE:**

I. Applicability of drug and alcohol testing of commercial motor vehicle operators:

This procedure applies to any RCCC employee or contractor who operates a commercial motor vehicle in the course of his/her duties.

II. Testing Procedures:

The procedures of 49 CFR part 40 shall apply to all drug and alcohol testing conducted pursuant to these regulations.

III. Definitions:

I. Alcohol – means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

II. Alcohol concentration (or content) – means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test.

III. Alcohol use – means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

IV. Commercial motor vehicle – means a school bus, activity bus, or any motor vehicle, or combination of motor vehicles used in commerce to transport passengers or property if this motor vehicle:

a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or

b. Has a gross vehicle weight rating of 26,001 or more pounds; or

**(Adopted: 10-09-95) Approved:**

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- c. Is designed to transport 16 or more passengers, including the driver; or
  - d. Is used to transport materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials regulations contained in 49 CFR part 172, subpart F.
- V. Confirmation test – for alcohol testing means a second test that provides quantitative data of alcohol concentration. Confirmation test for controlled substances testing means a gas chromatography/mass spectrometry (GC/MS) test to identify the presence of a specific drug or metabolite, in order to ensure reliability and accuracy.
- VI. Driver – means any person who operates a commercial vehicle, including intermittent or occasional drivers and contractors who operate a commercial motor vehicle at the direction of the College.
- VII. Performing a safety-sensitive function – covers any period in which a driver is actually performing or immediately available to perform safety-sensitive functions.
- VIII. Refusal to submit to an alcohol or controlled substances test – occurs when a driver:
- a. Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of a requirement for breath testing pursuant to these regulations; or
  - b. Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of a requirement of urine testing in accordance with these regulations; or
  - c. Engages in conduct that clearly obstructs the testing process.

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- IX. Safety-sensitive function means:
- a. All time on college property when a driver is waiting to be dispatched.
  - b. All time when a driver is inspecting, servicing, or conditioning a commercial motor vehicle.
  - c. All time loading/unloading a commercial motor vehicle, or supervising loading/unloading.
  - d. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- X. Screening test – in alcohol testing, it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate “negative” urine specimens from further consideration.
- XI. Substance abuse professional – means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certifications Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.
- XII. Medical Review Officer (MRO) – means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive result together with his/her medical history and any other relevant biomedical information.
- IV. Notice of Testing:

**(Adopted: 10-09-95) Approved:**

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Before any commercial motor vehicle operator is tested pursuant to these regulations, the Business Manager/Safety Officer shall notify the employee that the test is required by 49 CFRE part 382.

V. Prohibited Acts:

- I. Alcohol concentration – No driver shall report for duty or remain on duty requiring safety-sensitive functions while having an alcohol concentration of .02 or greater.
- II. Alcohol possession – No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is contained in a first aid kit and used solely for the purposes of first aid.
- III. On-duty use – No driver shall use alcohol while performing safety-sensitive functions.
- IV. Pre-duty user – No driver shall perform safety-sensitive functions within four hours after using alcohol.
- V. Use following an accident – No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test.
- VI. Refusal to undergo testing – No currently employed driver shall refuse to submit to any testing required by these regulations.
- VII. Controlled substance use – No driver shall report for duty requiring the performance of safety-sensitive functions when the driver used a controlled substance, unless the use is pursuant to the written instructions of a physician who has advised the driver that the substance does not adversely affect the driver’s ability to safely operate a commercial motor vehicle.

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VIII. Notice of controlled substance use – All drivers must inform a supervisor in writing of any drug use prior to driving a commercial motor vehicle, including therapeutic drug use.

IX. Driving after a positive test – No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

VI. Supervisor’s Duty:

No supervisor shall allow a driver to perform a safety-sensitive function if the supervisor is aware that the driver would violate any of the above prohibitions.

VII. Testing Requirements:

I. Pre-employment – all drivers must undergo testing with a verified negative result for alcohol and controlled substances before performing safety-sensitive functions.

II. Post-accident – all surviving drivers shall be tested for drugs and alcohol:

a. After any accident in which the driver was performing safety-sensitive functions, if a fatality resulted; or

b. When a) the accident resulted in an injury requiring immediate medical treatment away from the scene of the accident, or a vehicle was so damaged that it had to be towed away, and b) the driver was cited for a moving traffic violation arising from the accident.

VIII. Timelines for post-accident testing:

I. If a post-accident alcohol test has not occurred within two hours following the accident, the responsible supervisor shall explain the reasons in writing. If the alcohol test has not occurred within eight hours following the accident, the supervisor shall cease attempts to secure a test and explain the failure in writing.

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II. If the post-accident controlled substances test has not occurred within 32 hours following the accident, the responsible supervisor shall cease attempts to secure a test and explain the failure to test in writing.

III. All written explanations of failure to test shall be place on file and provided to the Federal Highway Administration (FHWA) upon request of the Associate Administrator.

I. Duty to submit to post accident testing:

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed to have refused to submit to testing. Provided that this requirement not interfere with a driver's attempts to seek necessary medical attention for himself or any other person injured in the accident, or to leave the accident to seek assistance in responding to the accident.

J. Testing by authorities:

I. Alcohol or controlled substances test conducted by federal, state, or local authorities may satisfy the requirement for post-accident testing.

II. All drivers will be informed of their duty to participate in post-accident testing, and of any relevant procedures and instructions.

K. Random Testing:

I. The minimum annual percentage rage for random alcohol testing shall be 25 percent of the average number of driver positions during each calendar year. Each time a driver is selected for random alcohol testing, they also will be tested for controlled substances. The reverse need not be true since the testing rate for drugs is higher.

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II. The minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of full-time driver positions during each calendar year.

L. Selection:

Drivers will be selected for testing by a scientifically valid random method based on the driver's social security number. Each driver shall have an equal chance of being tested each time selections are made.

M. Testing Dates:

I. Testing dates will not be announced in advance and will be spread throughout the calendar year.

II. Drivers who are notified of selection for random alcohol and/or controlled substance testing shall proceed to the designated test site immediately. A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions. If an occasional driver is selected for alcohol testing requirement until immediately after the next occasion on which they perform safety-sensitive functions.

N. Reasonable Suspicion Testing:

I. All determinations of reasonable suspicion shall be made by an official who has received at least one hour of training in detecting the use of alcohol and an additional hour of training in detecting the use of controlled substances, in compliance with these regulations. The official who makes the reasonable suspicion determination shall not conduct the required testing.

II. Alcohol



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- a. When a supervisor determines that reasonable suspicion exists that a driver has violated any alcohol-related prohibitions of these regulations, the employee will be required to undergo alcohol testing.
- b. A determination of reasonable suspicion requiring an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations must be made during, just preceding, or just after the period of the workday when the driver is required to comply with these regulations. A driver may only be directed to undergo reasonable suspicion alcohol testing just before, during, or just after the performance of safety-sensitive functions.
- c. If the alcohol test has not occurred within two hours of the determination of reasonable suspicion, the responsible supervisor shall explain the reasons in writing. If the alcohol test has not occurred within eight hours following the determination, the supervisor shall cease attempts to administer the test and explain the failure to test in writing.
- d. If no alcohol test occurs, the driver will not be permitted to perform safety-sensitive functions for 24 hours after the reasonable suspicion determination.

III. Controlled Substances:

- a. When a supervisor determines that reasonable suspicion exists that a driver has violated any prohibitions of these regulations concerning controlled substances, the employee will be required to undergo controlled substances testing.

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- b. A determination of reasonable suspicion requiring a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. the observation may include indications of the chronic and withdrawal effects of controlled substances.
- c. A written record shall be made of the observations leading to a controlled substance reasonable suspicion test, and signed by the supervisor who made the observations, within 24 hours of the observed behavior, or before the results of the controlled substances test are released, whichever is earlier.

O. Consequences:

- I. Dismissal – any driver who engages in any act prohibited by this section will be subject to dismissal.
- II. Referral – each driver who violates the prohibitions of these regulations shall be advised of resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
- III. Evaluation, Return-To-Duty Testing, and Follow-Up Testing Evaluation – if a driver who engages in a prohibited act is not dismissed from safety-sensitive duties, the driver will undergo evaluation by a substance abuse professional, who shall determine and prescribe any rehabilitation program or assistance the driver needs in resolving problems associated with alcohol misuse and controlled substances use. Before returning to safety-sensitive duties, the driver must again be evaluated by a substance abuse professional to determine whether the driver

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has followed any prescribed rehabilitation program and sought any other necessary assistance.

Return-To-Duty Testing – no driver who engages in a prohibited act concerning alcohol will be permitted to return to safety-sensitive duties before undergoing a return-to-duty test for alcohol. No driver who engages in a prohibited act concerning controlled substances will be permitted to return to safety-sensitive duties before undergoing a return-to-duty test for controlled substances. A driver may be required to undergo return-to-duty testing for both alcohol and controlled substances if the substance abuse professional deems it necessary.

Follow-Up Testing – any driver who engages in a prohibited act and is returned to safety-sensitive duties will be subject to unannounced follow-up alcohol and controlled substances testing. The number and frequency of such follow-up testing shall be as directed by the substance abuse professional, and consist of a least six tests in the first 12 months following the driver’s return to duty, regardless of whether the prohibited act concerned alcohol or controlled substances, the driver may be required to undergo follow-up testing for both alcohol and controlled substances if the substance abuse professional deems it necessary.

Exception – drivers whose prohibited act consists of a positive alcohol test indicating a blood alcohol concentration of less than .04 may be excused from the requirements in this section for evaluation and follow-up testing. Such drivers will be prohibited from performing safety-sensitive duties for at least 24 hours and will be required to undergo return-to-duty testing demonstrating no measurable alcohol concentration.

P. Other Requirements:

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- I. Record retention requirements – all records will be maintained by the Business Manager/Safety Officer in a secure location with controlled access and in accordance with the following period of retention schedule.

Period of Retention:

- a. Five years. The following records shall be maintained for a minimum of five years.
  - i. Record of driver alcohol test results with results indicating an alcohol concentration of .02 or greater.
  - ii. Records of driver verified positive controlled substances test results.
  - iii. Documentation of refusals to take required alcohol and/or controlled substances tests.
  - iv. Evaluations and referrals by substance abuse professionals.
  - v. A copy of each annual calendar year summary.
- b. Two years. Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices) and training shall be maintained for a minimum of two years.
- c. One year. Records of negative and cancelled controlled substances test results (as defined in 49 CFR part 40) and alcohol test results with a concentration of less than .02 shall be maintained for a minimum of one year.

- II. Types of records to be maintained:

- a. Records related to the collection process:
  - i. Collection logbooks, if used;
  - ii. Documents relating to the random selection process;

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- iii. Calibration documentation for evidential breath testing devices;
  - iv. Documentation of breath alcohol technician training;
  - v. Documents generated in connection with decisions to administer reasonable suspicion alcohol or controlled substances tests;
  - vi. Documents generated in connection with decisions on post-accident tests;
  - vii. Documents verifying existence of a medical explanation of the inability of a driver to provide adequate breath or to provide a urine specimen for testing; and
  - viii. Consolidated annual calendar year summaries.
- b. Records related to a driver's test results.
- i. The College's copy of the alcohol test form, including the results of the test;
  - ii. Documents sent by the medical review officer to the employer;
  - iii. Documents related to the refusal of any driver to submit to an alcohol or controlled substances test required by this part; and
  - iv. Documents presented by a driver to dispute the result of an alcohol or controlled substances test administered under this part.
- c. Records related to other violations of this part.
- d. Records related to evaluations
- i. Record pertaining to a determination by a substance abuse professional concerning a driver's need for assistance; and
  - ii. Records concerning a driver's compliance with recommendations of the substance abuse professional.

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- e. Records related to education and training:
  - i. Materials on alcohol misuse and controlled substance use awareness, including a copy of the employer's procedure on alcohol misuse and controlled substance use;
  - ii. The driver's signed receipt of education materials;
  - iii. Documentation of training provided to supervisors for the purpose of qualifying the supervisor to make a determination concerning the need for alcohol and/or controlled substances testing based on reasonable suspicion; and
  - iv. Certification that any training conducted under this part complies with the requirements for such training.
  
- f. Records relating to drug testing:
  - i. Agreements with collection site facilities, laboratories, medical review officers, and consortia;
  - ii. Name of the employee who supervises the alcohol and controlled substances testing program;
  - iii. Monthly laboratory statistical summaries of urinalysis; and
  - iv. The College's drug testing procedure and procedures.

**Q. Location of Records**

All required records shall be maintained in a secure location separate and apart from personnel files as designated by the Business Manager/Safety Officer.

**R. Required Reports**

The Business Manager/Safety Officer shall prepare an annual summary of the testing programs performed pursuant to these regulations, by May 15 of each year. The summary will be provided to the Federal Highway Administration upon request. If the

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summary contains only negative controlled substance test results, alcohol test results of less than .02, and no other violations of federal regulations, the summary will contain all of the information specified on the EZ report form (Appendix A1). Otherwise, the summary will contain the information specified in Appendix A.

S. Confidentiality

All driver information collected pursuant to these regulations will be kept separate from regular personnel files and will be kept confidential except as required by law or 49 CFR part 382.

- I. A driver is entitled to obtain copies of all records pertaining to the driver's use of alcohol or controlled substances upon written request.
- II. Records shall be made available to a subsequent employer upon receipt of a written request from a driver, but only as expressly authorized by the terms of the driver's request.

T. Medical Review Officer

The medical review officer will comply with all notification, timeline, and record retention requirements contained in 49 CFR parts 40 and 382.

U. Notice of Testing Results

- I. Drivers shall be notified of any verified positive results of controlled substances testing, including which controlled substance or substances were verified positive.
- II. When the medical review officer has been unable to contact a driver concerning a controlled substances test, the driver shall be asked to contact the medical review officer within 24 hours, and the medical review officer will immediately be notified of the request.





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⊕ The following material will be kept on file in the Personnel Office and the Business Office: these regulations, Board Policy 3.26, copies of 49 CFR parts 40 and 382, and materials explaining the effects and signs of alcohol misuse and controlled substances use. Such material will be made available to drivers and other employees upon request.

X. Training for Supervisors:

All supervisor and other employees who may be charged with making reasonable suspicion determinations shall undergo at least 60 minutes of training on alcohol misuse and at least 60 additional minutes of training on controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

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## Appendix A

### Annual Calendar Year Summary Form

**Standard Form**

Each annual calendar year summary that contains information on a verified positive controlled substances test result, an alcohol screening test result of .02 or greater, or any refusal to test or other violation of 49 CFR part 382 shall include the following information:

- A. Number of drivers subject to part 382;
- B. Number of driver subject to testing under the alcohol misuse or controlled substances use rules of more than one DOT agency, identified by each agency;
- C. Number of urine specimens collected by type of test (e.g., pre-employment, random, reasonable suspicion, post-accident);
- D. Number of positives verified by an MRO by type of test, and type of controlled substance;
- E. Number of negative controlled substance tests verified by an MRO by type of test;
- F. Number of persons denied a position as a driver following a pre-employment verified positive controlled substances test and/or a pre-employment alcohol test that indicates an alcohol concentration of .04 or greater;
- G. Number of drivers with tests verified positive by an MRO for multiple controlled substances;
- H. Number of drivers who refused to submit to an alcohol or controlled substances test required under this subpart;
- I. Number of supervisors who have received required alcohol training and/or controlled substance training during the reporting period;
- J. Number of screening/confirmation alcohol tests, by type of test;
- K. Number of confirmation alcohol tests indicating an alcohol concentration of .02 or greater but less than .04, by type of test;
- L. Number of confirmation alcohol tests indicating an alcohol concentration of .04 or greater, by type of test;
- M. Number of drivers who were returned to duty (having complied with the recommendations of a substance abuse professional as described in CFR 382.502 and 382.605), in this reporting period, who previously had a verified positive controlled substance test result or engaged in prohibited alcohol misuse under the provisions of this part;
- N. Number of drivers who were administered alcohol and drug tests at the same time, with both a verified positive drug test result and an alcohol test result indicating an alcohol concentration of .04 or greater; and
- O. Number of drivers who were found to have violated any non-testing prohibitions of subpart B, and any action taken in response to the violation.

**"EZ" Form**

When the annual calendar year summary contains only negative controlled substance test results, alcohol screening test results of less than .02, and does not contain any other violations of subpart B of CFR 382, this form applies. The "EZ" report shall include the following information elements:

- A. Number of drivers subject to part 382;
- B. Number of driver subject to testing under the alcohol misuse or controlled substances use rules of more than one DOT agency, identified by each agency;

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- C. Number of urine specimens collected by type of test (e.g., pre-employment, random, reasonable suspicion, post-accident);
- D. Number of negatives verified by an MRO by type of test, and type of controlled substance;
- E. Number of drivers who refused to submit to an alcohol or controlled substances test required under this subpart;
- F. Number of supervisors who have received required alcohol training and/or controlled substance training during the reporting period;
- G. Number of screen alcohol tests by type of test; and
- H. Number of drivers who were returned to duty (having complied with the recommendations of a substance abuse professional as described in CFR 382.503 and 382.605), in this reporting period, who previously had a verified positive controlled substance test result or engaged in prohibited alcohol misuse under the provisions of this part.

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## Appendix B

### Information for Drivers Handout

*Pursuant to 49 CFR 382.601*

This handout is designed to answer your questions about Roanoke-Chowan Community College's rules concerning the use of drugs and alcohol, and the College's testing program.

- Q:** Why does Roanoke-Chowan Community College test drivers for the use of alcohol and controlled substances?
- A:** Regulations that enforce the Omnibus Transportation Employee Testing Act require all employers to test anyone who drives a commercial motor vehicle before that person is employed, at random, and after any qualifying accident. In addition, the College wishes to ensure the safety of students, employees, and members of the public.
- Q:** Who can answer my questions about the College's alcohol and controlled substances rules?
- A:** The Business Manager/Safety Officer has been designated by the College to answer questions. The telephone number for that office is 252-862-1228. Also, you are expected to read and understand the regulations attached to Board Policy 3.26.
- Q:** When am I required to be in compliance with this procedure?
- A:** At all times when you are responsible for driving activity bus, van, or other commercial motor vehicle, or performing any other duty listed under the definition of safety-sensitive function in the regulations attached to Board Policy 3.26.
- Q:** What acts are prohibited by this procedure and the attached regulations?
- A:** The following acts are prohibited:  
*Alcohol concentration* – no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having a measurable alcohol concentration.  
*Alcohol possession* – no driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is contained in a first aid kit and used solely for the purpose of first aid.  
*On-duty use* – no driver shall use alcohol while performing safety-sensitive functions.  
*Pre-duty use* – no driver shall perform safety-sensitive functions within four hours after using alcohol.  
*Use following an accident* – no driver required to take a post-accident alcohol test shall use alcohol for eight hours following an accident, or until he/she undergoes a post-accident alcohol test.  
*Refusal to undergo testing* – no currently employed driver shall refuse to submit to any testing required by these regulations.  
*Controlled substance use* – no driver shall report for duty requiring the performance of safety-sensitive functions when the driver uses a controlled substance, unless the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.  
*Notice of controlled substance use* – all drivers must inform a supervisor of any therapeutic drug use prior to driving a commercial motor vehicle.  
*Driving after a positive test* – no driver shall report for duty, remain on duty, or perform safety-sensitive functions, if the driver tests positive for controlled substances.  
*Supervisor's duty* – no supervisor shall allow a driver to perform safety-sensitive functions if the supervisor is aware that the driver would violate any of the above prohibitions.
- Q:** When will I be tested for alcohol misuse or controlled substances use?
- A:** Before you are employed by the College, at random after you are employed, and after certain accidents. Accidents that trigger testing requirements are any accident that results in a fatality, or any accident in which the driver is cited and a person requires off-site medical care or a vehicle is towed away from the scene. It is your responsibility to make yourself available for testing after such an accident.
- Q:** How will I be tested for alcohol or controlled substances?
- A:** Alcohol testing will be conducted with an evidential breath testing device, whenever possible. Controlled substances testing will be based on urinalysis, which will require you to produce a urine sample under controlled conditions.

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- Q:** Must I comply with testing requirements?
- A:** Regulations implementing the Omnibus Transportation Employee Testing Act of 1991, as well as Board policy and administrative procedures, require you to submit to testing once you are employed by the College. Applicants for driving positions will not be considered for employment if they refuse to undergo pre-employment testing.
- Q:** What constitutes refusal to submit to testing and what are the consequences?
- A:** Refusal to submit to an alcohol or controlled substances test occurs when a driver fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of a requirement for breath testing pursuant to these regulations; fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of a requirement of urine testing in accordance with these regulations; and engages in conduct that clearly obstructs the testing process. The failure of a driver to submit to testing may result in immediate dismissal.
- Q:** What will happen if I violate the College's alcohol and controlled substance rules for drivers?
- A:** Drivers will be subject to disciplinary action up to and including dismissal for violations of the College's policy or procedures.
- Q:** What happens if my alcohol test indicates the presence of alcohol in a concentration of .02 or higher but less than .04?
- A:** Drivers may be subject to dismissal and, at a minimum, will be prohibited from driving for 24 hours.
- Q:** What should I do if I suspect that a co-worker may be under the influence of controlled substances or alcohol while on the job?
- A:** Immediately report your suspicion to a supervisor.

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**Appendix B1**

**Receipt of Information Form**

I, \_\_\_\_\_, hereby acknowledge that I have received and read a copy of the Information for Drivers Handout. I understand that additional material concerning the effects of alcohol and controlled substances, and the symptoms of these problems are on file in the Business Office and Personnel Office and that I may review these or receive a copy of them at any time. I understand that other materials available for my review include copies of the federal regulations that govern controlled substances and alcohol testing for drivers, along with Board policy and administrative procedures.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

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### Appendix C

#### Consent to Release Information

I, \_\_\_\_\_, hereby authorize my prior employers to release to Roanoke-Chowan Community College any information concerning me maintained pursuant to 49 CFR part 382, or any record concerning me of a positive alcohol, controlled substances test, or refusal to test.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



SECTION TITLE	NUMBER	PAGE
Acceptable Use of R-CCC Computing and Network Resources	02-1320	1 of 5

1. **PURPOSE:**

The purpose of this procedure is to establish guidelines for the acceptable use of Roanoke-Chowan Community College's computing and network resources. This procedure relates to both RCCC employees and students and refers to all technology-related, college-owned or leased resources (e.g., hardware, software, domain names, e-mail/Internet addresses).

2. **PROCEDURE:**

Roanoke-Chowan Community College provides campus network and computing resources for the use of employees, students, and other authorized individuals in support of the research, educational, and administrative purposes of the College. In order to meet the requirements of both federal and state laws and to establish sound operating standards, employees must adhere to the following guidelines regarding access of data and the computer system.

- All RCCC employees must be aware of and utilize proper operating procedures necessary to ensure the system/network security.
- Access to the system or any part of the system will be granted in accordance with the specific job responsibilities of the employee. Requests for access must be submitted to the Coordinator of Information Services/Network Administrator via an *Access Authorization Form* (RCCC 114). This form should be kept on file in the office of the employee's immediate supervisor and in the Information Technology Department.
- Employees should be familiar with the principles and capabilities of Electronic Data Processing systems.
- RCCC employees must sign and submit to the Coordinator of Information Services/Network Administrator a copy of the College's *Verification of Compliance and Right-to-Privacy Form* (RCCC 115). By signing this form, employees are agreeing to adhere to the guidelines stipulated in the form and are

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indicating an understanding of the basic responsibilities relative to the protection of the College's computing and network resources. This form will be maintained in the IT Department files until an employee's termination of employment.

The College has extensive information technology resources and systems available for both instruction and administrative applications. Employees and students are encouraged to become familiar with college technology resources and systems and to use them on a regular basis.

The College licenses its computer software from a variety of outside companies. Therefore, unless the College is authorized to do so by the software developer, RCCC does not have the right to reproduce any software or its related documentation. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of \$50,000 or more and criminal penalties. Any RCCC employee who is caught making, acquiring, or using unauthorized copies of computer software on any of the College's equipment will be disciplined appropriately.

RCCC's computing and network resources are intended to support the College's mission and are to be used in a manner consistent with the College's goal to provide quality education to its students. Users are expected to act responsibly to maintain the integrity of these resources; any use that is inconsistent with these purposes is considered inappropriate and may jeopardize further authorization for use or result in termination of access. Authorized users are as follows: RCCC employees for office computers; RCCC employees and students for computer labs; and employees, students, and library cardholders for Learning Resources Center computers.

The guidelines governing acceptable and unacceptable use of computing and network resources are as follows:

**Acceptable Use**

- Using college-provided computers for work-related purposes only.

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- Respecting the copyright licensing of programs, data, and other sources of information.
- Using assigned accounts to access resources.
- Using lab computers for educational purposes only.
- Allowing RCCC employees, students, and library cardholders to use the computers in the Learning Resources Center.
- Using the Internet to support education, research, and life-long learning consistent with the educational purpose and goals of RCCC.

#### **Unacceptable Use**

- Using resources to engage in any behavior that violates RCCC procedure or any federal, state, or local law or regulation or to promote commercial activity or any other unsanctioned RCCC activity.
- Distributing or making copies of any software.
- Installing any hardware or software without assistance from the Information Services Department; installing or allowing to be installed any software not directly procured by RCCC.
- Modifying any hardware/software settings that will require technical maintenance by Information Services.
- Allowing anyone from outside sources to reconfigure or load software without direct assistance from Information Services.
- Allowing children to use the computers in the computers labs.
- Bringing food, drinks, or tobacco products into the computer labs.
- Interfering intentionally with the normal operation of the computer network.
- Sharing passwords with anyone.

The College provides access to the Internet by way of the North Carolina Integrated

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Information Network. As such, all users are subject to the governing policies established by the North Carolina Information Resource Management Commission in addition to this procedure. The current IRMC policy governing use of the North Carolina Integrated Information Network and the Internet can be found at [http://irmc.state.nc.us/documents/approvals/1\\_NCIINr3.pdf](http://irmc.state.nc.us/documents/approvals/1_NCIINr3.pdf).

Additional guidelines pertaining specifically to the use of the Internet and E-mail are as follows:

- A. The Internet and associated resources contain a wide variety of material and information, which is not generated or selected by the College. The College is not responsible for the accuracy or quality of the information obtained through or stored on the campus network.
- B. The creation, display, or transmittal of illegal, malicious, or obscene material is prohibited.
- C. The College shall not be liable for the actions of anyone connecting to the Internet through college facilities. All users shall assume full liability (legal, financial, or otherwise) for their actions.
- D. Users are responsible for complying with laws protecting software or other accessed information. Downloading programs and files may violate U. S. copyright laws. Although the Internet provides easy access to software distributed by companies on a trial basis, this does not mean that the software is free or that it may be distributed freely. All files downloaded from a source external to the campus must be scanned for viruses.
- E. Because of the insecure nature of transmitting files electronically, no right-to-privacy exists with regard to e-mail, Internet sessions, or electronic file storage and transmission. When sending or forwarding e-mail over the campus network or the Internet, users shall identify themselves clearly and accurately.

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Anonymous or pseudonymous posting is expressly forbidden.

- F. College employees may make reasonable personal use of the campus network, e-mail, and the Internet as long as the direct measurable cost to the public is none or is negligible, and there is no negative impact on employee's performance of duties.
- G. All users of the Internet through the College must comply with all relevant policies and procedures of the College.
- H. Use of the Internet for commercial gain or profit is not allowed from a college site.
- I. Failure to comply with any of these provisions will result in disciplinary action as provided for under the disciplinary policies and procedures of the College.

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1. **PURPOSE:**

The purpose of this procedure is to establish the guidelines for maintaining a secure computer network and to protect it against unauthorized and malicious access and disruption of service.

2. **PROCEDURE:**

**Standard**

The computer systems, networks, and data repositories of Roanoke-Chowan Community College's network are critical resources and must be protected against unauthorized and malicious access and disruption of service. RCCC is responsible for the security of its own network infrastructure. Information Technology Services (ITS), the College's Internet Service Provider, is responsible for the security of the infrastructure of the state's network and is bound by the terms and conditions of its upstream network providers as well as enterprise security standards and policies.

The College, with connections to the state network, is responsible for managing risk and providing appropriate security for its network(s). Security measures must conform to applicable enterprise network security standards, architecture, and policies. RCCC's internal security measures (e.g., port scanning) shall be deployed only on internal networks, must not adversely affect the state network, and must only be done with permission from the Information Services (IS) Department. All administrative services are restricted to authorized personnel.

Any and all actions that jeopardize the integrity and stability of the state or College network shall be addressed commensurate to the level of risk. The College's IS Department is authorized to immediately suspend network service to any organization or department within the College when the level of risk warrants immediate action. When network service is suspended, IS shall provide immediate notice to the organization or department and shall work with the organization to rectify the problem that caused the suspension. Any violations of this network

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security policy are subject to organization management review and action that conforms to state disciplinary policies and any and all relevant legal actions. These actions may include termination of service at the lowest level necessary to safeguard network security and minimize disruption of business activities. Termination requires appropriate notification by IS and should be only for a specified period of time.

### **Guidelines**

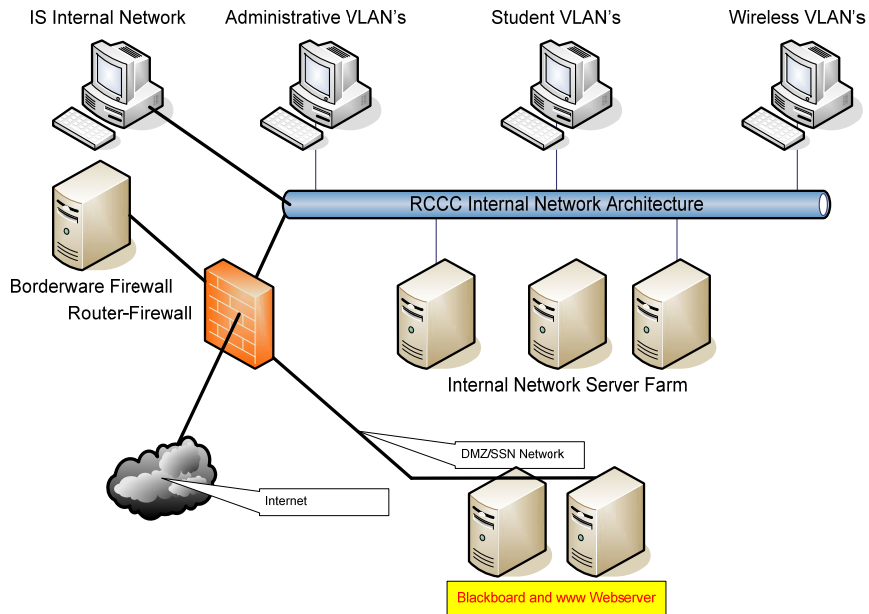
- RCCC incorporates Virtual Local Area Networks (V-LANs) to separate administrative systems from student and/or patron systems.
- RCCC uses a BorderWare firewall to protect internal resources from potential external threats as well as virtual networks to secure the internal networks. This firewall separates the College's network from the Internet.

### **Firewall Configurations**

- Open TCP/UDP ports should be kept to a minimum. The overall policy of the firewall is to block all inbound traffic unless that traffic is explicitly permitted.
- All public access hosts are to be deployed within a firewall DMZ/SSN segment. No non-DMZ host IP addresses are to be assigned public IP addresses without authorization from the IS department.
- RCCC's network infrastructure consists of Layer 2 and Layer 3 switches
- RCCC, through the use of V-LANs, controls the port level on primary switches so that new devices on the network can easily be identified.
- Unused or open ports are not to be activated on the College's network.

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## Roanoke-Chowan Community College Network Architecture



### Remote Access

In order to conduct college-related business remotely, authorized users of the College's computer systems, networks, and data repositories may be permitted to remotely connect to said resources only through secure, authenticated, and carefully managed access methods. As custodians of public records, RCCC is responsible for establishing information technology security programs that protect data and provide an audit trail for accountability. Opening uncontrolled or unsecured paths into any element of the College's network that requires security or to internal computer systems presents unacceptable risk to the entire institution's infrastructure. Only college-owned or -approved equipment can be used for remote access.



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### **Guidelines**

- Only employees who have signed and agreed to a local remote access agreement shall be given remote access to the College's network.
- Only approved Cisco VPN clients with security/encryption are to be utilized to access the College's network infrastructure from a remote location.
- VPN server policies restrict access to approved network services.
- Users must have high-speed access – no dial-up accounts are allowed to have remote access.
- College-owned or -approved equipment must include the current version of college-approved virus protection software and minimum operating system requirements including critical operating system updates.

### **VPN Access Agreement**

Approved college employees may utilize the benefits of the College's VPN tunnel, which is a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing required software, and paying associated fees. Additionally,

- A. It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to college internal networks.
- B. VPN use shall be controlled using password authentication with a strong passphrase.
- C. When actively connected to RCCC's network, VPNs force all traffic to and from the PC over the VPN tunnel; all other traffic is dropped.
- D. Dual (split) tunneling is NOT permitted; only one network connection is allowed.
- E. VPN gateways are to be set up and managed by college network operational groups or an approved consultant.

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<b>Network Security</b>	<b>02-1321</b>	<b>5 of 5</b>

- F. All computers connected to college internal networks (including personal home computers) via VPN or any other technology must use the most up-to-date anti-virus software that is the College standard.
- G. VPN users shall be automatically disconnected from the College's network after 30 minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
- H. The VPN concentrator is limited to an absolute connection time of 24 hours.
- I. Users of computers that are not college owned must configure the equipment to comply with college VPN and network policies.
- J. Only Cisco VPN clients may be used.
- K. By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of the College's network and, as such, are subject to the same rules and regulations that apply to college-owned equipment (i.e., their machines must be configured to comply with the College's security policies).

SECTION TITLE	NUMBER	PAGE
<b>Confidential Information Technology Security Records Standard</b>	<b>02-1322</b>	<b>1 of 2</b>

1. **PURPOSE:**

This procedure establishes the guidelines for managing and protecting confidential information technology security records at Roanoke-Chowan Community College.

2. **PROCEDURE:**

**Standard**

Roanoke-Chowan Community College shall identify records that are confidential because they disclose information technology security features and shall so designate the records by affixing on each page the following statement, “Confidential per G.S. §132-6.1(c).”

Confidential information technology security records shall be provided only to designated representatives on a need-to-know basis and shall not be transmitted electronically over open networks unless encrypted while in transit.

Employees and contractors who are provided access to information technology security records shall sign a non-disclosure agreement that includes restrictions on the use and dissemination of the records.

**Definitions**

*Public Records* – All documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions.

*Information Technology Security Records* – Public records, as defined by law, that describe security features of electronic data processing systems, information technology systems, telecommunications networks, or electronic security systems, including hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes.

SECTION TITLE	NUMBER	PAGE
<b>Confidential Information Technology Security Records Standard</b>	<b>02-1322</b>	<b>2 of 2</b>

*Confidential Information Technology Security Records – Those information technology security records designated as confidential pursuant to G.S. §132-6.1(c).*

*Need-to-know – Access to confidential records only when such access is necessary in the performance of tasks or services essential to the fulfillment of a work assignment, contract or program.*

SECTION TITLE	NUMBER	PAGE
<b>Anti-virus Procedure</b>	<b>02-1323</b>	<b>1 of 4</b>

1. **PURPOSE:**

This procedure establishes the guidelines to ensure that Roanoke-Chowan Community College's network remains free of viruses.

2. **PROCEDURE:**

**Standard**

All files downloaded to the Roanoke-Chowan Community College network could potentially harbor computer viruses, Trojan horses, worms or other destructive programs (collectively, "virus" or "viruses"); therefore, all downloaded files must be scanned for such viruses. Virus detection programs and practices shall be implemented throughout the College. Training must take place to ensure that all computer users know and understand safe computing practices. All RCCC employees are responsible for ensuring that they have current software/patches on all workstations/servers connecting to their network to prevent the introduction or propagation of computer viruses.

**Education**

Virus education and training shall include information on the following:

- Directions for knowing the source of the software in use
- Use of write-protected program diskettes only
- Performing frequent backups on data files
- Use of anti-virus software
- Scanning for viruses on files that are downloaded from outside sources, including the Internet
- Scanning for viruses on all diskettes brought from home or any other outside source
- No software or hardware added to the system without first contacting the College's Information Services Department

SECTION TITLE	NUMBER	PAGE
<b>Anti-virus Procedure</b>	<b>02-1323</b>	<b>2 of 4</b>

System configuration management must include:

Installation of anti-virus software on all LAN servers and workstations, including those used for remote access to the College.

- System software, including virus signature files, should be promptly updated as released by the software vendor.
- Servers and workstations should be scanned periodically, either manually or via an automated program. Automated scanning for viruses is preferable to manual scanning.
- Maintenance of good backups of critical data and programs.
- Periodic review of overall controls to determine weaknesses.
- No network connections to outside organizations without a mutual review of security practices.
- Use of software that can be verified to be free of harmful code or other destructive aspects.

Complete information about the software should be maintained, such as the vendor address and telephone number, the license number and version, and update information.

- Configuration reports shall be maintained for all installed software, including the operating system. This information is necessary if the software must be re-installed later.
- Software programs shall only be re-installed from original media.
- Software should be stored in a secure, tamper-proof location.
- System and application bug fixes or patches shall be accepted only from highly reliable sources, such as the software vendor. Patches are not to be accepted from anonymous sources, such as received via a network.

SECTION TITLE	NUMBER	PAGE
<b>Anti-virus Procedure</b>	<b>02-1323</b>	<b>3 of 4</b>

Incident management procedures contain:

- Verification of a virus threat, to rule out possibility of hoax, before notification of the threat is broadcast
- Identity of personnel responsible for mitigation of virus threats
- Internal escalation procedures and severity levels
- Processes to identify, contain, eradicate, and recover from virus events
- Contact list of anti-virus vendors
- Reporting of all virus outbreaks that have extended beyond a single PC to the College designee

Recommended processes to prevent virus problems:

- Run the College standard, supported anti-virus software daily (the software is available from the College's download site). Download and run the current version; download and install anti-virus software updates as they become available.
- NEVER open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately and empty them from your Trash folder.
- Delete spam, chain, and other junk email without forwarding.
- Never download files from unknown or suspicious sources.
- Avoid direct disk sharing with read/write access unless there is absolutely a business requirement to do so.
- Always scan a floppy diskette from an unknown source for viruses before using it.
- Back-up critical data and system configurations on a regular basis and store the data in a safe place.
- If lab testing conflicts with anti-virus software, run the anti-virus utility to ensure a clean machine, disable the software, and then run the lab test. After the lab test,

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<b>Anti-virus Procedure</b>	<b>02-1323</b>	<b>4 of 4</b>

enable the anti-virus software. When the anti-virus software is disabled, do not run any applications that could transfer a virus, such as email or file sharing.



SECTION TITLE	NUMBER	PAGE
<b>Risk Assessment and Management Program</b>	<b>02-1325</b>	<b>1 of 2</b>

1. **PURPOSE:**

This procedure outlines the Roanoke-Chowan Community College’s Risk Assessment and Management Program, which helps ensure the timely delivery of critical business functions and services to its customers. Furthermore, this procedure provides a blueprint to maximize the protection of confidentiality, integrity, and availability while still providing functionality and usability.

2. **PROCEDURE:**

The Risk Assessment and Management (RAM) Program includes the identification, classification, prioritization, and mitigation processes necessary to sustain the operational continuity of mission critical functions and services.

Risk is defined as a condition or action that may affect the outcome of planned activities critical to the College’s functions and services. Risks are brought about by the dynamics of random events, interdependencies of systems and processes, environmental surroundings, and other factors. The entities that are affected by risk are the College’s information and physical assets, which we are required to protect.

To ensure that risks are appropriately managed, the RAM Program includes the identification, evaluation, and control of risks to protect the College’s information technology assets and vital business functions and services. Currently, this policy is limited to the College’s critical business functions to include the information infrastructure and the actual information that it carries. Both virtual and physical risk shall be assessed.

Roanoke-Chowan Community College will use the following guidelines to manage risk in a manner that best supports the continuation of business functions and services.

**Risk Assessment and Management Activities**

The following are the four major elements that comprise RAM activities at RCCC:

SECTION TITLE	NUMBER	PAGE
<b>Risk Assessment and Management Program</b>	<b>02-1325</b>	<b>2 of 2</b>

- A. *Identification of Risks:* The College shall make a continuous effort to identify and document risks in terms of their effect on the continuation of business functions and services. Risks will be assessed on all new mission-critical functions and services as part of the planning process. Risk assessment shall also be considered as part of any changes to current mission-critical functions and services.
- B. *Analysis of Risks:* The College shall evaluate the potential impact of identified risks and estimate their probability and timeframe. This analysis includes an assigned risk level based on the likelihood of someone attacking (a realized threat) and being able to penetrate (an exploited vulnerability) the system. If there are no potential attackers, none of the system's vulnerabilities constitutes a risk; if there are no vulnerabilities, potential attackers do not constitute a risk.
- C. *Mitigation of Risk:* The College shall make decisions and develop actions to reduce the impact of risks, limit the probability of their occurrence, and/or improve the response to a risk occurrence. Included in this is a mitigation level based on the resources (monetary, time, etc.) required to mitigate the risk.
- D. *Tracking of Risks:* The College shall collect and report status information about risks and their mitigation plans. The College shall also respond to changes in risks over time and take corrective actions as needed.

### **Risk Assessment and Management Processes**

Risk assessment and management continually evolves. The evolution should focus on improving the continuation of the College's critical functions and services. The processes must lead to the identification of risk, its potential impact, and the development of strategies that will justify the resources required to provide the appropriate level of continuity initiatives and programs. The document *Risk Assessment and Management Processes* provides the structure necessary to perform risk assessment at the College.

SECTION TITLE	NUMBER	PAGE
<b>Identification and Authentication of Network Users</b>	<b>02-1326</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this procedure is to establish the guidelines for identifying and authenticating users of Roanoke-Chowan Community College computer resources/network through the use of IDs and passwords.

2. **PROCEDURE:**

All users must be properly identified and authenticated before being allowed to access college administrative information systems. The combination of a unique user ID and a valid password is the minimum requirement for granting access to an information system when IDs and passwords are selected as the method of performing identification and authentication. A unique user ID must be assigned for each user, so that individual accountability can be established for all system activities. Management approval is required for each user ID creation and a process must be in place to remove, suspend or reassign inactive user IDs arising from employee or contractor movements. The authentication system shall limit unsuccessful logon attempts. Information must be maintained on all logon attempts to facilitate intrusion detection.

Password management capabilities and procedures shall be established to ensure secrecy of passwords and prevent exploitations of easily guessed passwords or weaknesses arising from long-life passwords. Minimum requirements for identification and authentication of a user are through IDs and passwords; however, depending on the operating environment and associated exposures, additional or more stringent security practices may be required. Vendor supplied default passwords must be reset before the information system is used in a production mode.

Based on ID and password standards and best practices, any exceptions to the standard should be documented and have prior approval. Users are to be authenticated prior to being allowed to perform any activities.

The ID and password management process needs to:

- Train users (employees, contractors, etc.) on the policies and procedures related to

SECTION TITLE	NUMBER	PAGE
<b>Identification and Authentication of Network Users</b>	<b>02-1326</b>	<b>2 of 3</b>

the correct use of user IDs and passwords for identification and authentication.

- Promptly remove a user ID when the user is no longer employed by the College or no longer requires access to the information system.
- Enable time-out features for brief inactivity periods.
- Disable user IDs that are inactive for extended periods.
- Revoke and/or delete user IDs with no activity for a period greater than or equal to 1 year.
- Limit unsuccessful logon attempts. A limit of five unsuccessful attempts shall be implemented, and the user ID shall be disabled.
- Maintain audit logs that capture information on password logins and attempted logins. Periodically review audit logs to detect suspicious logon attempts.
- Limit display to necessary information such as the user ID and password prompts during the logon process.
- Permit only authorized security administration staff to enable and/or re-enable a user ID.
- Hold users responsible for activities performed under their personal ID. Users must set their own passwords and take necessary precautions to safeguard their IDs and passwords.
- Log off and/or secure workstations when not in use.
- User accountability is established by:
  - System identification of what IDs are currently logged on to that system.
  - Providing an audit trail of user activities.
- Set password composition standards including:
  - A minimum password length (six characters or more is strongly recommended).
  - Make passwords difficult to identify and/or associate with a user's ID.

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<b>Identification and Authentication of Network Users</b>	<b>02-1326</b>	<b>3 of 3</b>

- Change passwords periodically (maximum password change interval is 90 days, except for system or network administration, which should be a maximum of 30 days).
- Password files should be non-retrievable (only accessible to the security administrator not viewed by the user).
- Encrypt passwords during storage and during transmission over networks.
- Store passwords in a confidential manner. This includes hardcopy or as data on electronic media.
- Document and control IDs and passwords with special privileges.
- Do not embed or hard-code passwords into an information system, whenever possible.

SECTION TITLE	NUMBER	PAGE
<b>Business Continuity Planning Standard</b>	<b>02-1327</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this procedure is to establish the guidelines of Roanoke-Chowan Community College's Business Continuity Plan, which is in place to ensure the timely delivery of critical functions and services to its stakeholders.

2. **PROCEDURE:**

The Business Continuity Plan identifies and classifies risks and implements risk mitigation as appropriate. The plan also delineates the Risk Assessment and Management Program, which includes the identification, classification, prioritization and mitigation processes necessary to sustain the operational continuity of critical college systems and resources.

**Risk Assessment and Management (RAM) Program Activities:**

- *Identification of Risks:* a continuous effort to identify which risks are likely to affect business continuity and security functions and to document their characteristics.
- *Analysis of Risks:* an estimation of the probability, impact, and timeframe of the risks, classification into sets of related risks, and prioritization of risks relative to each other; documentation of risks, classifications, and priorities.
- *Mitigation Planning:* decisions and actions that should reduce the impact of risks, limit the probability of their occurrence, or improve the response to a risk occurrence. For important risks, mitigation plans should be developed and documented.
- *Tracking and Controlling Risks:* collecting and reporting status information about risks and their mitigation plans, responding to changes in risks over time, and taking corrective actions as needed; documenting status, changes and corrective actions.
- *Evaluation of College Risk Management Program:* periodic review of the results of RAM program activities; determination and documentation of the effectiveness of those activities.

The College's Business Continuity Plan does the following:

- Defines the College's critical functions and services.

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<b>Business Continuity Planning Standard</b>	<b>02-1327</b>	<b>2 of 3</b>

- Defines the resources (technology, staff, and facilities) that support each critical function or service.
- Documents any critical event or service that is time-sensitive or predictable and requires a higher-than-normal priority (e.g., registration, payroll, reporting deadlines, etc.).
- Provides a disaster recovery plan for all critical functions and services including the required facilities and resources

### **Guidelines**

#### *Critical Functions/Services*

The College shall evaluate annually the following areas to determine critical functions:

- Human Resources/Payroll
- Curriculum Programs
- Registration
- Accounts Payable
- Accounts Receivable
- Financial Reports
- External Reporting Requirements
- Financial Aid
- Continuing Education Programs
- Basic Skills Programs
- Special Programs (programs with special or unique needs—e.g., nursing, distance learning)
- Communications (phone, email)
- Facilities (including security, utilities)
- Identify key relationships and interdependencies among the College's critical resources, functions, and services.

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<b>Business Continuity Planning Standard</b>	<b>02-1327</b>	<b>3 of 3</b>

- Estimate the maximum elapsed time that a critical function or service can be inoperable without a significant impact.
- Identify any critical non-electronic media (such as check stock, pre-printed forms) required to support the College's critical functions or services.
- Identify any interim or workaround procedures that exist for the College's critical functions or services.
- Identify any critical facility needs required to support the College's critical functions or services.



SECTION TITLE	NUMBER	PAGE
<b>Hiring Part-Time Employees</b>	<b>03-0101</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to describe the procedures used in hiring part-time employees at Roanoke-Chowan Community College.

2. **PROCEDURE:**

The Board of Trustees, faculty, and staff at Roanoke-Chowan Community College recognize their responsibilities for the development of equal employment opportunities that do not discriminate against any part-time employee or any applicant for part-time employment at the College. A part-time employee may work no more than 25 hours a week.

The President or designee shall be responsible for the overall hiring process for all personnel at the College to insure that proper recruitment, selection, and other procedures have been utilized, and that qualified persons have been hired for all part-time positions filled by the College.

In order to achieve a goal of non-discrimination in employment, the College will adhere to the following guidelines when recommending to the President qualified persons for part-time positions.

A. The respective Administrative Unit Supervisor shall

- determine personnel needs in his/her respective area and decide when part-time employees best serve those needs;
- develop job specifications including minimum skills, duties, and education requirements; and
- obtain authorization from the President to fill all approved part-time vacancies.

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<b>Hiring Part-Time Employees</b>	<b>03-0101</b>	<b>2 of 2</b>

- B. As the need for part-time employees arises, the Administrative Unit Supervisor shall write the advertisement, if needed, from job specifications. The Director of Human Resources shall place this advertisement, if needed, in the appropriate state and local newspapers and the local ESC office.
- C. The appropriate Administrative Unit Supervisor shall review all applications received for part-time vacancies that are advertised. Interviews will be conducted for the top applicants who meet and exceed the minimum qualifications. The Director of Human Resources or the appropriate Supervisor shall check all references for advertised positions.
- D. All part-time contracts must be signed by the President

SECTION TITLE	NUMBER	PAGE
<b>Selection and Hiring of Full-Time and Permanent Part-Time Personnel</b>	<b>03-0106</b>	<b>1 of 4</b>

1. **PURPOSE:**

The purpose of this section is to describe the procedures for selection and hiring of full-time/permanent part-time personnel.

2. **PROCEDURES:**

The Board of Trustees, faculty, and staff of Roanoke-Chowan Community College recognizes their responsibility for the development of equal employment opportunities that do not discriminate against any employee or applicant for employment. Thus, it shall be the intent of this institution to offer employment and advancement to qualified persons without regard to race, religion, ethnicity, national origin, gender, gender identity, sex, age, disability, genetic information, and veteran status.

The following procedures shall be adhered to when hiring full-time and permanent part-time employees:

- A. Once the need for personnel is determined, the Dean shall initiate, sign, and submit a Position Authorization Form (PAF) packet, which includes suggested names for the search committee, a job description, and job announcement to the Human Resources Office. The Director of Human Resources will submit the packet for authorization to the Dean of Finance and Facilities and the President for approval. Once approved by the President, the completed PAF packet shall be forwarded back to the Human Resources Office. **Note:** Circumstances, which include but are not limited to reorganization, reassignment, enrollment, and budget, may alter the regular procedures for announcing and filling vacancies. The approval of the President is required in these instances.

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<b>Selection and Hiring of Full-Time and Permanent Part-Time Personnel</b>	<b>03-0106</b>	<b>2 of 4</b>

- B. Appointed by the Deans, the search committee shall consist of 3 - 5 members to include the immediate supervisor.
- C. The Director of Human Resources shall develop an advertisement from the PAF packet and distribute a position vacancy announcement internally and externally. Individuals who are interested in applying for the position shall submit a completed application packet by the application deadline date. The position shall be advertised for a minimum of two weeks or until filled. **Note:** A completed application packet consists of an R-CCC application, cover letter, resume, and copy of transcript(s). Depending on the position, additional materials may be required. All applications shall be kept on file for 12 months.
- The Human Resources Office shall submit the position advertisement to the local Employment Security Commission, North Carolina Community College System Office, college website, local media, and other non-cost means of advertisement.
- D. The Director of Human Resources, upon approval of the selection committee by the Dean, shall give the members of the committee to Search Committee Screening Manual and document that outline their roll and establish guidelines. Within two weeks of the closing date for receipt of applications, the Search Committee Chair shall schedule a meeting to review application(s) submitted. The search committee shall review completed application packets and additional materials required to establish those applicant(s) who meet the minimum and/or preferred qualifications as advertised. The committee shall recommend a minimum of the five most qualified applicant(s) to be interviewed. Should there be an insufficient number of qualified applicant(s) to meet the minimum of five,

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<b>Selection and Hiring of Full-Time and Permanent Part-Time Personnel</b>	<b>03-0106</b>	<b>3 of 4</b>

the search committee shall select as many qualified applicant(s) as possible. The Human Resources Office shall inform applicant(s) of the scheduled time and date for interviews as determined by the search committee. An EEO representative shall work with each search committee throughout the selection and hiring process.

- E. During the interview for all full-time faculty positions, applicants shall be required to do a short teaching presentation/demonstration. Candidates for full-time staff positions may be required to do a presentation or complete an assigned task relative to the job requirements as part of the interview process.
- Commitments to or quotations of salary will **not** be made during interviews, and only those questions justified by standard job requirements and job qualifications will be asked.
- F. Upon completion of the interviews, the Search Committee Chair shall submit the committee's recommendation of the top 2-3 candidates for employment to the Director of Human Resources who shall conduct reference checks for the individual(s) recommended.
- G. Once the references are checked, the Human Resources Office shall forward the completed packet(s) to the respective Dean and the President to arrange a time for interviews with the finalists. The President and the Dean shall be responsible for developing a set of appropriate interview questions to be asked of each finalist.
- H. The President shall notify the Director of Human Resources and make a written offer of employment to the recommended candidate.

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<b>Selection and Hiring of Full-Time and Permanent Part-Time Personnel</b>	<b>03-0106</b>	<b>4 of 4</b>

- I. The President shall inform the recommended candidate in writing of his/her selection and of the entry salary. A telephone notification by the Human Resources Office shall precede an official written notice.
- J. Upon acceptance of the position, the Human Resources Office shall arrange time and date with the new employee to complete all required paperwork for employment with the College.
- K. Within two weeks of the position being filled, the Human Resources Office shall notify in writing applicants who apply for a position, but are not selected.

SECTION TITLE	NUMBER	PAGE
<b>Student Advisement</b>	<b>03-0303</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish the procedures concerning student advisement.

2. **PROCEDURE:**

A. All full-time faculty will serve as advisors.

B. Advisor assignment is handled by Student Services as part of the admissions process. In one-person programs, the Program Coordinator is the advisor. In other programs, advisors are assigned alphabetically based on recommendation of the Program Coordinator and the division chair.

C. Special Credit students are advised by one of the admissions counselors, until the student makes a decision to enter a curriculum. A curriculum advisor will then be assigned to the student.

D. During early registration, advisors are to be available for a minimum of five posted hours per week. Schedules should be planned to maximize availability of advisors and to ensure that a representative of each program is available for evening registration periods. During regular registration, advisors are to be available for all hours of day registration. For evening registration, a representative for each program will be available. Throughout all registration periods, the student should make arrangements to meet with the assigned curriculum advisor. However, on the last day of regular registration, the admissions counselors are authorized to act as curriculum advisors in the event the appropriate advisor is not accessible. A copy of the registration form will be forwarded from the admissions counselors to the Dean of Curriculum Instruction's office for distribution to the curriculum advisors.

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<b>Student Advisement</b>	<b>03-0303</b>	<b>2 of 2</b>

E. The advisor will maintain a counseling file on each advisee. This file should contain:

- a.) Grade report
- b.) Copies of placement test scores
- c.) Curriculum check sheet
- d.) Advisor's copy of Student Referral Form, where applicable
- e.) Transfer credit evaluation form, where applicable



SECTION TITLE	NUMBER	PAGE
<b>Development of Annual Curricular Course Schedules, Assignment of Teaching Responsibilities and Classroom Space</b>	<b>03-0304</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish the procedures to be followed in assigning teaching responsibilities and stations and developing the annual curricular course schedules including the assignment of teaching responsibilities and classroom space.

2. **PROCEDURE:**

- A. The Program Coordinator of each department will develop each fall and spring semester and summer term, an annual schedule for courses to be taught in that department, including day, evening and distance learning courses.
- B. The Program Coordinator of each department will assign the faculty member and room for each course to be taught.
- C. The respective Division Chair will collect the annual course schedules from each Program Coordinator and check them carefully to insure equal distribution of teaching loads and that all necessary courses are included in the schedules.
- D. The respective Division Chair will turn in the annual course schedules for his/her division to the Dean of Curriculum Instruction.
- E. The Dean of Curriculum Instruction will review all schedules for accuracy, equalization of teaching loads, conflicts of time, classrooms, and make necessary changes.
- F. The Dean of Curriculum Instruction will publish a consolidated annual schedule of all courses to be taught at the College.
- G. The annual schedule should be completed and published during the spring semester of each year for in-house circulation.

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<b>Development of Annual Curricular Course Schedules, Assignment of Teaching Responsibilities and Classroom Space</b>	<b>03-0304</b>	<b>2 of 2</b>

- H. Each semester, Program Coordinators and Division Chairs will review the annual schedule and make recommendations to the Dean of Curriculum Instruction for revisions or changes.
- I. Each semester, the Dean of Curriculum Instruction will use the annual schedule to publish a semester addendum to the annual schedule.
- J. The Program Coordinator will recommend for employment part-time faculty for day, evening, and distance learning courses to the respective Division Chair.
- K. The Dean of Curriculum Instruction, upon recommendation of the Division Chair, will proceed to interview the candidate, collect transcripts, and complete record keeping necessary for employment and development of contracts.

<b>Section Title</b>	<b>Number</b>	<b>Page</b>
Employee Benefits	03-0401	1 of 3

**1. PURPOSE:**

The purpose of this section is to establish rules concerning benefits for employees.

**2. PROCEDURE:**

- A. All full-time staff members of Roanoke-Chowan Community College shall be provided benefits authorized by state and federal statutes and by policies of the RCCC Board of Trustees. These include but are not limited to Social Security, retirement insurance options, deferred income plans, health benefits, sick leave, vacation, and holidays. In some cases, the benefits will require payroll deductions.
- B. All full-time faculty members of RCCC are eligible to receive the same benefits as full-time staff, except for vacation leave. Vacation leave for faculty is determined by the academic calendar; therefore, faculty members do not earn vacation leave.
- C. All permanent part-time employees of RCCC are eligible to receive the same benefits as full-time staff members with the following exceptions: sick and vacation leave are earned on a pro-rated basis and permanent part-time employees do not receive holidays (i.e., they do not get paid for holidays when the College is closed).

**Insurance**

- A. All full-time and permanent part-time employees of RCCC are covered by major medical hospitalization insurance paid for by the state. Employees' family members may be covered by this insurance for an additional charge paid for by the employee through a payroll deduction.
- B. All full-time and permanent part-time employees of RCCC have the option of participating in other insurance plans such as dental, vision, and group life insurance.
- C. Employees who join the North Carolina State Employees Association have the option of obtaining a term life insurance policy **and various other member benefits.**

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Employee Benefits	03-0401	2 of 3

### **Longevity Pay**

- A. Full-time and permanent part-time employees are eligible for longevity pay in accordance with the following plan:

<u>Years of Aggregate State Service</u>	<u>% of Gross Annual State Salary</u>
10-14	1.50
15-19	2.25
20-24	3.25
25+	4.50

- B. The President of each institution is required to submit to the State Board of Community Colleges by September 1 of each year a list of eligible employees with their salaries and anniversary dates.

### **Death Benefits**

- A. A death benefit for the beneficiary of a full-time employee was added by an act of the 1967 North Carolina General Assembly. An employee may qualify for this benefit upon completion of a full calendar year of creditable service. If, after this period of time, an individual dies, the beneficiary will receive a death benefit payment equal to the highest 12 months salary in a row during the 24 months before the death; however, this amount may not be less than \$25,000 and no more than \$50,000.
- B. An employee whose employment is terminated retains eligibility for the death benefit for a period of 180 days from the last day for which salary was paid.

### **Adopting Benefit Plans**

To ensure that the College gives equal consideration to outside companies wishing to offer certain benefit plans, the following guidelines are established:

- a. All inquiries and/or representatives from outside companies are to be referred to the Manager of Human Resources.

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Employee Benefits	03-0401	3 of 3

- b. An annual benefits' fair shall be held in August of each year for outside companies to present benefit packages to RCCC employees.
- c. During the fair, full-time and permanent part-time employees shall have an opportunity to talk with company representatives. Under no circumstances are company representatives to interrupt employees at the work stations.
- d. A minimum of 15 employees must enroll in the benefit plan before the plan can be accepted and payroll deduction set up by the Business Office.
- e. After the benefit program has been accepted, company representatives must agree to conduct annual visits to recruit new enrollees and to answer questions from employees already enrolled.

SECTION TITLE	NUMBER	PAGE
<b>R-CCC Salary Plan</b>	<b>03-0410</b>	<b>1 of 7</b>

1. **PURPOSE:**

The purpose of this procedure is to outline the plan by which all full-time salaries are determined or altered.

2. **PROCEDURE:**

Roanoke-Chowan Community College's salary plan is one of the most important elements of its personnel system. The salary plan supports nearly every other component of the personnel function including recruitment, selection, and human resource allocation. A sound and effective salary plan can have a significant impact on the overall effectiveness of the College.

In broad terms, the College's salary plan ensures the following:

- A. The College has the ability to attract and retain well-qualified personnel.
- B. Salary practices are competitive with those of comparable employers.
- C. The College's resources allocated to salaries are effectively and efficiently managed.
- D. Each position is paid fairly in comparison with other college positions based on job duties and responsibilities assumed.

**Salary Plan Administration:**

The position base pay schedule for employee salaries serves as the foundation for the salary plan. It is assumed to be the schedule for initial placement of all employees unless it can be determined that a market exception is necessary. The determination for hiring on a market exception basis shall be made based on the following general guidelines:

**Market Exception**

- A. The appropriate Administrative Unit Supervisor shall have the authority to make a  
(Adopted: 06-10-96) (Revised: 01-14-02) (Revised 2006) (Revised 2009)

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request for an exception to the President for an evaluation of a specific position. This request shall be made based on a determination that qualified personnel cannot be hired given the entry-level base pay salary. Such a request must be made prior to any recruitment efforts. The decision to grant the request must be documented ~~on~~ regarding specific recruitment and retention difficulties.

- B. If the President grants the request, the Manager of Human Resources shall conduct a position-specific salary survey of community colleges and private organizations, if appropriate. The Manager of Human Resources shall forward the survey results and a recommendation, based on the findings, to the President.
- C. The President shall review the Manager of Human Resources' recommendation, results of the position-specific survey, and the salary levels of other similar positions at the College. The President shall make a decision, prior to recruitment efforts, to use the appropriate pay schedule. New employees should not be hired above the salary level of other employees in similar positions unless the new hire has significantly higher qualifications that dictate such a practice be imposed.

### **New Positions**

For each newly created position at the College, the Manager of Human Resources shall undertake a study position-specific survey of community colleges and private organizations, if appropriate. The Manager of Human Resources shall forward the survey results and a recommendation, based on the findings, to the President. The President shall review the results of the position-specific survey, the Manager of Human Resources' recommendation, and any other information deemed necessary. Based on these findings, the

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President shall establish an appropriate salary range for that ~~staff~~ position: base pay schedule, market demand schedule I, or market demand schedule II.

In the event an employee is hired for a period of less than one year, adjustments to the salary shall be made based on the monthly salary amount. Therefore, an employee hired for one full year will receive the designated salary (according to education and experience) for 12 months while 9 month employees shall be paid at the appropriate salary level for that portion of the year during which they provide the College with services.

**Additional Degrees:**

One of the factors on which the salary plan is based is the level of expertise, which is measured by a formal degree. In order to reward current employees and new hires, who either increase their level of education during employment or bring with them additional education (above the minimum required), the College shall take appropriate steps as described in the following:

- I. New Employees
  - a. Should the new employee's education level exceed the minimum degree level established for the position, the President and appropriate Administrative Unit Supervisor shall review the relevant information (at a minimum, an official transcript) and determine whether or not the degree is related to the position's assigned duties.
  - b. If the degree is determined to be relevant to the assigned duties, the President shall authorize an additional ten percent increase in the ~~entry\_~~ base level base salary established for the position.



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- c. Should a new employee be hired at a degree level below the minimum established for the position, the President shall authorize the deduction of ten percent of the entry base level salary established for the position. The practice of hiring a new employee below the minimum degree level established for the position shall be made only on rare occasions where a new employee cannot be recruited at the minimum established for the position. In these cases, it shall be a condition of the new employee's contract to attain the minimum degree within time limits agreed upon by the President and new employee (such exceptions cannot be made when they are in violation of requirements set by accrediting agencies that govern certain program at RCCC).

~~H. Existing Employees~~

~~One of the factors on which the salary plan is based is the level of expertise, which is measured by a formal degree. In order to reward current employees, who either increase their level of education during employment or bring with them additional education, the College shall take appropriate steps as described in the following:~~

- a. ~~Should the employee's level of education increase during employment, the President and appropriate Administrative Unit Supervisor shall review the relevant information (at a minimum, an official transcript) and determine whether or not the degree is related to the employee's assigned duties.~~

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~~b. If the degree is determined to be relevant to the assigned duties, the President shall authorize an appropriate increase in the monthly salary (as listed below). This increase shall become part of the base salary.~~

<u>New Degree Attained</u>	<u>Annual Salary Increase</u>
Associate Degree	\$ 500
Bachelor's Degree	\$1,000
Master's Degree	\$1,500
Doctorate Degree	\$2,000

~~e. Salary increases for additional degrees will be made on July 1 of each fiscal year. In order for an employee to be considered for this type of increase, the employee must submit a request and an official transcript to the President as soon as the degree is completed, but no later than May 31. Exceptions to the May 31 deadline shall be reviewed by the President on a case-by-case basis.~~

~~d. Salary increases for additional degrees will be awarded only for the next highest degree level. Compensation for multiple degrees at the same level will not be awarded, unless the additional degree is completed as a part of a contract requirement.~~

### III. Credit for Related Experience

The salary plan requires an evaluation of the new hire's level of experience in order to determine placement within the salary range. Often, previous work experience is applicable to and enhances the employee's

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capabilities. It is considered under the following guidelines:

**Staff:**

- a. For work experience with very similar duties and responsibilities for which the applicant shall be hired, credit (in years) shall be given at a rate of two percent of the minimum entry-level base salary for each year of experience.
- b. For related work experience which is directly related to the applicant's area of responsibility, credit (in years) will be given at a rate of one percent of the minimum entry-level base salary for each year of experience.
- c. Credit for experience cannot exceed ten percent of the minimum entry-level base salary.

**Faculty:**

- a. Credit (in years) for teaching experience shall be given at a ratio of 1:1.
- b. Credit (in years) for work experience that is directly related to the assigned area of instruction shall be given at a ratio of 3:1.

IV. Promotions

When an employee is promoted to a position with a higher position salary range, the employee shall receive the entry-level base salary for the new position, plus any adjustment for education or experience as previously described.

V. Maximum Salary Level

(Adopted: 06-10-96) (Revised: 01-14-02) (Revised 2006) (Revised 2009)

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Once an employee reaches the maximum salary for his/her position, the employee shall receive salary increases only as prescribed by the NC General Assembly or the NC State Board of Community Colleges.

VI. Voluntary or Disciplinary Demotion

Upon a voluntary or disciplinary demotion, the employee shall receive the entry-level base salary for the new position, plus any adjustment for education or experience as previously described.

VII. Salary Increases

All salary increases, regardless of the basis, are dependant upon the availability of funds.

SECTION TITLE	NUMBER	PAGE
<b>Evaluation of Employees</b>	<b>03-0501</b>	<b>1 of 2</b>

1. **PURPOSE:**

The performance evaluation process at Roanoke-Chowan Community College is designed to ensure the continued quality of educational services by systematically collecting information pertinent to measuring an individual's performance. The process is intended to evaluate current performance, monitoring both strengths and weaknesses; to provide information necessary to the individual's career development plan; to improve communication between the supervisor and employee; and, most importantly, to enhance each individual's performance, thus benefiting the College's students, administration, faculty, staff, and community. Performance appraisal should be viewed as a process rather than an event. While certain activities may occur on an established schedule, the process of improvement and communication should continue throughout the year. The entire process is predicated upon a positive, constructive approach to performance appraisal.

2. **PROCEDURE:**

Employees of the College are divided into three categories: full- and part-time faculty, administration, and staff. Each of these is divided into various subcategories. Procedures describing the process for evaluating personnel in each of these categories are outlined in the Administrative Procedures Manual. While formats may differ, the goal of overall enhancement of performance for each person is the same.

**Definitions:**

The following definitions are used throughout the evaluation process:

***Excellent:*** Employee's performance is demonstrated by levels that are recognized as superior, excelling beyond expectations in most aspects of the job on a sustained basis

***Above Average or Exceeds Expectations:*** Employee's performance shows consistent and important contributions that frequently exceed reasonable expectations of a satisfactory performance.

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*Average or Meets Expectations:* Employee's performance levels are recognized as meeting reasonable and acceptable standards in practically all aspects of the job

*Below Average or Below Expectations:* Employee's performance level is recognized as deficient in one or more criteria, but there is evidence to suggest that satisfactory performance is possible with appropriate professional development and assistance.

*Unsatisfactory or Not Acceptable:* Employee's performance levels do not meet reasonable minimal standards frequently enough for functions of the position to be met nor is there documentation provided to prove otherwise.

*Not Applicable/Don't Know*

SECTION TITLE	NUMBER	PAGE
<b>Student Evaluation of Instruction of Full- and Part-Time Curricular Faculty</b>	<b>03-0505</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to describe the procedures by which the teaching performance of full-time curricular faculty and part-time curricular faculty is assessed by their students.

2. **PROCEDURE:**

The Student Evaluation of Instruction instrument contains three sections: (1) student self-evaluation, (2) course evaluation, and (3) instructor evaluation. Each full-time faculty member will be evaluated by his/her students in two courses (other than distance learning courses and off-campus courses) in the fall and spring semesters of each academic year.

The Institutional Researcher will select two courses (other than distance learning and off-campus courses) for each full-time faculty member for evaluation by students enrolled in those courses. Each part-time faculty member will be evaluated in all courses (other than distance learning and off-campus courses) in each semester he/she teaches. The Institutional Researcher will select a sample of Huskins courses for each high school for evaluation by students with one course selected from each academic area offered. Also, the Institutional Researcher will select a sample of courses for each off-campus site (other than Huskins courses) for evaluation by students with two courses selected from each academic area offered.

The Institutional Researcher will prepare a packet of survey instruments for each course selected and distribute these to the faculty.

During the identified evaluation week, the instructor will turn the packet over to a student in the class and leave the room while the forms are completed. The student will

SECTION TITLE	NUMBER	PAGE
<b>Student Evaluation of Instruction of Full- and Part-Time Curricular Faculty</b>	<b>03-0505</b>	<b>2 of 2</b>

hand out the evaluation forms, collect them, put them back into the packet, and return them to a designated site.

Distance learning courses will be evaluated using the on-line Student Evaluation of Instruction Instrument. The Institutional Researcher will select one course for each full-time instructor teaching a distance learning course and each part-time instructor will be evaluated in all distance learning courses. During the identified evaluation period, the on-line evaluation form will be posted for students to complete and return electronically to the Institutional Researcher.

The evaluation instruments will be tabulated and then compiled into a summary sheet. The originals will be destroyed to protect the anonymity of the students. The summary sheet will be distributed to the Dean of Academic Affairs and the department chair. The department chair will hold a conference with the faculty member to discuss the survey results. The instructor will have an opportunity to discuss any comments or ratings. Copies of the evaluation summary will be kept on file by the department chair and the Dean of Academic Affairs for a period of two years.

It is the responsibility of the department chair and the instructor to agree upon and formulate measures to address concerns that may arise from the information gathered from student evaluations.



SECTION TITLE	NUMBER	PAGE
<b>Conducting Institutional Surveys</b>	<b>03-0506</b>	<b>1 of 4</b>

1. **PURPOSE:**

The purpose of this procedure is to outline the guidelines to be followed when conducting institutional surveys.

2. **PROCEDURE:**

The Institutional Researcher is responsible for coordinating the design, distribution, and analysis of college surveys. He/she is responsible for the standardization of internal and external surveys, such that all assessment and evaluation instruments provide valid comparisons of programs and services across intervals of time. Employees of the College shall be responsible for securing the services of the Office of Institutional Research when conducting institutional surveys. The Institutional Researcher routinely conducts the following surveys:

**Student Evaluation of Instruction**

The Student Evaluation of Instruction survey will be distributed to the designated instructors according to procedure 03-0505 approximately 10 days prior to the end of the semester. APM 03-0505 describes the process by which courses and faculty are selected for evaluation. The instructors will distribute the surveys and be responsible for turning them in at the designated area in the Jernigan Building prior to the end of that current semester. The Office of Institutional Research will compile the results and distribute them to the Dean of Academic Affairs and respective Department Chairs on/about February 1/June 1 respectively. The Department Chairs are responsible for meeting with each faculty member to discuss the results and determine the appropriate course of action.

**Curriculum Student Survey**

The Curriculum Student Survey will be distributed to instructors by March 15 of each academic year. The instructors will distribute the surveys to the students to fill out and turn in at a designated area by May 1. The Office of Institutional Research will compile the results and disseminate to the President, Vice President of Planning and Advancement, and all Deans by June

SECTION TITLE	NUMBER	PAGE
<b>Conducting Institutional Surveys</b>	<b>03-0506</b>	<b>2 of 4</b>

1. The Planning and Budgeting Team will review the survey results and recommend to the Executive Management Council actions to be taken in accordance with results. The respective division head will be responsible for evaluating the effectiveness of implemented changes/actions.

### **High School Aspirations Survey**

The High School Aspirations Survey will be distributed by March 20 of each academic year to the campus recruiter, campus events coordinator, and other personnel who are in contact with local high school students. The local high school guidance office will request students to fill out surveys and turn them in at a designated area. An RCCC representative will return the surveys to the Office of Institutional Research, and the results will be compiled and disseminated to the President, Vice President of Planning and Advancement, and all Deans by June 1. The Planning and Budgeting Team will review the survey results and recommend to the Executive Management Council actions to be taken in accordance with results. The respective division head will be responsible for evaluating the effectiveness of implemented changes/actions.

### **Non-Completer and Graduating Student Exit Surveys**

The Non-Completer and Graduate Student Exit Surveys are primarily state directed. The NCCCS provides a majority of the questions for these surveys while RCCC supplements the surveys with questions to determine the effectiveness of its programs. The survey for non-completers is distributed to students around December 10 of each academic year and is returned by January 10. The Office of Institutional Research compiles the results and sends the results to the state office in Raleigh by the designated date. The Registrar disseminates the Graduating Student Exit Survey to students throughout the year, and the results are turned in daily to the Office of Institutional Research. These results are sent to the state office with the Non-Completer Survey results. A state-generated report provides comparative data for the 58 colleges in the NCCCS. The Planning and Budgeting Team will review the survey results and recommend to the

SECTION TITLE	NUMBER	PAGE
<b>Conducting Institutional Surveys</b>	<b>03-0506</b>	<b>3 of 4</b>

Executive Management Council actions to be taken in accordance with results. The respective division head will be responsible for evaluating the effectiveness of implemented changes/actions.

### **Annual Employee Questionnaire**

The Annual Employee Questionnaire is sent out each academic year by April 1 to all RCCC employees to evaluate the different aspects of the College. The employees turn them in to the Office of Institutional Research by May 1 and the results are distributed by June 1 to the President, Vice President of Planning and Advancement, Deans, and Managers. The results are made available to all interested staff and faculty online via the College Web site. The Planning and Budgeting Team will review the survey results and recommend to the Executive Management Council actions to be taken in accordance with results. The respective division head will be responsible for evaluating the effectiveness of implemented changes/actions.

### **Basic Skills Surveys**

All Basic Skills surveys, including faculty evaluations and supervisor evaluations, are sent out by March 15 each academic year. The surveys are distributed and collected by the department heads and turned in to the Office of Institutional Research by April 15. The results are compiled and distributed to the Director of Basic Skills by May 15.

### **Employer Survey**

A state-level survey will be conducted each year to determine employer satisfaction. Employers will be divided into three categories based on historic enrollment of community college student and Standard Industrial Classification (SIC) Code. Each category of employers will be surveyed every three years on an alternating basis. The Planning and Research section of the NCCCS office conduct the survey each February. Results of this survey are reported to the colleges in a statewide report.

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<b>Conducting Institutional Surveys</b>	<b>03-0506</b>	<b>4 of 4</b>

### **College Support Services Survey**

The College Support Services Survey will be conducted annually to evaluate the level of satisfaction with administrative and education support services provided by the College. The survey will be distributed by February 15 to members of the College community. The employees turn them in to the Office of Institutional Research by March 1, and the results are distributed by April 1 to the to the President, Vice President of Planning and Advancement, Deans, and Managers. The results are made available to all interested staff and faculty online via the College Web site. The Planning and Budgeting Team will review the survey results and recommend to the Executive Management Council actions to be taken in accordance with results. The respective division head will be responsible for evaluating the effectiveness of implemented changes/actions.

SECTION TITLE	NUMBER	PAGE
<b>Supervisory Evaluation of Staff and Administrative Employees</b>	<b>03-0510</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this procedure is to describe the process through which all staff members and administrators (excluding curriculum instructors/program chairs and instructional division heads) are evaluated.

2. **PROCEDURE:**

Each staff member and administrator (other than curriculum instructors/program chairs and instructional division heads) will be evaluated annually with the evaluation process completed by May 15th of each academic year.

The employee's job description will serve as the basis of the performance criteria. At the beginning of the contract year, the employee **and** his/her supervisor will agree upon **and** select a minimum of ten, but not more than 15, of the duties responsibilities listed in the employee's job description to become the performance criteria for that particular appraisal period.

Each staff member and administrator will, in consultation with his/her supervisor and using the identified description responsibilities as the *Employee Performance Appraisal Form* (RCCC 643), perform a self- evaluation.

Using a like *Employee Performance Appraisal Form*, each staff member and administrator's supervisor will evaluate the staff member or administrator using this same *Employee Performance Appraisal Form*.

It is the responsibility of the staff member or administrator and his/her supervisor to confer regarding the results of the evaluations and formulate a professional development plan to address any concerns identified through the evaluation. The plan also may include activities which may assist an individual in achieving his/her professional goals. The administrator or staff member will have the right to disagree in writing with the supervisor's conclusions; and, this written dissension will be placed **in** the file with the completed evaluation form.

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<b>Supervisory Evaluation of Staff and Administrative Employees</b>	<b>03-0510</b>	<b>2 of 2</b>

Should a professional development plan not be agreed upon, it is the responsibility of the supervisor to develop one and require that the employee implement it.

Copies of the completed evaluation will be maintained by the employee, the employee's supervisor, and the President.

SECTION TITLE	NUMBER	PAGE
<b>Student and Faculty Evaluation of Basic Skills Department</b>	<b>03-0513</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this section is to describe the procedures by which the Basic Skills Program/Services are evaluated by student and faculty of the Basic Skills Program.

2. **PROCEDURE:**

The evaluation of Basic Skills Program/Services consists of two evaluation instruments: student evaluation and Basic Skills Department evaluation.

**I. Student Evaluation**

Each Basic Skills full- and part-time faculty member will be evaluated by his/her students at the end of the spring semester. The Office of Institutional Research will prepare a packet of survey instruments for each Basic Skills faculty member and distribute these to the Basic Skills Faculty.

During the designated evaluation period, the Basic Skills faculty member will turn the packet over to a designated individual in the class and leave the room while the forms are completed. The designated individual will hand out the evaluation forms, read the directions and the survey instrument items aloud to the students, collect the, put them back into the

SECTION TITLE	NUMBER	PAGE
<b>Student and Faculty Evaluation of Basic Skills Department</b>	<b>03-0513</b>	<b>2 of 3</b>

packet, seal the envelope, and return the packet to the Office of Institutional Research for tabulation and compilation into a summary sheet. The originals will be destroyed to protect the anonymity of the students. The summary sheet will be distributed to the Dean of Basic Skills, who will hold a conference with the faculty member to discuss the survey results. The Basic Skills faculty member will have an opportunity to discuss any comments or ratings. Copies of the evaluation summary will be kept on file by the Dean of Basic Skills for a period of two years.

It is the responsibility of the Dean of Basic Skills and the Basic Skills faculty member to agree upon and formulate measures to address concerns that may arise from the information gathered from the student evaluations.

## **II. Evaluation of Basic Skills Program/Services**

Each Basic Skills faculty member will evaluate the program and services of the Basic Skills Department at the end of the spring semester. The Office of Institutional Research will distribute the evaluation instrument to each Basic Skills faculty member. Each Basic Skills faculty member will return the evaluation



SECTION TITLE	NUMBER	PAGE
<b>Student and Faculty Evaluation of Basic Skills Department</b>	<b>03-0513</b>	<b>3 of 3</b>

instrument to the Office of Institutional Research where the results will be tabulated and compiled into a summary sheet. The originals will be destroyed to protect the anonymity of the Basic Skills faculty members. The summary sheet will be distributed to the Dean of Basic Skills. The Dean of Basic Skills will hold a conference with the Basic Skills staff to discuss the survey results, and then the staff will have an opportunity to discuss any comments or ratings. Copies of the evaluation summary will be kept on file in the Basic Skills Department for a period of two years.

It is the responsibility of the Dean of Basic Skills and the Basic Skills staff to agree upon and formulate measures to address concerns that may arise from the information gathered from the Evaluation of Basic Skills Program/Services.

SECTION TITLE	NUMBER	PAGE
<b>Personnel Files</b>	<b>03-0601</b>	<b>1 of 3</b>

-  
1.

**PURPOSE:**

The purpose of this procedure is to describe the maintenance of personnel files and personnel information.

2.

**PROCEDURE:**

- A. A personnel file consists of any information gathered by the Board of Trustees which employs an individual, previously employed an individual, or considered an individual's application for employment, and which information relates to the individual's application, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment wherever or in whatever form. (GS 115D-27)
- B. All information contained in a personnel file is confidential and shall not be open for inspection and examination except to the following persons:
- i. The employee, applicant for employment, former employee, or his properly authorized agent, who may examine his own personnel file at all reasonable times in its entirety except for letters of reference solicited prior to employment.
  - ii. The President and other supervisory personnel.
  - iii. Members of the Board of Trustees and the Board's attorney.
  - iv. A party by authority of subpoena or proper court order may inspect and examine a particular confidential portion of an employee's personnel file.
  - v. An official of an agency of the federal government, state government, or any political subdivision thereof. Such an official may inspect any personnel records when such inspection is deemed by the college of the employee, applicant, or former employee whose record is to be inspected as necessary and essential to the pursuance of a proper function of said agency, provided, however, that such

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<b>Personnel Files</b>	<b>03-0601</b>	<b>2 of 3</b>

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information shall not be divulged for purposes of assisting in a criminal prosecution, nor for purposes of assisting in a tax investigation. (GS 115D-29)

- C. Requests to inspect personnel files should be made in writing to the Coordinator, Human Resources Services.
- D. An employee, former employee, or applicant for employment who objects to material in his file may place in his file a statement relating to the materials he considers to be inaccurate or misleading. An employee, former employee, or applicant for employment who objects to material in his file because he considers it inaccurate or misleading, and the material has not been placed in connection with a grievance procedure established by the Board of Trustees, may seek the removal of such material from the file through grievance procedures. (GS 115D-77)

**Full-Time Employee Records**

- E. The President is responsible for keeping the following records for full-time employees: employment contracts, salary information, performance evaluations, disciplinary action, and terminations of employment.
- F. The Coordinator, Human Resources Services is responsible for keeping the following records for full-time employees: employment application, references, official transcripts, certificates, letters of commendation, original date of employment, leave, history of positions within the institution, statement of drug-free workplace, and separation dates.
- G. Supervisory personnel are responsible for keeping the following records: performance evaluations, employee conference forms, leave records, and other performance and job-related records.

Part-Time and Permanent Part-Time Records

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<b>Personnel Files</b>	<b>03-0601</b>	<b>3 of 3</b>

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- H. Each major administrative unit head is responsible for gathering all pertinent application materials and documentation of credentials, if appropriate, for part-time and permanent part-time employees.
- I. Each major administrative unit head will maintain or designate where these records will be stored.
- J. Supervisory personnel are responsible for keeping the following records: performance evaluations, employee conference forms, and as appropriate other performance and job-related records.

SECTION TITLE	NUMBER	PAGE
<b>Requesting Leave</b>	<b>03-0701</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to describe procedures for requesting leave based on Board Policy 3.9-Working Hours.

2. **PROCEDURE:**

Employees requesting leave shall complete in triplicate RCCC Form 601, Leave Request. (See AP 03-1101 Working Hours for the number of hours employees are expected to work and for the general working hours.) The request should note the category in which the leave is to be charged. Employees may take leave only in increments of whole hours. After signing and dating the request the employee shall submit the request in triplicate to his/her supervisor for approval or denial. Employees should request leave at least five working days prior to the date(s) they wish to be away from work. In cases when this cannot be done, the immediate supervisor should be notified as soon in advance of the leave date(s) as possible.

After reviewing work requirements, the supervisor shall approve or deny the request. Under normal circumstances, no leave may be taken unless approved by the supervisor prior to the departure on leave. When leave is requested by a faculty member, it should be done with the approval of the Dean of Curriculum Programs or his designee. A completed Class Cancellation Notice/Make-up Schedule form is required. Assurance that classes are covered and student instruction is provided at no additional cost to the institution shall be a determining factor in granting the request.

One copy shall be submitted to the immediate supervisor, one to the Human Resources Office, and one copy shall be retained by the employee. It is the supervisor's responsibility to turn the form in to the Human Resources Office and to notify the employee if his/her request for leave has been approved or denied.

The following categories of leave are defined and described in Section 3 of the Board of Trustees Policy Manual: vacation, educational, sick, maternity, jury duty, court attendance,

SECTION TITLE	NUMBER	PAGE
<b>Requesting Leave</b>	<b>03-0701</b>	<b>2 of 2</b>

funeral, holidays, leave without pay, family and medical leave, and personal. The procedure for compensatory time off is described in AP 03-1103. Military leave is described in NC Administrative Code 2D.0104.

SECTION TITLE	NUMBER	PAGE
<b>Leave Without Pay</b>	<b>03-0702</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to establish the guidelines for leave without pay.

2. **PROCEDURE:**

- A. The phrase "leave without pay" as defined in this procedure refers to the release from work without pay for illness (when sick leave has been exhausted), military leave, maternity leave, or other extraordinary circumstances as determined by the appropriate senior administrator and the College President.
- B. Generally, leave without pay must be approved prior to departure for a specified period of time.
- C. The employee shall request leave without pay in the same manner as any other type of leave with the addition of a statement of justification being submitted with the Leave Request (RCCC 601).
- D. The employee's immediate supervisor is responsible for forwarding any request for leave without pay to the appropriate senior administrator.
- E. The appropriate senior administrator and the College President shall review the effect on the College and its ability to function with the employee on leave without pay. The President will approve or deny the request, and the senior administrator will inform the employee of the final decision.
- F. When leave without pay is granted, it is granted for a period of up to 12 work weeks; however, if additional time is needed, the employee should submit another statement of justification, and the process mentioned in C-E will be followed.

SECTION TITLE	NUMBER	PAGE
<b>Non-tendering of a New Contract</b>	<b>03-0901</b>	<b>1 of 5</b>

1. **PURPOSE:**

The purpose of this section is to set forth the procedures to be followed when the President intends to recommend to the Board of Trustees that an employee not be tendered a new contract for the next employment year.

2. **PROCEDURE:**

All full-time and permanent part-time College employees with the exception of the President are employed on annual contracts. No employee is guaranteed employment beyond his or her then existing contract.

- A. Not later than thirty (30) calendar days prior to the expiration of an employee's then existing Contract of Employment, the President shall notify, in writing, each full-time employee who will not be recommended to the Board of Trustees for the tendering of a new Contract of Employment for the subsequent employment period.
- B. The written notice shall be sent by certified mail to the employee's residence address on record at the College.
- C. There shall be no public disclosure by the administration of the College or by any employee of the College, of the reason or reasons for which any employee of the College was not tendered a new Contract of Employment.
- D. The notice required in *Subparagraph A* shall advise the employee that if he or she contends that the failure to tender to him or her a new Contract of Employment is based on race, gender, religion, national origin, or his or her exercise of protected First Amendment rights, then he or she may be entitled to a hearing before the Personnel Committee of the Board of Trustees.
- E. If an employee contends that he or she was not tendered a new Contract of Employment because of race, gender, religion, national origin or the exercise of protected First Amendment rights, he or she shall notify the Personnel Committee of the Board of



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Trustees, in writing, within ten (10) days of his or her receipt of the notice of non-tendering of a new contract from the President.

- F. The Personnel Committee, within five (5) days of its receipt of the notice referred to in the preceding paragraph shall notify the employee of a date not less than five (5) nor more than fifteen (15) days thereafter within which the employee shall submit written evidence of his or her contentions to the committee for review.
- G. Within five (5) days of its receipt of the employee's written evidence, the Personnel Committee of the Board of Trustees shall review the same and determine whether the evidence submitted by the employee is sufficient to justify a hearing.
- H. If the Personnel Committee of the Board of Trustees determines that the evidence submitted by the employee is sufficient to justify a hearing, then the employee shall be notified, in writing, by certified letter addressed to his or her residence address on record at the College, of the reasons why the administration recommends that the employee not be tendered a new Contract of Employment, and of the specific date, time, and place of hearing, that date being as soon as practicable, but not less than ten (10) or more than thirty (30) days from the official date of the notification.
- I. If the Personnel Committee of the Board of Trustees determines that the evidence submitted by the employee does not justify a hearing, then the employee shall be so notified, in writing, by certified letter mailed to his or her residence address on record at the College. The employee may appeal this determination to the full Board of Trustees by giving notice of appeal, in writing, to the Chairman of the Board of Trustees within ten (10) days of the date of the notice from the Personnel committee. Upon receipt of the notice of appeal, the Board of Trustees shall, as soon as practicable review the evidence submitted to the Personnel Committee by the employee. If the Board of Trustees determines that the evidence submitted by the employee is sufficient to justify a hearing it

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shall direct the Personnel Committee to proceed with a hearing in the manner set for the below as soon as practicable. If the Board of Trustees sustains the Personnel Committee's decision that a hearing is not justified, the matter shall be deemed ended. In either event the employee shall be notified, in writing, of the Board of Trustees' decision within five (5) days after the decision is reached.

- J. If a hearing is determined to be justified by either the Personnel Committee or the Board of Trustees, the hearing shall take place before the Personnel Committee of the Board of Trustees meeting in executive session. A record of the hearing shall be made. The employee shall be permitted to present witnesses and evidence, to cross-examine witnesses and may be accompanied by a legal advisor who may counsel with the employee but not participate directly in the hearing. The employee shall have the burden of persuading the Personnel Committee of the Board of Trustees that the non-tendering of a new Contract results from race, gender, religion, national origin, or the employee's exercise of protected First Amendment rights. The Personnel Committee shall limit the evidence presented by the employee to that evidence which is relevant to these prohibited grounds.
- K. Following the presentation of evidence by the employee the College administration shall present such relevant evidence as it chooses to establish that the non-tendering of a new Contract was not related to a prohibited ground. At the conclusion of the presentation of evidence by the administration the employee shall be given the opportunity to present relevant rebuttal evidence.
- L. Within seven (7) work days of the conclusion of the hearing, the Personnel Committee of the Board of Trustees shall determine whether the decision not to tender the employee a new Contract resulted from race, gender, religion, national origin, or the employee's exercise of protected First Amendment rights and shall notify the employee of its

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decision by certified letter mail to his or her residence address on record at the College.

- M. The employee shall have ten (10) days from the date of the notice provided for in the preceding paragraph within which to appeal the Personnel Committee's decision to the full Board of Trustees. The employee's notice of appeal must be in writing and shall be directed to the Chairman of the Board of Trustees. The failure of the employee to give written notice of appeal to the Chairman of the Board of Trustees within the 10-day period herein prescribed shall cause the decision of the Personnel Committee to be final.
- N. Upon receipt by the Chairman of the Board of the employee's notice of appeal the Chairman of the Board shall set a meeting of the Board of Trustees at a time as soon as practicable but not more than thirty (30) days from receipt of the notice of appeal to consider the appeal. The consideration of the employee's appeal by the Board of Trustees shall be in executive session and shall be upon the record made in the hearing before the Personnel Committee. Upon its completion of that review the employee and a representative of the administration shall be permitted to appear before the Board to represent a summary argument of his or her position based on the evidence contained in the record. At the conclusion of these arguments the Board of Trustees shall excuse the employee and representatives of the administration and then act to sustain or reverse the actions of the Personnel Committee.
- O. Within seven (7) work days after the Board of Trustees has made its decision, the employee shall be notified by certified letter, delivered to his residence address on record at the College of the decision of the Board of Trustees.

#### **OTHER CASES**

- A. Should an employee not contend that the failure to tender him or her a new Contract resulted from race, sex, religion, national origin or the exercise of protected First Amendment rights, but nonetheless feel that the decision not to tender him or her a new

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Contract is not justified, then such employee may nonetheless request that the Board of Trustees hear him or her on the matter. Such request must be made, in writing, within ten (10) days of the date of the notice to the employee of the non-tendering of a new Contract and must set forth the reason or reasons that the employee contends that the decision is unjustified. Within ten (10) days of the receipt of the request by the Chairman, the Board shall determine, in its sole discretion, whether to hear from the employee.

- B. If the Board decides, in its discretion, not to hear from the employee, the employee shall be so notified, in writing, by certified mail to his or her residence address on record at the College.
- C. If the Board of Trustees, in its discretion, decides to hear from the employee it shall so notify the employee, in writing, at his or her residence address on record at the College and shall state the date on which the employee may appear before the Board which date shall be as soon as practicable but not more than thirty (30) days hence. The proceeding shall not constitute a formal hearing and the presentation of testimonial evidence shall not be permitted. After hearing from the employee, the Board of Trustees may, in its discretion, hear from the College administration.
- D. After hearing from the employee and, at its option, from the College administration, the Board of Trustees may, in its discretion, take such action, if any, as it deems appropriate.

SECTION TITLE	NUMBER	PAGE
<b>Reduction in Force</b>	<b>03-0902</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish the procedures to be followed when there is to be a reduction in force because of institutional financial exigency.

2. **PROCEDURES:**

1. Financial exigency is defined as a significant decline in the financial resources of the college that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in its current operations budget.
2. The President with the approval of the Board of Trustees declares a financial situation of the Community College System and of the College in particular.
3. The President prepares a statement that identified with reasonable particularity the state of the financial exigency, along with the options that are apparent to him.
4. The President appoints an ad hoc committee of not less than seven members representing the faculty, support personnel, and administration, excluding the President.
5. The President will cause his statement of financial exigency to be distributed to all employees.
6. The President shall solicit input or advice from whatever other source he/she chooses, with particular emphasis on supervisors and department chairpersons whose departments might be affected.
7. The ad hoc committee holds meetings as necessary upon call of the chairman.
8. The committee shall gather all information available and, on the basis of this information, give its advice and recommendations to the President.
  - a. The recommendations should name departments or areas.
  - b. The recommendations should include criteria to the President to use in selecting individual employees for action.

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- c. The recommendations should be submitted to the President no later than 15 calendar days after it receives the President's statement.
  - d. The recommendations should be addressed to the precise circumstances and optional responses identified in the President's statement and may suggest other responses or courses of action for the President's consideration and adoption.
  - e. Any minority reports by any committee member may accompany these recommendations.
9. Within 30 days after receipt of the Committee's report, the President shall determine if any further action must take place and make a recommendation to the Board of Trustees. If the Board of Trustees determines no action is necessary, the President shall so notify the committee.
10. If the Board of Trustees determines that it is necessary to take action on recommendation of the President to reduce the number of employees, realign departments, or combine positions, the President shall take that action in accordance with the Due Process policy, if applicable.
11. The President or the Board of Trustees is not bound by the recommendations of the committee, but shall confer with the Chairperson or supervisor whose department or unit will be affected.

SECTION TITLE	NUMBER	PAGE
<b>End of Employment Check Out For Full- and Permanent Part-Time Employees</b>	<b>03-0904</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this section is to provide guidelines that govern the end of the employment check out for full-time and permanent part-time.

2. **PROCEDURE:**

Employees who end their employment with the Roanoke-Chowan Community College shall complete the Check Out List (RCCC 617) prior to their last day of service with the College.

This form ensures the College and the employee that all needed provisions for termination of service have been attended to prior to the employee's final day of employment. In completing the Check Out List, supervisory personnel should indicate with a signature that the employee has returned all college-owned property.

The Check Out List should include signatures from the following:

**Employee's Immediate Supervisor** – By signing the form, the supervisor is verifying that the employee's office is vacated; the employee's keys have been turned in to the supervisor; all pertinent, job-related documents have been submitted; and the appropriate individuals have been notified for removal of copier, network, and e-mail access.

**Director, Learning Resources Center** – By signing the form, the Director is verifying that the employee has returned all books and/or equipment that were checked out with the employee's ID card, and that the employee has no outstanding fees for overdue or lost books or equipment.

**Manager of Human Resources** – By signing the form, the Manager is verifying receipt of the employee's resignation/termination letter, administrative procedures manual, and Board of Trustees Policy Manual (if applicable); that the Manager has conducted the exit interview with the employee informing the employee of amount of accrued retirement, number of vacation and sick days, and how to continue hospitalization/insurance.

SECTION TITLE	NUMBER	PAGE
<b>End of Employment Check Out For Full- and Permanent Part-Time Employees</b>	<b>03-0904</b>	<b>2 of 3</b>

**President** – By signing the form, the President is verifying that all other signatures are present on the form and that, owing no debt or equipment to the College, the employee has been given (either in person or through mail) his or her final pay check.

When all appropriate categories have been completed, the Check Out List shall be turned in to the Manager of Human Resources, who will forward a copy to the Business Office.



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<b>End of Employment Check Out For Full- and Permanent Part-Time Employees</b>	<b>03-0904</b>	<b>3 of 3</b>

**Roanoke-Chowan Community College  
Check Out List**

Name \_\_\_\_\_ Title \_\_\_\_\_

Last Day of Work \_\_\_\_\_ Last Day of Contract \_\_\_\_\_

*This form is intended to assure the Employee and the College, that all needed provisions for termination of service have been attended to before the final day of employment. Therefore, ALL full-time and permanent part-time employees are required to complete the checklist, to be included as part of his or her file.*

1. **Immediate Supervisor**--employee's office is vacated; the employee's keys have been turned in to the supervisor; all pertinent, job-related documents have been submitted; and the appropriate individuals have been notified for removal of copier, network, and e-mail access.

\_\_\_\_\_  
*Signature of Immediate Supervisor*

2. **Director, Learning Resources Center**--all books and/or equipment that were checked out with the employee's ID card have been returned; the employee has no outstanding fees for overdue or lost books or equipment.

\_\_\_\_\_  
*Signature of Director, Learning Resources Center*

3. **Manager, Human Resources**--receipt of the employee's resignation/termination letter, administrative procedures manual, and Board of Trustees Policy Manual (if applicable) have been received in this office; the exit interview, informing the employee of amount of accrued retirement, number of vacation and sick days, and how to continue hospitalization/insurance, has conducted the exit interview with the employee.

\_\_\_\_\_  
*Signature of Manager, Human Resources*

4. **President**--all required signatures are present; final pay check has been given/sent to the employee.

\_\_\_\_\_  
*Signature of President*

**Please return this form to the Human Resources Office.**

RCCC 617 - Mar. '03 Previous editions obsolete

3-8-82

1. **PURPOSE:**

The purpose of this section is to describe the procedures for termination of employment.

2. **PROCEDURE:**

The RCCC Contract of Employment contains a provision for termination of the employment contract.

**Employees may be immediately terminated for the following:**

1. Conviction of a crime involving moral turpitude or conviction of a felony.
2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the college's premises or appearing at any time on the properties of Roanoke-Chowan Community College obviously under the influence of controlled substances in violation of NC General Statute 90-95, North Carolina Controlled Substances Act.
3. Being under the influence of intoxicating liquor while at work.
4. Removal of RCCC property, without permission, for personal use or profit.
5. Intentional falsification of any federal, state, or RCCC record.
6. Insubordination.

**The employment of any RCCC employee also may be terminated by the Board of**

**Trustees upon recommendation by the President because of:**

1. Demonstrable, bona fide institutional financial exigency.
2. Major curtailment or elimination of a teaching or a public service program, or

(Revised: 9-1-83; 9-10-84; 5-7-90)

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3. The institution's financial inability to continue in existence the position for which the employee was hired.

The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of a teaching or public service program, or the financial inability of the institution to continue in existence the position for which an employee was hired shall be made by the Board of Trustees upon recommendation of the President.

**All RCCC employees are subject to discipline and eventual termination for**

**the following reasons:**

1. Failure to, in the opinion of the President, and based on the recommendations of the members of the employee's supervisory chain of command, perform competently, and/or in keeping with the administrative practices of the college, the duties of the position for which he/she was employed.
2. Failure to serve in capacities complementary to his/her related position.
3. Failure to demonstrate progress in professional self-improvement within a reasonable time, if such progress has been stated in a contract of regular employment as a condition for employment in a subsequent contract period.
4. Failure of an instructor to regularly meet scheduled classes and appointments.
5. Chronic tardiness absenteeism (failure to report to work to the extent to which the work required for the position is not accomplished).
6. failure to comply with rules, regulations, and policies of the State Board of Community Colleges, the Board of Trustees, the RCCC Administrative Procedures Manual, or lawful directives of the President.

(Revised: 9-1-83; 9-10-84; 5-7-90)

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Termination of Employment

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**Discipline and the eventual termination of an employee may occur after the following steps have been taken:**

1. An employee will receive a written reprimand from his immediate supervisor, stating that his performance or behavior does not adhere to Board of Trustees policy, college procedures, or job descriptions set by RCCC, that he must improve within twenty (20) working days, and that continued unsatisfactory performance will result in a written warning. A formal evaluation is not a substitute for the required written reprimand.
2. If the employee's behavior or performance does not improve during this time frame, then he will be issued a written warning from his supervisor(s) and the appropriate dean or Business Manager which outlines (a) the problem area, (b) possible solutions, and (c) that termination will result if his behavior or performance is not improved within twenty (20) working days. This warning will be removed from the employee's file and destroyed after one year from the date of the warning, if there have been no further infractions of Board policy, college procedures, or duties included in his job description.
3. If the same problem reoccurs within one calendar year from the date of the warning, the employee may be terminated without going through steps 1 and 2 above.
4. An employee who is being terminated will meet with the President, the appropriate dean or Business Manager, the employee's supervisor(s), and the personnel officer to discuss the reasons for termination. No later than ten (10) days after this meeting, the President will send a certified letter to the employee with a copy to all Board members which documents this meeting, lists the reasons for termination, and outlines the employee's appeal rights.

If an employee is to be terminated prior to the expiration of his contract, he has the right to the specification of the reasons for termination.

(Revised: 9-1-83; 9-10-84; 5-7-90)

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Should he wish to appeal this decision, he may request a hearing before the Personnel Committee of the Board of Trustees.

When a hearing is requested, the same rules of hearing as outlined under Non-tendering of a New contract (03-0901) shall be followed except the presentation of evidence will differ in that it shall be the burden of the administration of the college to demonstrate that permissible reasons were the grounds for termination.

(Revised: 9-1-83; 9-10-84; 5-7-90)

SECTION TITLE	NUMBER	PAGE
<b>Employment and Evaluation of Full-time Probationary and Permanent Part-time Employees</b>	<b>03-0906</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this procedure is to describe the guidelines governing the employment and evaluation process for full-time and permanent part-time probationary employees.

2. **PROCEDURE:**

- A. A full-time probationary employee (first-time hired or rehired after separation of employment from Roanoke-Chowan Community College of more than three consecutive calendar months) shall be issued a single six-month probationary employment contract as a standard procedure. A copy of the probationary employment contract shall be forwarded to the Business Office, Human Resources Office, and President's Office.
- B. The *Probationary Employee Evaluation Form* shall be reviewed by the immediate supervisor and probationary employee within the first two weeks of probationary employment.
- C. During the second and fourth months prior to the expiration of the probationary employee's contract, the immediate supervisor shall meet with the employee to discuss the employee's work performance. This discussion provides an open dialog of communication and guidance to the employee. If there are problem areas identified by the supervisor, then action steps shall be outlined and discussed with the employee to correct the situation. After each conference, the supervisor and employee shall sign a statement listing the issues discussed.
- D. Four weeks prior to the conclusion of the employee's probationary period, the final evaluation process shall be completed using the *Probationary Employee Evaluation Form*. At the same time, the employee shall complete a self-evaluation using the same form. Once this process is complete, the immediate supervisor and employee shall meet to discuss the evaluation. At the conclusion of the evaluation, the supervisor and employee shall sign and date both the supervisor's and employee's forms. Copies of the

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<b>Employment and Evaluation of Full-time Probationary and Permanent Part-time Employees</b>	<b>03-0906</b>	<b>2 of 2</b>

forms and any supporting documents (as needed) shall be given to the Coordinator of Human Resources Services for placement in the employee's personnel file.

- E. The supervisor shall recommend to the Senior Administrator if the employee should be offered a full-time or permanent part-time employment contract. Based on the recommendation of the immediate supervisor, the Senior Administrator will forward to the President a recommendation for action by the Board of Trustees as to the employees continued status of employment to the College. If a full-time or permanent part-time contract is not to be awarded, the employee shall be notified by a certified letter not less than ten consecutive calendar days prior to the expiration of the probationary contract. Probationary employees shall have no right of appeal to the Board of Trustees if a contract is not offered at the end of the probationary period.
- F. If the probationary employee is approved for continued employment, then a full-time or permanent part-time contract shall be written for a specific time period, in accordance with Board Policy 3.3. A copy of the full-time or permanent part-time contract shall be placed on file in the Business Office, Human Resources Office, and President's Office.

SECTION TITLE	NUMBER	PAGE
<b>Employee Grievance</b>	<b>03-1001</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish the guidelines for successful resolution of an employee's grievance.

2. **PROCEDURE:**

- A. The employee shall state in writing the grievance to his/her immediate supervisor within 15 business days after the incident for which a grievance is filed. This written request must include (a) a description of the facts relating to the grievance, (b) a rationale explaining why a correction is justified, and (c) a description of the remedy sought.
- B. The immediate supervisor shall either resolve the grievance to the satisfaction of all parties concerned, or the dissatisfied party may present the grievance along with any documentation to the next level of appeal. This process should continue through the chain of command through the respective Administrative Unit Supervisor.
- C. (a) The respective Administrative Unit Supervisor shall review the documentation, consult with all parties concerned, and attempt to resolve the grievance. (b) However, if the grievance is not resolved, the grievant may present the grievance to the President. The President shall appoint an ad-hoc committee to fully investigate the alleged complaint. This committee shall consist of five members: one selected by the aggrieved employee, one selected by the employee accused by the grievant, and three selected by the President.
- D. The ad-hoc committee shall review the documentation, consult with all parties concerned, and prepare a report for the President's review and action. The committee shall have 10 business days to conduct its investigation and submit a final report to the President.
- E. The President, within 10 business days shall review the documentation, consult with all parties concerned, and attempt to resolve the grievance to the satisfaction of all parties concerned. However, if the grievance is not resolved, the grievant may present the



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<b>Employee Grievance</b>	<b>03-1001</b>	<b>2 of 2</b>

grievance in writing to the Board of Trustees within 10 business days from the notice date of the President's decision. The Board of Trustees serves as the final institutional authority in the resolution of employee grievances.

- F. For those employees who report directly to the President, the guidelines outlined in "A" and "B" shall be followed. If the grievance is not resolved, the grievant may present the grievance to the appropriate committee of the Board of Trustees. This committee shall review all relevant documentation and consult with all parties concerned before rendering its decision. The Board shall provide the grievant written notification of its decision within 40 business days.

Complete records shall be kept at all levels of the appeal process. In all cases, the employee with the grievance has full recourse to pursue his/her grievance through an orderly progression of appeal.

SECTION TITLE	NUMBER	PAGE
<b>Workplace Harassment</b>	<b>03-1002</b>	<b>1 of 4</b>

1. **PURPOSE:**

The purpose of this procedure is to establish guidelines that promote an environment free from workplace harassment.

2. **PROCEDURE:**

The policy of Roanoke-Chowan Community College is that no employee may engage in conduct that falls under the definition of workplace harassment indicated below. All employees are guaranteed the right to work in an environment free from workplace harassment and retaliation.

**Definitions**

- A. **Workplace Harassment** is unwelcomed or unsolicited speech or conduct based upon race, gender, creed, religion, national origin, age, color, or handicapping condition as defined by G. S. 168A-3 (<http://www.ncleg.net/statutes/statutes.asp>) that creates a hostile work environment or circumstances involving quid pro quo (something given or received for something else) harassment.
- B. **Hostile Work Environment** is one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's workplace.
- C. **Quid Pro Quo** harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when (1) submission to such

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<b>Workplace Harassment</b>	<b>03-1002</b>	<b>2 of 4</b>

conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

- D. **Retaliation** is adverse treatment, which occurs because of opposition to workplace harassment.

### **Grievance Procedures and Appeals**

- I. Grievant must submit a written complaint to the Roanoke-Chowan Community College President within 20 business days of the alleged harassing action.
- II. Upon receiving the written complaint of harassment, the College President or designee shall thoroughly investigate the complaint, to include possible interviews with all parties involved and their supervisors. If it is determined that harassment or retaliation has occurred, appropriate disciplinary action up to and including termination shall be taken. The severity of the discipline shall be determined by the severity and frequency of the offense, or other conditions surrounding the incident.
- III. Within 10 business days of receiving the written complaint, the College President shall provide a written response to the grievant when the College has determined what action, if any, will result from the grievant's written complaint.
- IV. If the grievant is dissatisfied with College's resolution, he or she may file a formal grievance, as outlined in AP 03-1001 within 10 business days of receipt of the President's response.
- V. The College President shall then form a committee, per AP 03-1001, to investigate the complaint. Accordingly, the grievance committee shall follow the guidelines

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<b>Workplace Harassment</b>	<b>03-1002</b>	<b>3 of 4</b>

set forth in AP 03-1001 to investigate the complaint and make its recommendation to the President. The President shall issue a written response to the grievant within 10 business days from receipt of the committee's findings and recommendations. to notify the grievant of the remedial action, if any, to be taken as result of the grievance.

- VI. After the College's 10 business day response period has expired, the grievant may appeal directly to the Board of Trustees, per AP 03-1001, within 10 business days if not satisfied with the College's response to complaint. The Board then shall provide the grievant written notification of its decision within 40 business days.
- VII. The College President shall establish a method for implementing appropriate disciplinary actions to address workplace harassment and to assume that disciplinary actions shall be consistently and fairly applied.

**Advisory note I:** A grievant has a right to file a simultaneous complaint under Title VII with the Equal Employment Opportunity Commission (<http://www.eeoc.gov>) or other agencies. The address for the local EEOC office is as follows: 801 Summit Ave., Greensboro, NC 27405-7813.

**Advisory note II:** An individual with a grievance concerning a denial of employment, promotion, training, or transfer, or concerning a demotion, layoff, transfer or termination due to discrimination based on age, gender, race, color, national origin, religion, creed, political affiliation or handicapping condition as defined by G. S. 168A-3 or a grievance based on retaliation for opposition to alleged discrimination may still appeal directly to the Board of Trustees.

### **Education**

SECTION TITLE	NUMBER	PAGE
<b>Workplace Harassment</b>	<b>03-1002</b>	<b>4 of 4</b>

The College President shall facilitate training and other methods to prevent workplace harassment.

The College prohibits internal interference, coercion, restraint, retaliation, or reprisal against any person complaining of alleged workplace harassment.

### **Coverage**

This procedure covers all full-time and part-time employees with either a permanent, probationary, trainee, time-limited permanent, or temporary appointment.

### **Reporting**

The College shall maintain and report workplace harassment complaints to the Board of Trustees at the time the complaint is filed.

SECTION TITLE	NUMBER	PAGE
<b>Working Hours</b>	<b>03-1101</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to establish the rules pertaining to Board Policy 3.9-Working Hours.

2. **PROCEDURES:**

All college personnel are professional people and are expected to perform as such. It is important that instructional personnel get to class on time and other personnel to their respective workstations on time. All professional employees are expected to get work completed regardless of the time required.

The normal workweek is considered to be:

<b>Employee Class</b>	<b>Standard Day (Hours)</b>	<b>Standard Week (Hours)</b>
Curriculum Instructional Faculty*	Schedule as assigned by Dean of Academic Affairs	40
Administrative Staff	Schedule as assigned by immediate supervisor	40
Support Personnel	Schedule as assigned by immediate supervisor	40

\*See Determining Curriculum Faculty Work Load (08-0501)

Regular work days for administrative staff and support personnel consist of eight-hour days Monday – Friday (10 hour days, Monday – Thursday in the summer). The general working hours are 8 a.m. – 5 p.m. (7:30 a.m. – 6 p.m. in summer). However, some administrative staff and support personnel work schedules that differ from the general working hours. In these instances, a written schedule shall be on file with the employee’s immediate supervisor.

SECTION TITLE	NUMBER	PAGE
<b>Time Off for Hours Worked Overtime Non-Exempt Employees</b>	<b>03-1103</b>	<b>1 of 1</b>

1. **PURPOSE**

The purpose of this section is to establish procedures for allowing non-exempt employees time off for hours worked overtime.

2. **PROCEDURE:**

Full-time non-exempt employees who are required to work in excess of normal number of working hours earn compensatory time off. The employee who is required to work in excess of 40 hours per week earns time off at the rate of one and one-half hours for each hour worked. A person must receive prior approval from his/her supervisor with final approval by the Senior Administrator of the division before working overtime.

Employees are responsible for tracking overtime hours worked on a Record of Overtime Hours Worked form (RCCC 632). This should be completed and submitted monthly to the employee's immediate supervisor who will submit all forms for his/her department to the Human Resources Office **by the 5<sup>th</sup> day of each month.**

An employee who earns compensatory time off must make arrangements with his/her immediate supervisor to take it off by the end of the next calendar month from the time it is earned. A Leave Request form (RCCC 601) also must be completed.

SECTION TITLE	NUMBER	PAGE
<b>Full-Time Faculty Teaching Load</b>	<b>03-1104</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this procedure is to establish full-time faculty teaching loads.

2. **PROCEDURE:**

Full-time faculty teaching loads are established based on the following criteria:

<b>Program Category</b>	<b>Faculty Load</b>
College Transfer/General Education/Public Services (except Cosmetology)	18-21 non-concurrent contact hours a minimum of five office hours
Business and Vocational Technologies	18-21 non-concurrent contact hours a minimum of five office hours
Health Technologies	18-21 non-concurrent contact hours a minimum of five office hour
Vocational/Industrial Technologies	24-26 non-concurrent contact hours a minimum of two office hours
Cosmetology	24-26 non-concurrent contact hours a minimum of two office hours

APM procedure 08-0501 establishes guidelines by which individual full-time faculty teaching and work loads are determined on a semester by semester basis.



SECTION TITLE	NUMBER	PAGE
<b>Full-Time Faculty Teaching Load</b>	<b>03-1104</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this procedure is to establish full-time faculty teaching loads.

2. **PROCEDURE:**

Full-time faculty teaching loads are established based on the following criteria:

College Transfer and General Education	18-20 non-concurrent contact and a minimum of five office hours
--	---

AAS Degree and Developmental Education	19-21 non-current contact and a minimum of five office hours
--	--

Applied Technologies	24-26 non-current contact and a minimum of two office hours
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APM procedure 08-0501 establishes guidelines by which individual full-time faculty teaching and work loads are determined on a semester by semester basis.

SECTION TITLE	NUMBER	PAGE
<b>Exempt/Non-Exempt Positions and Record Keeping Requirements</b>	<b>03-1105</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this procedure is to describe and identify those Roanoke-Chowan Community College positions that are exempt and non-exempt and to describe the record keeping requirements under the Fair Labor Standards Act for non-exempt positions.

2. **PROCEDURE:**

Exempt Positions:

An Exempt position is a distinction made under the Fair Labor Standards Act for those employees who work in positions that are exempt from the Act's minimum wage and overtime pay provisions. In order for a position to be exempt, that position would have to meet the executive, administrative, or professional classification provisions described in CFR 541.1, 541.101, 541.2, 541.201, 541.3, 541.301, and other applicable federal regulations. Faculty members are considered exempt employees.

Non-exempt Positions:

- A. A non-exempt position is a position that does not meet the executive, administrative, or professional classification. The employees in these positions are subject to the minimum wage, overtime pay, and record keeping provisions of the Fair Labor Standards Act. A record of the number of hours worked each workday and total hours worked each workweek must be kept under the record keeping requirements of the Act.
- B. The following RCCC positions are non-exempt: Accounts Payable Specialist, Custodian, Receptionist, Secretary, Information Processing Specialist, and Testing Technical Assistant.
- C. Time sheets (RCCC 603) are to be completed daily by each employee in a non-exempt position. On the last work day of each month the non-exempt employee is responsible for signing and submitting his/her time sheet to his/her immediate

SECTION TITLE	NUMBER	PAGE
<b>Exempt/Non-Exempt Positions and Record Keeping Requirements</b>	<b>03-1105</b>	<b>2 of 2</b>

supervisor. The supervisor is responsible for signing and submitting completed time sheets for his/her area to the Business Office.

TIME SHEET FOR MONTH OF \_\_\_\_\_

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

THE FOLLOWING IS A TRUE STATEMENT OF HOURS WORKED FOR  
 ROANOKE-CHOWAN COMMUNITY COLLEGE FOR THE MONTH  
 BEGINNING \_\_\_\_\_ AND ENDING \_\_\_\_\_

	HOURS WORKED						OVERTIME				
	1st Week	2nd Week	3rd Week	4th Week	5th Week		1st Week	2nd Week	3rd Week	4th Week	5th Week
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
SUNDAY											
<b>Weekly Total:</b>	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00

V - Vacation                      C - Compensatory Time                      L - Leave Without Pay                      H - Holiday  
 S - Sick                              E - Educational Leave                      O - Other

SIGNED AND CERTIFIED TO BE CORRECT:

APPROVED:

\_\_\_\_\_  
 EMPLOYEE

\_\_\_\_\_  
 SUPERVISOR

**\*\*\* THIS REPORT MUST BE COMPLETED DAILY AND SIGNED AT THE END OF EACH MONTH AND TRANSMITTED TO YOUR IMMEDIATE SUPERVISOR FOR APPROVAL. IT IS THEN SUBMITTED TO THE BUSINESS OFFICE.**

White - Business Office  
 Pink - Employee  
 Yellow - Supervisor

RCCC 603

SECTION TITLE	NUMBER	PAGE
<b>Overload Pay for Courses</b>	<b>03-1106</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish the procedures to be followed when a course exceeds the cap set for the course.

2. **PROCEDURE:**

Each semester/term, the college will set a schedule of curriculum courses that is thought to best meet the needs of the student body. In order to ensure that the students receive quality education and that their time in class is well spent, the college caps its courses as follows: All English and Humanities courses are capped at 23. All other courses are capped at 30. However, at times, it may become necessary, with the approval of the appropriate Division Director and the Dean of Academic Affairs, to exceed the cap on courses, in order to limit the number of sections of a particular course while ensuring all students have the opportunity to register for the courses they need each semester. A Change of Course form increasing the cap on a course will need to be submitted to the Registrar.

When it becomes necessary to exceed the cap on a course, the instructor will receive an additional \$50 per student; the additional compensation shall not exceed 50% of the base compensation. For example, the base compensation for an instructor teaching ENG 111 with the minimum required degree would be \$1470.24 ( $\$30.63 \times 48$  – hourly rate  $\times$  total instructional hours for the semester); therefore, that instructor could possibly have a maximum overload of 9 students, which would mean that the instructor would receive \$450 ( $9 \times \$50$ ) in addition to their base compensation.

When course enrollment exceeds 32 in English and Humanities courses, and 42 in all other courses, another section of the course will be added to the schedule.

SECTION TITLE	NUMBER	PAGE
<b>Overload Pay for Courses</b>	<b>03-1106</b>	<b>2 of 2</b>

Contracts for overload pay will be determined using active enrollment at the 10% point of the semester. Overload pay will be included in the last month of the instructor's pay.

SECTION TITLE	NUMBER	PAGE
<b>Preparation of Institutional Budgets</b>	<b>04-0101</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to describe the procedures for the preparation of institutional budgets.

2. **PROCEDURE:**

1. All personnel will be notified by the President that the budget-making process will begin. The timetable for the process will be determined by the President and communicated to institutional personnel at the beginning for the process. Budget preparation forms will be sent to appropriate personnel from the Business Manager.
2. The Heads of the major administrative units will develop budget recommendations for their respective areas.
3. The budget recommendations prepared by the Administrative Heads will be forwarded to the Business Manager and consolidated in line item format.
4. A line-item budget recommendation with corresponding budget recommendations from the Deans will be reviewed by the President.
5. The institutional budget recommendations will be presented to the Finance Committee of the Board of Trustees to be recommended to the full Board of Trustees for approval.

SECTION TITLE	NUMBER	PAGE
<b>Budget Procedure</b>	<b>04-0102</b>	<b>1 of 4</b>

1. **PURPOSE:**

The purpose of this procedure is to describe the budgetary process for Roanoke-Chowan Community College.

2. **PROCEDURE:**

Budgetary decisions at Roanoke-Chowan Community College are closely aligned with the overall planning and assessment process. Because the College strives to make administrative decisions that result in improvements in institutional programs and services, budget allocations are the ultimate “planning decisions” that are the result of this process.

Each current year’s budget is directed toward needed improvements indicated by the previous year’s assessment results, and consequently supports the College’s mission and goals.

The Roanoke-Chowan Community College budget consists of on-going budgeted operations and expansion or improvement of budgeted items.

**Planning & Budgeting Team**

The Planning & Budgeting Team develops final budget recommendations for requests submitted through the planning process. The Planning & Budgeting Team consists of the following individuals: President; Manager, Finance & Administration; Manager, Human Resources; Dean of Academic Affairs; Dean of Continuing Education & Workforce Development; Dean of Student Services; and Vice President for Planning and Advancement

Responsibilities of the Planning & Budgeting Team are:

- Develop, evaluate, and manage the budget process
- Prioritize budget requests
- Make recommendations to the President for budget allocations

**On-Going Budget Operations**

Each division and department is allotted a budget for on-going operations. The amount allocated to each area is based on historical budget figures and the availability of funds.

SECTION TITLE	NUMBER	PAGE
<b>Budget Procedure</b>	<b>04-0102</b>	<b>2 of 4</b>

Examples of on-going costs include office supplies, advertising, travel, and other reoccurring expenses. Faculty and staff do not submit requests for these budget items.

Department Chairs and Directors may submit a request to their Dean or Manager for an increase in their on-going operations budget. The request must be accompanied by a complete justification. If approved by the appropriate Dean or Manager, the Planning & Budgeting Team will consider the request.

### **Expansion or Improvement Budget**

- New initiatives approved by the President.
- Institutional needs identified by the Manager, Finance & Administration.
- Approved improvement strategies that were identified in the assessment process as the result of an emergency.
- Requests from Deans or Managers that are identified as priorities by the Planning & Budgeting Team.
- Other initiatives that the Planning & Budgeting Team recommends in support of the Institutional mission and goals.

All expansion budget initiatives are directly linked to the institutional goals. Requests for expansion budget initiatives are submitted twice each year – in mid-February and in early October. The following procedures are followed for development of the expansion budget.

- (a) First Submission (mid-February) Division and department heads complete a Budget Request Form (attached) that is distributed by the Business Office in cooperation with the Office of Planning & Advancement. On the form, department chairs and directors list objectives and strategies to achieve their department/division goals for the next academic year along with the resources needed.



SECTION TITLE	NUMBER	PAGE
<b>Budget Procedure</b>	<b>04-0102</b>	<b>3 of 4</b>

- (b) Approval of Budget Request. Budget Request Forms are submitted through supervisors to the Planning & Budgeting Team. Members of the Planning & Budgeting Team submit requests from their area of responsibility ranked in order of priority. Based on the priorities, the Team will indicate one of the following recommendations:
- Approval-high priority,
  - Approval-low priority,
  - Delay, or
  - Not approved.
- (c) First Allocation. This portion of the budget may vary upon the recommendation of the Manager, Finance & Administration based on extenuating circumstances. The Planning & Budgeting Team allocates half of the expansion budget for items of highest priority.
- (d) Second Submission (early October) Division and department heads may submit additional requests for resources needed for the Spring Semester. Requests are subject to the same approval process described in Step 2.
- (e) Second Allocation. This portion of the budget may vary upon the recommendation of the Manager, Finance & Administration based on extenuating circumstances. The Planning & Budgeting Team allocates the remaining portion of the expansion budget for items of highest priority.
- (f) Supplemental High Priority Requests Supplemental high priority budget requests may be submitted through supervisors to the Planning & Budgeting Team at any time during the year. Supplemental requests are defined below.

### **Budget Priorities**

The Planning & Budgeting Team will establish priorities for funding based on the

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<b>Budget Procedure</b>	<b>04-0102</b>	<b>4 of 4</b>

following criteria:

- (a) Supplemental High Priority Requests
  - Resources that are required to meet external licensure or certification requirements.
  - Resources that will enable programs and services to be offered at the essential level to maintain program quality.
- (b) High Priority
  - Resources required to maintain the program at the standard level of quality.
  - Resources that will improve the program beyond the standard level.
  - Resources that will enable the program to reach state-of-the-art level.
  - Resources that achieve an equitable distribution in funding division and department requests.
- (c) Low Priority
  - Resources that would enhance the program but are not considered essential to maintain or enhance program quality.
- (d) Delay
  - Resources that are not essential and should be considered in another funding cycle.
- (e) Not Approved
  - Requests that are not in alignment with program/institutional goals or that need further justification will not be approved.

In the event that the Planning & Budgeting Team is unable to reach consensus on establishing budget priorities, the President will establish the priorities.

SECTION TITLE	NUMBER	PAGE
<b>Authorization of Travel</b>	<b>04-0201</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to describe the procedures through which the travel of college personnel is authorized.

2. **PROCEDURE:**

All travel by employees of the College both within and outside the State of North Carolina must be authorized prior to the trip.

The individual requesting travel authorization should use form RCCC 600, and should write complete information concerning the intended travel in the space provided on the top portion of the form. In cases of out-of-state travel, registration more than \$30, or excess subsistence, the completion of a DCC 2-24 form is required at least two weeks prior to the trip.

Upon completion of the information on the form RCCC 600, the traveler should seek authorizations for the trip in the space provided, beginning with his immediate supervisor. It is the responsibility of the supervisor to review the information and documentation of need for the travel and authorize (grant permission for) the trip if he determines it to be justifiable, and if there are no other obstacles which would hinder or prevent the traveler from making the trip (i.e. previous assignment or commitment, deadlines for work due, coverage of classes, etc.).

The signature of the Business Manager authorizes the expenditure of State funds, the use of an institutional vehicle, and/or the advance payment request.

If funds other than State funds are used for the travel, or if the funds are a part of a special project, then the appropriate project director must authorize the expenditure of such funds for the travel.

It is the responsibility of the traveler to route and obtain the signatures from each of the authorizing officials.

All instructor travel must be approved by the appropriate Assistant Dean and

SECTION TITLE	NUMBER	PAGE
<b>Authorization of Travel</b>	<b>04-0201</b>	<b>2 of 2</b>

Dean.

Each employee is responsible for his or her own request for reimbursement. Approved requests for travel should be submitted along with the travel reimbursement form (RCCC 545) to the Business Office within five (5) calendar days after the travel period ends for which the reimbursement is being requested. If not turned in within five (5) calendar days, the travel request will not be paid. Travel period is defined as the calendar month during which the travel occurred. Specific dates of lodging must be listed on the reimbursement request, and substantiated by a receipt from a commercial lodging establishment. Reimbursement will not exceed the allowable in-state or out-of-state lodging subsistence amount without prior approval of the President.

An additional copy of the request for travel authorization form (RCCC 600) for business office records must be submitted when requests for advance payment are made (at least two weeks prior to the trip).

SECTION TITLE	NUMBER	PAGE
<b>Travel, Transportation, and Allowances</b>	<b>04-0203</b>	1 of 21

1. **PURPOSE:**

To define and describe procedures relating to travel, transportation, and allowances applicable to members of the board of trustees, and full- and part-time College employees.

2. **PROCEDURE:**

I. For purposes of these procedures, the following definitions apply:

- A. Travel --All activities involving expenses for transportation, subsistence, or registration, which are authorized to be paid from College funds or which involve College vehicles for transportation.
- B. Transportation—The means of moving from one physical location to another. The cost of transportation includes: reimbursement paid for the use of private or public motor vehicles, the fare paid on public conveyances, tolls, and parking fees.
- C. Substances – Lodging, meals, registration, phone calls, and all other items, allowed which are not defined above as transportation.
- D. State Funds – Any funds deposited with the State Treasurer, whether derived from appropriations or College receipts.
- E. Non-College Employee –
  - 1. A consultant whose compensation will be paid from a general expense line item rather than from payroll.
  - 2. An employee of another governmental jurisdiction, local or federal, in whose travel the College may have a business interest.
  - 3. A student of Roanoke-Chowan Community College.

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<b>Travel, Transportation, and Allowances</b>	<b>04-0203</b>	2 of 21

- F. Duty Station – The job location to which assigned.
- G. Conference – A formal gathering for the purpose of conducting business and exchanging information. Generally, registration fees may be paid for such meetings.
- H. Institute – A formal gathering for the purpose of training and instruction. Tuition fees may be paid for instructional costs incurred in such meetings.
- I. Common Carrier – Commercial scheduled airplane, train, or bus.
- J. In-State – Within the borders of North Carolina.
- K. Out-of-State – All of the continental United States except North Carolina.
- L. Out-of-Country – Anywhere not included in (J) and (K) of this subsection.

II. TRAVEL AND EXPENSE ALLOWANCE

- A. Travel allowances for College employees and members of the board of trustees.
  - 1. Expense for travel on official business by employees and members of the board of trustees of the College shall be reimbursed, not to exceed the following rates as set forth by legislation:
    - a. For transportation by privately owned automobiles, thirty-seven cents (\$.37) per mile of travel (paid to employee from state funds) if a state vehicle is available, and fifty-two cents (\$.52) for private owned automobiles on official state business if no College vehicle is available. The actual cost of road, bridge, and ferry tolls paid is reimbursable.

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<b>Travel, Transportation, and Allowances</b>	<b>04-0203</b>	3 of 21

- b. For transportation by airlines, bus, railroad, or other conveyance, actual tourist-class fare.
- c. For subsistence, seventy-one dollars (\$105.20) for a 24-hour period when traveling in-state or a total of eighty-three dollars (\$120.00) for a 24-hour period when traveling out-of-state.
- d. Registration fees require supervisor approval.

Travel is contingent upon the availability of funds in the proper budget line item in each department.

#### Authorization Procedure

1. In-State Travel – All in-state travel by College or non-College employees on College business must be authorized in writing by the President using the Travel Request Form. In addition, written authorization must be secured in advance from the President by completion of the Travel Request Form, for the following:
  - a. excess lodging
  - b. excess registration
2. Out-of-State Travel – All travel out-of-state but within the continental United States (specifically excluding Alaska and Hawaii) by College employees on College business must be approved by the President by submitting a Travel Request Form.
3. Out-of-Country Travel – All travel out-of-country (including Alaska and Hawaii) by College employees on College business

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<b>Travel, Transportation, and Allowances</b>	<b>04-0203</b>	4 of 21

must be approved by the President by submitting a Travel Request Form.

- B. Blanket Authorization – College employees who travel frequently within the R-CCC service area may want to ask for a blank travel authorization by completing the Blanket Travel Authorization Form. The employee is authorized to use their private auto to travel as necessary in the performance of official college business within the college service area. Upon submission of the necessary Daily Log for Travel Form, the employee will be reimbursed at the rate authorized by the Board of Trustees of Roanoke-Chowan Community College for use of privately owned vehicle for the convenience of the employee. Overnight trips are excluded from this authorization. The blanket authorization can cover a time period as long as a fiscal year. The name of the traveler and their title/department are required. Signatures are required from the traveler, President, supervising Dean, and the Dean of Finance and Facilities. To be reimbursed for travel the traveler must (1) record the correct budget code. If the employee travels from more than one budget code, a separate monthly mileage log on the Daily Log for Travel Form must be submitted, (2) the Daily Log for Travel Form must be used to request reimbursement, (3) if the travel is to an outlying area and a meal is involved, use the Travel Reimbursement Form and do not show the trip on the Daily Log for Travel Form, (4) reimbursement for travel accomplished under this Blanket Authorization must be requested monthly by completing the Daily



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Log for Travel Form, and (5) the Blanket Authorization Form must be completed each fiscal year.

To be reimbursed for travel the traveler must (1) have an approved Blanket Authorization Form on file with the Business Office each fiscal year, (2) complete the Daily Log for Travel Form to request reimbursement on a monthly basis, and (3) record the correct budget code.

If the employee travels from more than one budget code, a separate monthly mileage log on the Daily Log for Travel Form must be submitted.

If the travel is to an outlying area and a meal is involved, use the Travel Reimbursement Form and do not show the trip on the Daily Log for Travel Form.

- C. Travel Forms & Advances - The College operates under travel guidelines published in the Accounting Procedures Manual of the North Carolina Community College System for all travel regardless of the funding source. These guidelines begin on page five of the Accounting Procedures Manual. The Accounting Procedures Manual is available at the following link:

<http://www.nccommunitycolleges.edu/finance-operations/budget-accounting/accounting-procedures-manual>

In order to travel on college business, one must first complete the Travel Request Form.

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First complete the General Information as well as estimate total expenditures. In order to reserve a College owned vehicle, contact the Cashier's office at 252-862-1214. The employee's supervisor must complete the budget code that will cover the cost of the travel. Also, the supervisor must mark all boxes that apply if receiving per-diem rates in excess of the State allowed rates as listed in the Accounting Procedures Manual as linked above.

The next section of the form is the Travel Advance Request. An employee may request an advance for lodging and meal expenses. This advance will be made available to the employee no more than five business days before the trip. In order to receive an advance, the following must be submitted: (1) Travel Request Form, (2) Conference/Meeting Agenda, and (3) Hotel Confirmation. Advance payment cannot exceed 90% of the estimated travel cost, must be requested two weeks in advance, and will be granted only with proper signatures and documentation.

The Employee, Supervisor, President, and Business Office Personnel must sign to authorize the travel. This gives permission for the Employee to be away from campus on College businesses and is required for insurance purposes.

Travel advances must be reconciled and finalized within two weeks of returning from the trip. Not doing so could result in the denial of future advances.

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- D. Students – Students who travel on official College business and whose expenses are paid or reimbursed by the State of North Carolina are subject of these regulations, including statutory subsistence allowances, to the same extent as College employees. Travel by students for the purpose of participating in athletic contests and activities of student organizations must be paid from funds supporting the particular organization or activity, not state funds.

### III. REIMBURSEMENT

Please use the Travel Reimbursement Form and submit original receipts expenses (receipts for meals are not required) to be reimbursed. Travelers have no more than 30 days following completion of a trip to repay or substantiate the travel costs incurred by submitting a signed reimbursement form with required receipts. Reimbursements of travel funded with state funds may not be available until the end of the month. The following guidelines apply to reimbursements:

#### Subsistence

- A. 24-hour Period, Rate of Allowance – One hundred five dollars and twenty cents (\$105.20) for a 24-hour period when traveling in-state and one hundred twenty dollars (\$120.00) for a 24-hour period when traveling out-of-state.
- B. Less than a 24-hour Period –

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1. Lodging – Maximum allowances are sixty-seven dollars and thirty cents (\$67.30) when traveling in-state and seventy-nine dollars and fifty cents (\$79.50) when traveling out-of-state.

NOTE: Reimbursement of actual costs of overnight lodging, whether in-state or out-of-state, must be documented by a receipt of actual lodging expenses from a commercial establishment.

Lodging costs shall not exceed sixty-seven dollars and thirty cents (\$67.30) in-state or seventy-nine dollars and fifty cents (\$79.50) out-of-state unless excess subsistence for lodging is approved by the President. This documentation must be attached to the reimbursement request.

2. Meals – Reimbursement for meals shall not exceed ~~twenty-eight~~ thirty-seven dollars and ninety cents (\$37.90) for three meals when traveling in-state and not exceed forty-dollars and fifty cents (\$40.50) for three meals when traveling out-of-state. Following is a table of rates for reimbursement.

	In-State	Out-of-State
Breakfast	(\$8.30)	(\$8.30)
Lunch	(\$10.90)	(\$10.90)
Dinner	<u>(\$18.70)</u>	<u>(\$21.30)</u>
	(\$37.90)	(\$40.50)

#### Daily Travel (Overnight)

Employees may receive allowance for meals for partial day of travel when the partial day is the day of departure or the day of return. To be eligible, the employee must:

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-Breakfast – depart duty station prior to 6:00 a.m.

-Lunch – depart duty station prior to 10:00 a.m. (day of departure)  
and return to duty station after 2:00 p.m. (day of return).

-Dinner – return to duty station after 8:00 p.m.

The time of departure and/or return must be stated on the travel reimbursement request.

#### Daily Travel (Not Overnight)

Allowances shall not be paid to employees for lunches if travel does not involve an overnight stay; except as shown in Limitations on Meal Allowances.

To be eligible for allowances for the breakfast and evening meals, employees must:

-Breakfast – depart duty station prior to 6:00 a.m. and extend the normal workday by two (2) hours.

-Dinner (evening) – return to day station after 8:00 p.m. and extend the normal workday by three (3) hours.

-To be eligible for both meal allowances the employee must have worked five (5) hours longer than the normal workday.

-The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity).

The time of departure and/or arrival must be stated on the travel reimbursement request.

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Limitations on Meal Allowances

An employee may be reimbursed for meals, including lunches, when the employee's job requires his/her attendance at the meeting of a board, commission, committee, or council in his/her official capacity and the lunch is preplanned as part of the meeting for the entire board, commission, committee, or council.

Employees claiming reimbursement under this provision shall be allowed actual cost of lunch and are limited to the statutory rates for breakfast and dinner if travel does not involve an overnight stay. Employees involved in an overnight stay under this provision shall be limited to the statutory rates for breakfast, lunch, and dinner.

An employee may be reimbursed for meals, including lunches, when the meal is included as an integral part of a congress, conference, assembly, convocation, etc. Such congress must involve the active participation of persons other than the employees of a single state department, institution, or agency; the employee's attendance is required for the performance of his/her duties, but must not be part of that employee's normal day-to-day business activities; the congress must be planned in advanced with a formal agenda; and the congress must provide written notice or an invitation to participants.

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Employees claiming reimbursement under this provision shall be allowed statutory rates and must submit a copy of the meeting agenda with the reimbursement request.

The reimbursement rate which must be listed on the reimbursement request is inclusive of gratuities.

Cost of meals furnished with other related activities (registration fees, conference costs, in a transportation charge such as an airline fare, etc.) may not be duplicated in a reimbursement request.

Excess

No excess will be allowed for meals unless such costs are included in registration fees and/or there are predetermined charges or the meals were for out-of-country travel.

- C. Registration Fee – Registration fees may be paid by the College or the employee. Employees may not claim reimbursement for meals including in registration fees. Such assembly must involve the active participation of persons other than the employees of a single college or agency and must be necessary for conducting official College or state business. When a registration fee includes the cost of one or more meals, it is the responsibility of the supervisor approving the request to ensure that reimbursements for such meals are not made to the employee.
- D. Each meal reimbursement rate must be listed on the reimbursement request when overnight lodging is not incurred on that day, or when travel

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involves less than a 24-hour period. Daily hotel allowances are to be reported as incurred on the date, which the night's lodging begins. (Each employee is responsible for his/her own request for reimbursement).

- E. Out-of-State travel status begins the day the employee leaves the state and remains in effect through the day the employee returns to the state.
- F. Supervisory individuals certifying (approving) the reimbursement requests as necessary and proper must require from the traveler a receipt of actual lodging expenses from a commercial establishment. This documentation should be attached to the reimbursement request.
- G. Tips for handling baggage at common carrier terminals and tips for the handling of baggage when arriving at or departing from the place of lodging are allowed and must be itemized under "other expenses." These tips are not counted toward the authorized subsistence maximums. Tips for room service, valet, and other hotel services are not reimbursable. The cost of laundry, entertainment, alcoholic beverages, "set-up," between meal snacks or refreshments, and other personal expenses are not reimbursable.
- H. Telephone Calls:

Reimbursement-(Voice Transmission) Official business calls may be reimbursed from non-state funds up to five dollars (\$5.00) without the point of origin and destination being identified. Calls over five dollars (\$5.00) must be identified as to point of origin and destination.

Long Distance-(Voice Transmission) While traveling, employees



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are NOT allowed to charge long distance phone calls to state funds. All long distance calls must be paid from non-state funds pursuant to the employee conducting official state business while traveling.

Allowable Personal Calls-(Voice Transmission) An employee who is in travel status for two or more consecutive days in a week is allowed one personal long distance telephone call for each two days for which reimbursement to the employee may not exceed three dollars (\$3.00) for each in-state call or five dollars (\$5.00) for each out-of-state call.

Reimbursement must be made from non-state funds.

Employee Emergency Calls-(Voice Transmission) An employee may be reimbursed for a personal long distance call(s) if such call(s) is/are of an emergency nature as determined by the college. Appropriate documentation and justification must be filed with the reimbursement request. An example is a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons. Reimbursement must be made from non-state funds.

Mobile Telephones-(Voice Transmission) Because mobile telephone charges (cellular and digital) are based on measured use, no personal calls should be made on mobile telephones except in emergency cases determined by the college. Mobile telephone calls to conduct official college business should only be used when more economical means of telephoning are not reasonably available.

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If an employee uses his/her personal mobile telephone in conducting official college business, the employee may be eligible for reimbursement. In order for the college to reimburse the employee, the employee must indicate on his/her telephone bill the reimbursable call(s), individual(s) called and the nature of the call(s), and submit the telephone bill to their supervisor for approval. If the supervisor approves the call(s) as official college business, the college will reimburse the actual billed cost of the call(s) from non-state funds. Use of Telephone with Computer Hook-ups-(Data Transmission) Employees traveling on official college business needing to transmit data via their computer, should use the most efficient manner available. Prior to reimbursement, the employee's supervisor must approve. Documentation and justification must be attached to the request for reimbursement. Reimbursement may be made from state funds for data transmissions.

I. Excess Subsistence Authorization -- Lodging

1. When it is anticipated that, due to extraordinary circumstances, and that more economical accommodations are not available, the daily cost of total subsistence will exceed the maximum amounts established herein, a request for reimbursement for this excess which sets forth, in detail, the nature of such extraordinary circumstances may be approved by the President upon completion of Travel Request Form. Reimbursement to employees sharing a room with a member of his or her family will be limited to the single occupancy rate.

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2. It has been past practice and will continue to be the practice of the Department of Community Colleges not to approve excess subsistence for instate travel except for conventions.

J. Stipends – Stipends may not be paid in addition to subsistence.

Registration Fees

A. Registration fees require supervisor approval to be reimbursed. Registration fees may be paid by the College or the employee. To reimburse an employee for a paid registration fee, the employee must provide documentation of the expense by a receipt. Registration fees shall be distinguished from tuition fees. Tuition expense does not require approval of the President. Prior to approval of request, the President must reduce the cost of unrelated items, such as tours or social activities. It is the responsibility of the approving supervisor to ensure that any meals included in the registration fee are not claimed in the daily meal allowances. No authorization will be granted unless full justification is given on the request form. Requests should be accompanied by a copy of brochures, fee schedules, or other material listing the costs included in the registration fee.

Transportation – Refer to Procedure 04-0205, “Operating College Vehicles” for additional information regarding College vehicles.

A. Authorization of the mode of travel is to be made by the President, subject to the following:

B. Private Cars --

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1. Use of Private Car for Convenience of the College –

College employees may use their private vehicle at a reimbursement rate approved and adopted by the college’s local board of trustees not to exceed the maximum rate established by the IRS as the business standard mileage rate under the following circumstances:

- When the employee has a physical handicap which requires specialized equipment for operation of a motor vehicle that is not available on cars purchased on state contract.
- When such use is to the college's advantage, due to particular requirements of the employee's duties.

Reimbursement is limited to direct mileage between stops on the employee’s itinerary.

2. Use of Private Cars for Convenience of the Employee—

College employees on official college business may use their private cars for personal convenience according to the rate established and adopted by the college’s local board of trustees or air-coach rate, whichever is less. If the college chooses to establish a uniform “convenience” mileage reimbursement rate less than the IRS prevailing standard mileage rate, a policy must be approved and adopted by the college’s local board of trustees. Subsistence expense is reimbursable only for the period required for airplane travel. Reimbursement will not be authorized for

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expenses which exceed the established rate of travel or actual air-coach rate when:

- A college-owned vehicle is available.
- Railroad, airplane, or other alternate transportation is feasible and would be more economical considering transportation, subsistence, and salary costs.

- 3 Reimbursement of costs incurred through use of a private car will be for direct mileage between points on the employee's itinerary. Tolls and parking are reimbursable when using private vehicles with a receipt.
4. Reimbursement may not be made for commuting between an employee's home and his/her duty station.
5. Reimbursement may be made to College Board of Trustees for their commute from their home to their duty station to conduct official College Board meetings.
6. Reimbursement for travel between the employee's duty stations and the nearest airline terminal and for appropriate parking may be made under the following circumstances. For travel by:
  - a. Airport limousine – one round trip limousine fare. Actual costs supported by a receipt.
  - b. Taxi –actual costs supported by a receipt.
  - c. Private Car-Mileage reimbursement will be paid at a rate not to exceed the rate established and adopted by the

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college's local board of trustees, which cannot exceed the IRS business standard mileage rate. A maximum of two round trips with no parking charge may be reimbursed or one round trip with a parking charge may be reimbursed. Receipts are required for all parking claims.

- d. Reimbursement for travel to and from the airline terminal at the employee's destination may be made under the following circumstances:

Airport Shuttle Service-one round trip fare Actual cost supported by receipt.

Bus-one round trip bus fare. In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts five dollars (\$5.00) for each one-way trip either from the airport to hotel/meeting or from the hotel/meeting to the airport.

Taxi-when shuttle service is available-one round-trip shuttle fare. Actual cost supported by a receipt.

Taxi-when shuttle service is not available-one actual fare to and from the airline terminal. Actual cost supported by receipt.

- C. Commercial Airlines – Tickets for commercial air travel may be purchased by the College or by the traveler and claimed on his/her expense account. Travel by “air coach” must be utilized. Exceptional

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conditions requiring the use of “first class” accommodations may warrant reimbursement provided a statement of the condition is attached. A receipt is required for reimbursement. Flight insurance is not reimbursable.

- D. Non-commercial Air Travel – Request for all travel as passengers on noncommercial (charter flights) aircraft are made and approved in the same manner as transportation by other means.
- E. Scheduled Bus and Train Service – The actual cost of coach fare for rail and bus service on College Business is reimbursable, as is the actual cost of Pullman fare when overnight trips are required.
- F. Taxis and Limousines – The actual cost of taxi and limousine fares are reimbursable when required for travel on College business. Taxi fares are not reimbursable for inter-city transportation except in emergencies when no less expensive mode of transportation is available within a reasonable period.
- G. Rental Cars – Rental car charges at the least expensive available rate are reimbursable when required for inter city travel when no alternative mode of transportation is practical. No reimbursement may be made for use of a rental care in-state when a college or private care is available.

#### IV. TRAVEL AND ALLOWANCES –PART-TIME INSTRUCTORS

- A. Temporary or part-time curriculum and extension instructors who travel more than 15 miles to or from a duty station for the purpose of teaching curriculum and extension courses may be paid mileage expense in justified

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cases approved in writing by the President and filed with their contract for payment.

NOTE: THIS ALLOWANCE IS NOT INTENDED TO REIMBURSE NORMAL COMMUTING EXPENSES.

- B. Subsistence and lodging for temporary or part-time curriculum and extension instructors may be paid when it is deemed more economical for the employee to stay overnight rather than to charge transportation costs on successive days.
- C. Travel required of Part-time employees-If a college requires a part-time employee to travel to a conference, seminar, etc. beyond the times stated in their instructing contract, salary can be paid for the part-time employee to attend the conference, seminar, etc. A new contract must be generated and the new contract shall include written justification stating that the college requires the part-time employee to travel. The new contract costs must include driving time to and from the conference, seminar, etc. as well as the time spent attending the conference, seminar, etc. The new contract salary costs shall not include time spent each day before the conference, seminar, etc. convenes nor time spent each day after the conference has adjourned (i.e. time spent each evening in their hotel room participating in events that state funds normally would not support). Salary will only be calculated according to a formal, printed preplanned agenda according to the days and times listed on the agenda that relate directly to conference, seminar, and etc. activities. Salary will be expended from a part-time



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salary object. All other travel related costs will be expended from the appropriate expenditure object(s).

V. TIMELY FILING

All reimbursement requests shall be filed for approval and payment within thirty days after the travel period has ended. “Travel period” is defined as the calendar month during which the travel occurred. In the case of continuing education instructors who are paid at the end of a semester, their travel period may be considered to be the end of the contract.

The Business Office is responsible for processing requests and issuing reimbursement checks. Generally, checks are issued twice monthly, on the 15<sup>th</sup> and last working day of the month.

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## Operating College Vehicles

### 1. PURPOSE:

- A. The following shall establish procedures for the use of College-owned vehicles for all R-CCC full-time, part-time, and contracted services employees.

### 2. PROCEDURE:

- A. College Vehicles are grouped into the two following categories: Curriculum/Continuing Education Vehicles and Passenger Vehicles.

#### Curriculum/Continuing Education vehicles

Those that serve curriculum and continuing education programs.

#### Passenger vehicles

Cars and vans used for approved travel by R-CCC Employees.

- B. Reservations of curriculum/continuing education and passenger vehicles are made by contacting the R-CCC Business Office to schedule the use. Keys and vehicle book are to be picked up as closely as possible to requested time and returned promptly to allow for use by other employees. The college vans will be available to be picked up in the parking lot adjacent to the Jernigan Building. Employees reserving the curriculum/continuing education vehicles are responsible for ensuring that the vehicle is properly used and is not damaged by passengers. Vehicles must be returned clean (free of all trash), properly documented, and full of gas. Employees may be given a gas key to fill up with gasoline at a Department of Transportation site to reduce the expense of gasoline. Employees have the option of parking their car in the locked fence near the Maintenance Building. Please inform the R-CCC Business Office of this request at the time of reserving a vehicle. Drivers of state-owned vehicles are required to present their driver's license for copying due to Motor Fleet Management regulations.
- C. If the vehicle is returned after the Business Office's normal working hours, return keys to the security officer on duty or in the drop box located on the outside of the Jernigan Building. It is the responsibility of the driver to coordinate with the Business Office their expected time of returning from a trip and whether there will be a need for keys and the vehicle book to be received by security or dropped in the lockbox. For reservations on weekends, keys and the vehicle book should be picked up prior to 5:00 PM on Friday and returned by 8:00 AM on Monday. Vehicles requested for the entire week should be returned by 5:00 PM on Friday or immediately upon return. If reservations have been made but the vehicle is no longer needed, please contact the Business Office and cancel immediately so others may use. If vehicle request falls outside normal College operating hours, prior approval and an action plan must be developed to facilitate the trip. While traveling on College business, the vehicle may be used for travel to obtain meals and

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<b>Operating College Vehicles</b>	<b>04-0205</b>	2 of 2

other necessities, but not for entertainment or any personal purposes. Individuals not employed by the college are not allowed to drive a college-owned vehicle. In no cases should a student be allowed to drive any R-CCC vehicle.

- D. Vehicles may not be used for travel other than the trip travel and may not be taken to personal residences without approval from the president.
- E. Each vehicle includes a vehicle book with the vehicle registration, insurance card, gas log, and travel log. If the vehicle needs repairs/maintenance, the driver should note this in the comments section of the gas log. All paper work must be completed prior to returning the vehicle book and keys to the Business Office.
- F. In the event the vehicle is involved in an accident (whether it is property and/or vehicle damage), law enforcement should be called immediately and proper paperwork should be submitted to the Dean of Finance and Facilities as soon as feasible.
- G. Any employee who does not follow the procedures outlined in this document may have their driving rights revoked by their supervisor and/or president of the College.

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1. **PURPOSE:**

The purpose of this section is to describe the procedure for purchasing supplies and equipment.

2. **PROCEDURE:**

Code of Conduct

Roanoke-Chowan Community College accepts as its policy the law of the State of North Carolina and Federal regulations as referenced below. The General Assembly of North Carolina, G.S. 14-234 and 236, has enacted laws prohibiting public officials from conducting financial transactions with themselves or with firms in which they have a financial interest. It should be noted that "public official" means any trustee or employee of the College. In pertinent part, the law states:

If any member of any board of directors, board of managers, board of trustees of any of the educational, charitable, eleemosynary or penal institutions of the State, or any member of any board of education, or any county, or district superintendent or examiner of teachers, or any trustee of any school or other institution supported in whole or in part from any of the public funds of the State, or any officer, agent, manager, teacher or employee of such boards, shall have any pecuniary interest, either directly or indirectly, proximately or remotely in supplying any goods, wares, or merchandise of any nature or kind whatsoever for any of said institutions or schools; or if any of such officers, agents, managers, teachers or employees of such institution or school or State or county officer shall act as agent for any manufacturer, merchant, dealer, publisher or author for any article of merchandise to be used by any of said institutions or schools, or shall receive, directly or indirectly, any gift, emolument, reward for his influence in recommending or procuring the use of any manufactured article, goods, wares of merchandise of any nature or kind whatsoever by any such institutions or schools, he shall be forthwith removed from his position in the public service, and shall upon conviction be deemed guilty of a misdemeanor and fined not less than \$50 nor more than \$500 and be imprisoned in the discretion of the court.

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Additionally, if any federal funds are concerned, attachment O of OMB Circular A-102 states that a conflict of interest exists not only if an employee, officer, agent, etc., had a pecuniary interest in the transaction but also if (1) any member of his or her immediate family, (2) his or her partner, or (3) an organization which employs or is about to employ any of the above had such interest.

#### Purchasing Procedures

Roanoke-Chowan Community College is required to purchase all equipment, supplies, and materials in accordance with the general statutes of the State of North Carolina. In part, the law states, ". . .it shall be unlawful. . . to purchase any supplies, materials, or equipment from other sources than those certified by the Director of Administration (G.S. 143-53)." The Attorney General has ruled that this statute is applicable to both state and local fund expenditures. To this end, Chapter 5 of the North Carolina Administrative Code is made applicable to Roanoke-Chowan Community College.

Further, it is required ". . .that all purchases be executed by means of a written purchase order and that each school unit maintain and keep in good order for at least five years, all records relating to purchasing." To comply with the law and to maintain the necessary records and support data, purchasing procedures are necessarily centralized in a single office. The Office of the State Auditor audits fiscal and purchasing records annually.

All requests for the purchase of supplies and equipment are submitted on a standard requisition form (RCCC 305--see end of procedure). Supplies and equipment orders should be submitted on separate requisitions. Each requisition must be signed by the requester and approved by the appropriate department chairperson or director. Also, the appropriate Dean or the College President must approve equipment purchases. Each requisition must

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have the department name and the department charge code designated. After receiving the necessary approvals, the requisition is forwarded to the Purchasing Agent for processing.

### Supplies

Supply items, including computer software, are defined as items consumed by general use, or generally have a useful life of less than 24 months. General classroom and office supplies, such as paper, pens, chalk, class roll books, etc., should be obtained from General Supply. These requisitions should be sent to the Business Office and will be processed by the Bookstore Operator. The College strives to purchase all supplies from state contracts. However, for some items, contracts are not available. A supply item that must be ordered will be in one of the following categories:

- A. Items on state contract, ordered directly from the designated vendor, subject to any restrictions on the contract certification.
- B. Orders for non-contract items up to \$1,000 do not require any competitive quotes. However, individuals are encouraged to seek prices from more than one vendor whenever possible, since this often results in substantial savings.
- C. Orders for non-contract items that total \$1,001 to \$5,000 require three competitive telephone quotes, using Telephone Quote Sheet (see end of procedure).
- D. Orders for non-contract items that total \$5,001 to \$10,000 require three competitive written quotes, using Written Bid/Quote Data Sheet, (see end of procedure). When the low quote is not satisfactory, proper documentation (including written approval from appropriate Dean or College President) must be maintained regarding the reason for non-

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compliance. Please note that it is illegal to divide purchases into smaller orders to avoid seeking competition. Exceptions: Orders for published books, manuscripts, pamphlets, maps, periodicals, films, filmstrips, and recordings do not need quotations.

- E. Orders for non-contract items that total more than \$10,000 must be requisitioned to the N.C. Division of Purchase and Contract for competitive bids; upon completion of the bid process, the bid results will be forwarded to the College for review and acceptance. The College Purchasing Agent must process these orders.

**NOTE:** The Division of Purchase and Contract states that if the cost for a single item or group of like items (e.g., items with the same model number comprising one line on a requisition or purchase order) exceeds the monetary limits set for one level of purchasing, that item(s) will need to be purchased using the next higher level of purchasing.

### Equipment

Equipment items are those, which have a unit cost of \$1,000 or more, are not consumed by normal use, and have a useful life of more than 24 months. These items are charged to the requester's capital outlay (equipment budget). Equipment items will fall into one of the following categories:

- A. Items on state contract can be ordered directly from the designated vendor, subject to any restrictions on the contract certification.
- B. Orders for non-contract items that total \$1,001 to \$5,000 require three competitive telephone quotes, using Telephone Quote Sheet (see end of procedure).

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- C. Orders for non-contract items that total \$5,001 to \$10,000 require three competitive written quotes, using Written Bid/Quote Data Sheet (see end of procedure). When the low quote is not satisfactory, proper documentation, including written approval from appropriate Dean or College President, must be maintained regarding the reason for non-compliance.
- D. Orders for non-contract items that total more than \$10,000 must be requisitioned to the N.C. Division of Purchase and Contract for competitive bids; upon completion of the bid process, the bid results will be forwarded to the College for review and acceptance. The College purchasing agent must process these orders.

**NOTE:** The Division of Purchase and Contract states that if the cost for a single item or group of like items (e.g., items with the same model number comprising one line on a requisition or purchase order) exceeds the monetary limits set for one level of purchasing, that item(s) will need to be purchased using the next higher level of purchasing.

Immediately upon receipt of new equipment:

- A. Check all new equipment carefully to determine if any items are missing, damaged, or non-conforming to what was ordered. Note this information along with your signature and date on the packing slip and send this immediately to the purchasing agent.
- B. If any item is broken or damaged, notify the purchasing agent. Do not fail to save the item and all packing and cartons in which it was shipped, otherwise, there will be no evidence to support a claim against the shipper and a loss will be incurred.



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Faculty and staff members are responsible for the care, maintenance, and security of equipment assigned to their areas (See 07-0203 Equipment). Employees should advise their supervisor immediately if any equipment becomes obsolete or exceeds their needs. Such equipment can then be disposed of so as to provide supplemental funds for the purchase of needed equipment.

For both supply and equipment purchases, the purchasing agent will assist in the completion of requisitions as needed. It is however, the responsibility of the requester to prepare a complete and fully authorized requisition; including department name, department charge code, documentation, and any special instructions regarding the order, before submitting this form to the purchasing agent for processing. All employees are encouraged to use the College's Internet connection to gather information pertaining to their supply and equipment needs. The State Division of Purchase and Contract web site [www.state.nc.us/PandC](http://www.state.nc.us/PandC) contains all current state contract information. Use this site as a first point of reference when completing requisitions. The Office of Information Technology Services (ITS) is a partner for IT solutions for North Carolina. ITS is committed to working with agency customers to develop efficient, effective, computer-based technology purchases. The website for this agency is [www.itp.its.state.nc.us](http://www.itp.its.state.nc.us).

#### Emergency Orders

Only those situations that endanger life or property are considered "emergencies." Such instances are rare, and will be handled in an appropriate manner. Contact the purchasing agent or the business manager immediately should such a situation arise.

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### Rush Orders

Rush requests are defined as those that arise from unforeseen or unpredictable circumstances, such as breakdown of equipment. Lack of planning is not an acceptable reason for a rush order.

Rush requests should be avoided if at all possible as they interfere with the normal workflow in the purchasing, receiving and accounting offices. However, we realize that from time to time they are unavoidable. Therefore, the following procedures for handling such orders have been established.

"Rush" requests will be handled in the best way possible as determined by the purchasing agent or the business manager. No "Rush" request will be honored without a properly submitted requisition. No telephone requests made to external vendors by departments will be honored. If the exact cost of a "rush" item is impossible to ascertain, an estimated cost is to be shown on the requisition. However, reasonable effort should be made to obtain the correct cost, as time permits, before submitting the request to the purchasing agent.

### Lease/Purchase and Installment/Purchase Contracts

Community Colleges, under G.S. 115D-58.15, are authorized to enter into lease/purchase and installment/purchase contracts. Contact the Manager of Finance and Administration or Purchasing Agent for detailed information and stipulations concerning these contracts.

### Year-End Closeout

In order to complete the College's annual financial reporting requirements on a timely basis at fiscal year end (June 30), no requisitions for supplies or equipment to external vendors will be accepted between mid April and June 30 of each year. The

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Business Office will advise all departments of the exact dates during the month of March. All departments should be aware of this date when reviewing their monthly budget reports and assessing their current and future requirements.

#### Historically Underutilized Businesses

The College's Board of Trustees has adopted a plan to increase participation by Historically Underutilized Businesses in the procurement of good and services.

A Historically Underutilized Business (HUB) is a business in which at least 51 percent of the business is owned and controlled by one or more minority persons, women, or disabled persons. HUBs include, but are not limited to, the following:

Minority Business Enterprise (MBE)

Women Business Enterprise (WBE)

Disable Owned Business Enterprise (DBE-O)

The major objective of the College's HUB Plan is to increase the College's expenditures for the procurement of goods and services from HUB vendors in accordance with published state guidelines. Every effort will be made to identify and utilize HUB vendors and to comply with state laws and procedures related to participation by HUBs.

The complete plan may be viewed on the College's web site, [www.roanoke.cc.nc.us](http://www.roanoke.cc.nc.us). Contact the Manager of Finance and Administration or Purchasing Agent for additional information.

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<b>Assignment of Credit Card</b>	<b>05-0201</b>	1 of 1

1. **PURPOSE:**

The Purpose of this section is to provide the procedures for assignment of credit cards.

2. **PROCEDURE:**

Under certain circumstances, it is necessary to have credit cards for the use of college employees.

Arrangements for the use of these cards must be made with the President or the Business Manager.



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<b>Annual Audit of Major Equipment</b>	<b>05-0301</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to provide procedures for an audit of major equipment.

2. **PROCEDURE:**

1. A complete inventory audit of major equipment must be conducted each fiscal year for each department by the Property Coordinator. The internal audit is due by June 30 each fiscal year to the Department of Community Colleges.
2. A list of equipment assigned to each department will be provided by the Property Coordinator to each department head at least two weeks prior to the audit. The department head should review and identify equipment located in preparation for a visit by the Property Coordinator and/or Business Manager who will perform the audit.
3. The Property Coordinator will then complete a program inventory report for each department with the assistance (if necessary) of the appropriate department head.
4. At the conclusion of the internal audit the President will review the results. A cover letter will be prepared and submitted with the program inventory forms with the signatures of the College President and Business Manager.
5. The Facility and Property Services Section will review the inventory reports and take appropriate follow-up action. This may include recommendations and/or financial adjustments due to excessive losses.
6. The Facility and Property Services Section will provide a copy of the institution's internal audit report to the State Auditor's Office, chairperson of the College's board of trustees, College President and Chief Business Official, and to the Senior

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Vice President and Chief Financial Officer or the Department of Community  
Colleges.

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<b>Use of Telephones</b>	<b>06-0201</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to provide procedures for the use of telephones.

2. **PROCEDURE:**

The College telephone system is available to all college employees for business use only. The Business Office reviews all monthly billings for accuracy and consistency. Any unusually long call(s) or significant change in call volume may warrant further review by the manager of Finance and Administration using the telephone system's call tracking capability resulting in possible employee reimbursement.

SECTION TITLE	NUMBER	PAGE
Telephone Calls to Students	06-0202	1 of 1

1. **PURPOSE:**

The purpose of this section is to describe the procedure for acceptance of telephone calls to students.

2. **PROCEDURE:**

The College telephone system is for business purposes. Students should be encouraged to advise family and friends not to call the College for general contact with student. In the case of an emergency, the call will be directed to Student Services. Name of caller, nature of emergency and return number will be taken and every effort made to contact the student.

SECTION TITLE	NUMBER	PAGE
<b>On-Campus Vehicle Traffic and Parking</b>	<b>06-0301</b>	<b>1 of 5</b>

1. **Purpose:**

The purpose of this section is to establish procedures for traffic control and parking.

2. **Procedure:**

The Roanoke-Chowan Community College procedure for traffic control and parking is to enhance an orderly flow of on-campus vehicle traffic and parking in the interest of safety. Rules and regulations will be kept to a minimum with this purpose in mind. It is a privilege and not a right for a person to operate a motor vehicle on the campus. Each student, faculty member, staff member, and visitor must comply with posted signs and parking regulations set forth herein and available throughout the campus. The College reserves the right to withdraw motor vehicle privileges at any time from any person who does not comply with these rules and regulations.

**Vehicle Registration**

Registration in Student Services is required for every vehicle driven on campus on a regular basis including all members of the student body, faculty, and staff.

When a parking permit is issued to an individual, that person will be responsible and accountable for that particular permit. The individual to whom the parking permit is issued shall be responsible for all parking violations of the vehicle so registered, regardless of who is operating the vehicle. Parking permits are not transferable. If a permit is lost or stolen, individuals should notify the Student Services.

**Display of Parking Permit**

Parking permits should be displayed as soon as they are obtained. They should be displayed in the bottom left corner of the rear glass of automobiles and in the most

SECTION TITLE	NUMBER	PAGE
<b>On-Campus Vehicle Traffic and Parking</b>	<b>06-0301</b>	<b>2 of 5</b>

prominent place on motorcycles and motor scooters and must be clearly visible from the rear. Parking permits will not be honored unless they are displayed correctly. The identification number must be legible at all times.

### Parking Areas

Parking will be on a first-come, first-serve basis unless otherwise posted. Parking areas for students, staff, faculty, visitors, and special reserved areas are indicated by signs.

### No Parking and Restricted Parking Areas

The following are designated as **No Parking Areas**

- a sidewalk
- a pedestrian crosswalk
- in or in front of a public driveway
- lawns or grassed areas
- areas prohibited by official signs
- streets or driving lanes where parking spaces are not marked
- on or over lines which mark parking spaces or lanes
- reserved areas not designated as an authorized parking space for the person driving the vehicle

The following are designated as **Restricted Parking Areas**, and unauthorized vehicles parked in any of these areas may be ticketed.

- A. **Handicapped Parking** -- A limited number of spaces have been reserved for handicapped visitors, students, and employees and are appropriately

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<b>On-Campus Vehicle Traffic and Parking</b>	<b>06-0301</b>	<b>3 of 5</b>

marked. Other handicapped spaces will be reserved as needed.

Authorization for parking in these areas may be given for the following:

- having an official state-issued handicapped license plate or hanging tag
- having a statement signed by a physician stating the type and duration of handicap

All persons qualifying for a reserved handicapped parking space must be registered as such in Student Services, and the vehicle in which they are being transported must display either a state-issued handicapped license plate, hanging tag, or an RCCC handicap authorization issued by Student Services.

- B. **Institutional Vehicle Parking** -- Parking spaces will be reserved and marked by signs for RCCC vehicles. Other vehicles are not to park in these spaces at any time.

#### Abandoned Vehicles

Notice of impending towing, including date, will be posted on a vehicle left unattended on campus for five consecutive days. On the eighth day following posting of the notice the vehicle will be towed in accordance with Article 7A, Section 20-219.11 of the State of North Carolina General Statutes.

#### Speed Limit

A speed limit of 10 miles per hour will be observed for all vehicles while on campus.

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<b>On-Campus Vehicle Traffic and Parking</b>	<b>06-0301</b>	<b>4 of 5</b>

### Violations and Penalties

The Business Office or its designee will issue traffic tickets for violations of these regulations.

For both students and employees, fines will be as follows:

- |    |  |                     |
|----|--|---------------------|
| A. | For failure to register vehicle            | \$3 per violation   |
| B. | For improper parking                       | \$10 per violation  |
| C. | For improper parking in a handicapped zone | \$250 per violation |

All traffic fines are due and payable within five days after the date of issuance, excluding weekends or college holidays. Fines must be paid at the Business Office. The original copy of the violation must be presented to the Business Office at the time the violation is paid. If the ticket copy is lost, the ticket can only be paid if the individual presents his vehicle license number and parking permit number to the Business Office.

Students who fail to pay their financial obligations to the College relating to traffic violations will not be allowed to register in school or secure a transcript of records until the obligation has been cleared. Willful disregard of traffic regulations or of unpaid fines may subject students to disciplinary action.

All employees, both full-time and part-time, failing to comply with these regulations, will receive a parking ticket and be required to pay the established fine at the Business Office.

### Appeals

Persons feeling that their vehicle has been unjustly ticketed may appeal. All appeals must be in writing and presented to the Manager of Finance and Administration



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<b>On-Campus Vehicle Traffic and Parking</b>	<b>06-0301</b>	<b>5 of 5</b>

within five days, excluding weekends or college holidays, following the issuance of a ticket. After the five days, the right to appeal is forfeited.

In the event persons filing an appeal do not agree with the Manager of Finance and Administration decision, they may file a grievance. Employees should follow the grievance procedure as stated in Administrative Procedure 03-1001, Employee Grievance; students may file in accordance with Administrative Procedure 09-1001, Resolution of Student's Grievance; and visitors may submit a written grievance directly to the College President.

Implementation of the appeal procedure will not eliminate the vehicle driver's responsibility to pay the fine. If the appeals procedure verifies that the ticket was unjustly issued, a refund will be made.

SECTION TITLE	NUMBER	PAGE
Use of Activity Bus	06-0302	1 of 2

1. **PURPOSE:**

The purpose of this section is to establish the rules regarding use of the activity bus.

2. **PROCEDURE:**

1. The Roanoke-Chowan Community College buses are to provide a means of transportation for students and others at the College. This vehicle shall be used for educational and cultural enrichment purposes only.
2. Examples of such activity include but are not limited to, field trips to businesses, industry, museums, historic sites, and the legislature; to seminars; to conferences; and activities authorized through the Student Government Association with approval of the Dean of Student Development Services.
3. When requesting use of the bus, the following must be observed:
  - a. The bus must be scheduled through the Business Manager. A request must be submitted in writing with the date, destination, purpose of trip, name of driver, a list of all participants, and approximate cost. This must be submitted to the Business Manager at least seven (7) days prior to the planned trip.
  - b. All drivers must be approved by the Business Manager. The driver will have a valid North Carolina Chauffeurs License and a doctor's health certificate and will have been oriented and checked out in the bus.

SECTION TITLE	NUMBER	PAGE
<b>Use of Activity Bus</b>	<b>06-0302</b>	2 of 2

- c. Departments desiring to use this bus (i.e. NEO Department) should include funds for transportation in their budgets.
- d. The Student Government Association should submit an annual plan for the activities for which they wish to use the bus and include expenses in their annual budget.
- e. For any other special activities, the Dean of Student Development Services must be consulted and the plan submitted through him.

SECTION TITLE	NUMBER	PAGE
<b>Use of College Vehicles</b>	<b>06-0303</b>	1 of 3

1. **PURPOSE:**

The purpose of this section is to provide the procedures for use of the College vehicles.

2. **PROCEDURE:**

The purpose of the College vehicles is to provide a means of transportation for staff and faculty. The vehicles shall be used for official College business only.

1. The Business Manager maintains current information concerning operable College vehicles available for use.
2. Trustees, staff, and faculty are encouraged to use College vehicles, if available, in lieu of personal vehicles to reduce mileage reimbursement expenses.
3. Departments desiring to use the vehicles must include in their budgets funds for travel.
4. When requesting use of the vehicles, the following must be observed:
  - a. The vehicle must be scheduled through the Business Manager. The request must be submitted on a Roanoke-Chowan Community College School Vehicle Request Form (RCCC 308).
  - b. All drivers must be approved by the Business Manager. The driver must have a valid N.C. Driver's License.
  - c. Liability insurance coverage allows students to drive College vehicles if the student-driver situation is approved in advance. Submit the School Vehicle Request Form (RCCC 308), indicating the student as driver, signed by the appropriate Dean and Director as requester

SECTION TITLE	NUMBER	PAGE
<b>Use of College Vehicles</b>	<b>06-0303</b>	2 of 3

(approval). Forward the request, along with a copy of the student's Driver's License, to the Business Manager.

- d. It is the responsibility of the driver to record the mileage traveled, report any repairs needed, and clean out the vehicle when returned.

**Refer to attached Form**

**(Revised: 10-31-88; 2-10-03) Approved: 2-15-03**

SECTION TITLE	NUMBER	PAGE
<b>Use of College Vehicles</b>	<b>06-0303</b>	3 of 3

SECTION TITLE	NUMBER	PAGE
<b>Security Alarms</b>	<b>06-0401</b>	1 of 3

1. **PURPOSE:**

This section is to establish the process whereby activated security alarms will be handled, monitored, and reported.

2. **PROCEDURE:**

Roanoke-Chowan Community College has in place a protective security system. This system consists of sound sensors, motion detectors, door switches and key pads strategically located throughout each building on campus.

During normal operating hours the system is in a “passive” mode to allow access to all buildings on an unrestricted basis. At closing the security system is activated restricting access to all buildings. In situations where classes, workshops, seminars, etc. are conducted on campus during nonoperating hours, only those buildings affected directly are placed in a “passive” mode.

A number of employees of the college have access codes whereby they can gain entry to buildings after normal operating hours. A list of the individuals, including their authorization codes, is on file in the Business Office. For security reasons each code is unique and is listed on a security tracing printout each time the code is used. All access code distributions are determined and approved by the Business Manager and Plant Operations Supervisor.

The alarm system is monitored 24 hours a day, seven days a week through a contract surveillance company. Once an alarm is triggered, the company immediately contacts the Hertford County Sheriff’s Department to inform them of the alarm situation.

SECTION TITLE	NUMBER	PAGE
<b>Security Alarms</b>	<b>06-0401</b>	2 of 3

The surveillance company then contacts an individual listed on the college's contact list.

The contact list is sequentially based as follows:

Plant Operations Supervisor

President

Business Manager

Designated Maintenance Employee

The Sheriff's Department will contact individuals on the list if they feel it is necessary to gain access to a building or buildings.

The employee responding will assist the Sheriff's Department in allowing a check-out of the building(s) in question. At the completion of the investigation the employee will reset the alarm system and telephone the surveillance firm to ensure that all alarms are reactivated. The employee must complete a security alarm response report located in the main control panel room and forward the report to the Business Manager.



SECTION TITLE	NUMBER	PAGE
<b>Security Alarms</b>	<b>06-0401</b>	3 of 3

**Refer to document**

SECTION TITLE	NUMBER	PAGE
<b>Fire Drills and Fire Emergencies</b>	<b>06-0402</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to outline procedures for the evacuation of buildings during fire drills and actual fire emergencies.

2. **PROCEDURE:**

The following should be adhered to during fire drills and actual fire emergencies.

- a. Close classroom windows and doors
- b. Evacuate the building using the nearest fire exit from any room
- c. Evacuate in a quiet, orderly fashion; single file; no running or pushing
- d. Move at least 200 feet from the buildings and remain with your class or group

**Note:** Fire alarms will be signaled by a constant high-pitched sound and flashing lights

SECTION TITLE	NUMBER	PAGE
<b>Tornado Warning</b>	<b>06-0403</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to outline procedures to be followed during a tornado warning.

2. **PROCEDURE:**

A tornado warning will be announced on the public address system. Buildings not having a public address system will be notified by other means. The following should be adhered to during a tornado warning.

- a. Open as many windows in the exterior walls as practical
- b. Move to interior classrooms, hallways, offices or vaults
- c. Sit on the floor with backs to corridor walls or glass areas. Use coats and jackets, if available, to cover heads, arms, and legs to reduce the possibility of injury from flying glass and other debris
- d. Remain in the interior space until College administration advises the warning has ended

SECTION TITLE	NUMBER	PAGE
<b>Fire Systems</b>	<b>06-0404</b>	1 of 2

1. **PURPOSE:**

This section is to establish the process whereby activated fire alarms will be handled, monitored and reported and extinguishers checked on a regular basis.

2. **PROCEDURE:**

Fire Alarms Procedure:

Roanoke-Chowan Community College has in place a fire alary system for most buildings. This system consists of hand pull stations, heat detectors, smoke detectors, duct smoke detectors, and warning buzzers. The monitoring stations is located at the receptionists's desk in the main lobby of the Jernigan Building. In the event an alarm or sensor is triggered, an alarm light, at the monitoring station, will be activated indicating which building is in alarm status. The switchboard operator will immediately contact the Plant Operations Supervisor and/or maintenance designee, followed by the Business Manager, to investigate the cause of the alarm. Assessment of the course of action will be made by the Plant Operations Supervisor (or designee) and/or Business Manager (or designee).

On the event that the investigation reveals no problem, the alarm system will be cleared and reset. The Business Manager or Plant Operations Supervisor, whoever is heading up the investigation, will complete a fire alarm activation response report to be placed on file in the Business Office.

**In the event fire is observed that is judged to be of imminent dander to life and/or property, proceed to nearest extension, dial 9/ (outside line) 911 and report situation to authorities. After emergency call notify Plant Operations Supervisor and Business Manager for further investigation and action.**

SECTION TITLE	NUMBER	PAGE
<b>Fire Systems</b>	<b>06-0404</b>	2 of 2

The college's fire alary system(s) are tested once per quarter by the maintenance department. Records of these tests are maintained by the Plant Operations Supervisor.

Fire Extinguishers Procedure:

Fire extinguishers located in each building on campus are serviced and tagged annually. The automatic extinguishing system in the kitchen area of the Jernigan Building is serviced and tagged semi-annually. Additionally, maintenance personnel will inspect extinguishers monthly to ensure proper placement and charge of the units. All reports relating to servicing and tagging of these units are maintained on file by the Plant Operations Supervisor.

SECTION TITLE	NUMBER	PAGE
<b>Mail</b>	<b>06-0501</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to establish the rules regarding mail.

2. **PROCEDURE:**

1. Mailboxes are located in the faculty/staff lounge. All personnel should check boxes daily and pick up mail no later than lunch time each day.
2. Outgoing mail is to be placed in the mailbox in the Business Office and must indicate from which department it is being sent.
3. Outgoing mail must be in the Business Office by a time designated and published by the Business Manager.

SECTION TITLE	NUMBER	PAGE
<b>Maintenance and Housekeeping Requests</b>	<b>06-0701</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to provide the procedures for maintenance and housekeeping requests.

2. **PROCEDURE:**

All requisitions must be made on the form Local Requisition for Services, dated and signed by the person requesting the service. Detailed information must be given for each item. Both copies of the request are forwarded to the Business Manager for action. This request form is not to be used for live projects such as construction project.

Examples of the type of request are:

Replacement of Lights

Removal or Relocation of Equipment

Installation of Equipment

Routine Janitorial Request

SECTION TITLE	NUMBER	PAGE
<b>Maintenance and Housekeeping Requests</b>	<b>06-0701</b>	2 of 2

**Refer to attached form**



SECTION TITLE	NUMBER	PAGE
<b>Energy Conservation</b>	<b>06-0702</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to establish a college-wide energy conservation procedure.

2. **PROCEDURE:**

The College is committed to a college-wide energy conservation program.

1. Room temperatures – during operating hours, thermostats will be set and maintained to provide for cooling energy to lower room temperatures to 78°F.

If the temperature rises above 78°F in the summer or falls below 70°F. If the temperature rises above 78°F in the summer or falls below 70°F in the winter, the Business Manager should be notified.

2. Portable heaters 0 the use of portable heaters is prohibited except when room temperature is below 70°F. When portable heaters are used, the Business Manager should be notified.

3. Ventilating equipment – the use of ventilating fans is authorized and encouraged.

4. Outside air – the use of outside air during periods of comfortable weather is encouraged. The person in charge is responsible for checking for windows being closed.

5. Lighting – reduce everywhere possible lighting loads by the removal of tubes from fixtures that may be taken out of service. Lighting in halls will be less than in classrooms and offices. Lights should be turned off when not in use.

It is the responsibility of the Business Manager to see that these procedures are followed.

SECTION TITLE	NUMBER	PAGE
Smoking in Campus Buildings	06-0704	1 of 1

1. **PURPOSE:**

The purpose of this section is to provide the procedure that governs smoking in campus buildings.

2. **PROCEDURE:**

Smoking in campus buildings shall be prohibited at all times.

NO SMOKING signs shall be on the entrance doors to all buildings.

SECTION TITLE	NUMBER	PAGE
<b>Sale of Surplus Property Held by the Board</b>	<b>06-0801</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to establish the procedures for the sale of surplus property held by the Board of Trustees.

2. **PROCEDURE:**

The procedures to be utilized in the sale of surplus property will be the same as the procedures for the sale of surplus state property and any other regulations as specified by the funding agency except that the requests for bids shall be made by the Business Manager and the decision to accept the bid shall be made by the President or his designee.

SECTION TITLE	NUMBER	PAGE
<b>Use of College Lab/Shop Facilities</b>	<b>07-0201</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to establish the rules regarding use of College lab/shop facilities.

2. **PROCEDURE:**

- A. Program Coordinators/Division Chairs are responsible for supervising and scheduling of activities for their respective lab/shop facilities. All lab/shop facilities must be closed and secured when not in use by students or College personnel. Anyone wishing to use any lab/shop beyond regularly scheduled lab/shop time may do so only with special permission from the appropriate program coordinator or division chair.
- B. No work of a commercial nature (for profit) may be done in any lab/shop facility. Work performed in a lab/shop facility must be directly related to the objectives of the course.
- C. Fees for parts, supplies, or services may only be charged in accordance with APM 08-0701.

SECTION TITLE	NUMBER	PAGE
<b>Classes of Equipment – Defined</b>	<b>07-0202</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to give general information concerning the major classes of equipment. These are: State Board of Community Colleges Equipment, Local Equipment, Special Projects Equipment, Institutional Funds Equipment, Federal Surplus Equipment, and Privately Donated Equipment.

2. **PROCEDURE:**

- A. State Board of Community Colleges Equipment – Consists of items purchased with regular budgeted capital outlay funds from the State Board of Community Colleges. Title is held by the Department of Community Colleges. This equipment is subject to State Inventory Audits and performance evaluations by program areas. State Board of Community Colleges equipment is classified as Major and Minor equipment. Generally, major equipment consists of individual items costing \$1,000 or more. Individual items costing less than \$1,000 subject to a high rate of theft, may be considered minor equipment.
- B. Local Equipment – Items purchased with Local or County Capital Outlay Funds. These items are subject to audit by the North Carolina State Auditors. Local equipment will normally be items necessary for the up-keep and maintenance of buildings and grounds. The title of local equipment is held by the Roanoke-Chowan Community College Board of Trustees.
- C. Special Projects Equipment – Items purchased with project grant funds, such as Perkins Vocational Education funds, remain the property of the funding agencies and subject to their inventory audit.

SECTION TITLE	NUMBER	PAGE
<b>Classes of Equipment – Defined</b>	<b>07-0202</b>	<b>2 of 2</b>

- D. Institutional Funds Equipment – Those items purchased with Food Service, Bookstore, or other special monies and are the sole property of the College. Normally, this equipment is used in operating auxiliary enterprises.
- E. State/Federal Surplus Equipment – Items donated to the College through State and Federal Agencies. Sometimes there are stipulations on this equipment which cause title to remain with the Federal or State Agency. In any event, when the title is transferred, this equipment becomes the property of the State Board of Community Colleges and is subject to its inventory requirements.
- F. Privately Donated Equipment – Donated Equipment are items donated to the College through individuals and private organizations. Consideration will be given prior to accepting donated equipment as to the usefulness and expense of accepting such equipment. The Manager of Finance and Administration must be notified prior to accepting donated equipment as there are certain stipulations noted in G. S. 115D 15.

SECTION TITLE	NUMBER	PAGE
<b>Equipment—Identification, Marking, Utilization, Care, and Security</b>	<b>07-0203</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this section is to give general information on the identification, marking, utilization, care, and security of all equipment.

2. **PROCEDURE:**

A. **The President:**

- I. Is accountable and responsible for all equipment owned by the institution.
- II. Delegates the function for the design and implementation of an effective inventory control system to the Manager of Finance and Administration.
- III. Reviews the annual equipment audit to ensure an effective inventory control system.

B. **The Manager of Finance and Administration:**

- I. Is responsible for the design, control, and implementation of an effective inventory control system.
- II. Investigates lost or stolen equipment and files appropriate insurance forms.
- III. Reviews the annual inventory audit each year and recommends changes to the President and the Executive Management Council to improve inventory controls.

C. **The Equipment Coordinator:**

- I. Places inventory tags on all new equipment each month as needed.
- II. Conducts an annual inventory of major equipment.
- III. Seeks the assistance of each division in order to locate equipment and complete the annual equipment audit.
- IV. Coordinates the disposal and sale of equipment.
- V. Conducts an audit of minor equipment of each division on a rotating basis.

D. **Purchasing Agent:**

- I. Is responsible for carrying out and recommending changes in the inventory

SECTION TITLE	NUMBER	PAGE
<b>Equipment—Identification, Marking, Utilization, Care, and Security</b>	<b>07-0203</b>	<b>2 of 3</b>

control system to the Manager of Finance and Administration.

- II. Maintains the College's master inventory list.
- III. Prepares monthly and annual reports for the North Carolina Community College System.
- IV. Updates the inventory records to indicate items that are purchased, sold, or moved, when necessary.
- V. Distributes a copy of the list of equipment assigned to each division prior to the annual equipment audit.
- VI. Functions as the contact person for the North Carolina Community College System and other agencies pertaining to equipment.

E. Deans:

- I. Are responsible for the utilization, maintenance, and security of equipment in their division.
- II. Are responsible for ensuring that each employee in their division notifies the Equipment Coordinator when equipment is transferred. An Internal Transfer of Equipment Request form (RCCC 311) will be completed and forwarded to the Purchasing Agent prior to transferring any equipment.
- III. Are responsible for assisting the Equipment Coordinator with equipment audits in the event problems arise during the annual audit.
- IV. Make determinations to accept or reject donations of materials or supplies in the respective areas of responsibility.

F. All Employees:

- I. Are responsible for the utilization, maintenance, and security of equipment in their area.
- II. Are responsible for initiating an Internal Transfer of Equipment Request form



SECTION TITLE	NUMBER	PAGE
<b>Equipment—Identification, Marking, Utilization, Care, and Security</b>	<b>07-0203</b>	<b>3 of 3</b>

(RCCC 311) before equipment in his/her area is transferred.

- III. Assist the Equipment Coordinator in completing the annual equipment audit by locating equipment assigned to his/her area.
- IV. Report lost or stolen equipment, as soon as the item has been identified as lost or stolen, to the Manager of Finance and Administration. (APM 07-0208)
- V. Submit a request to dispose of surplus or obsolete equipment to the Purchasing Agent. Under no circumstance should any employee donate or dispose of equipment without the written consent of the Division Heads, Equipment Coordinator or President. (APM 07-0205)
- VI. Obtain approval for checking-out departmental equipment for off-campus use from each responsible Division Head as appropriate. (APM 07-0207)
- VII. Stress the importance of the care of equipment to students.
- VIII. Make detailed checks of equipment to see that it is maintained in good working condition and utilized in conformance with good safety practices.

SECTION TITLE	NUMBER	PAGE
<b>Acceptance of Donated Equipment and Supplies</b>	<b>07-0204</b>	1 OF 2

1. **PURPOSE:**

The purpose of this section is to provide the procedures for the College's acceptance of donated equipment and supplies.

2. **PROCEDURE:**

A. **Materials or Supplies:**

Anyone wishing to donate materials or supplies to the College may do so with the approval of the appropriate Dean. When someone makes known his wishes to donate materials or supplies to the College, a determination must be made as to the suitability of the items for use by the College. In the case of supplies, the appropriate Dean will be responsible for accepting or rejecting the donation. Once the decision to accept the donation or materials or supplies has been made, the President's Office will be given the donor's name and address, as well as a description of the donation. The President's Office will send an acknowledgement to the donor. The acknowledgement will include a description of the materials or supplies received by the college. Under no circumstances will the College place a value on the materials or supplies for the donor.

B. **Equipment:**

In the case of equipment, the appropriate Dean will make a recommendation to the President as to the suitability and costs associated with the acceptance of the equipment to be donated. The President has the authority to accept or reject donations to the College. Once the decision to accept the donation of equipment has been approved and the equipment is received, the President's Office will send an acknowledgement and description of the equipment received to the donor.

SECTION TITLE	NUMBER	PAGE
<b>Acceptance of Donated Equipment and Supplies</b>	<b>07-0204</b>	2 OF 2

Under no circumstances will the College place a value on the equipment for the donor.

The President's Office will forward a description of the donated equipment to the Property Coordinator. The Property Coordinator will then ensure the College's equipment records reflect the donation, inventory records are completed, and that the items are added to the fixed assets of the College.

SECTION TITLE	NUMBER	PAGE
<b>Equipment Trade-in and Disposal</b>	<b>07-0205</b>	1 of 3

1. **PURPOSE:**

The purpose of this section is to describe the procedures for equipment trade-in and disposal.

2. **PROCEDURE:**

Equipment Trade-in:

Generally, all trade-ins must be approved by the Purchase and Contract Division. When a department wishes to trade-in equipment and Equipment Disposal Request form (RCCC 309) must be completed and forwarded to the Property Coordinator. The Property Coordinator will be responsible for requesting approval for the item(s) from the Purchase and Contract Division through the Department of Community Colleges. The Property Coordinator will notify the appropriate department once approval or denial of the request has been received.

Once the equipment trade-in request has been approved:

The inventory number(s) of items traded in and trade-in allowance must be shown on the purchase order issued for the new or replacement items. The Property Coordinator will be responsible for making the appropriate adjustments to the inventory database.

Disposal of Equipment:

Whenever a department determines an equipment item is worn-out, obsolete, broken beyond reasonable repair, or no longer needed, an Equipment Disposal Request for (RCCC309) must be completed and forwarded to the Property Coordinator.

The Business Manager and Property Coordinator will review the request and determine the most effective method of disposal.

SECTION TITLE	NUMBER	PAGE
<b>Equipment Trade-in and Disposal</b>	<b>07-0205</b>	2 of 3

If the department finds it necessary to have the equipment removed in order to provide for space, the department head should notify the Business Manager or Property Coordinator. If storage space is available, the department head must complete a work order and forward to the Business Manager in order to have the equipment removed.

**Refer to attachment**

**(Revised: 10-31-88; 2-10-03) Approved: 2-15-03**

SECTION TITLE	NUMBER	PAGE
<b>Equipment Trade-in and Disposal</b>	<b>07-0205</b>	3 of 3

SECTION TITLE	NUMBER	PAGE
<b>Relocation of Equipment / Transfer Between Departments</b>	<b>07-0206</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to provide the procedure for relocation of tagged, inventoried equipment within the same assigned department, or whenever equipment is transferred and becomes assigned to another department.

2. **PROCEDURE:**

Before any permanent transfer of equipment can be made, either within the same department or to another department, an Internal Transfer of Equipment Request for (RCCC 311) must be completed and submitted to the Property Coordinator. The Property Coordinator will make appropriate adjustments to the College's inventory database, as an accurate database of inventory records is essential in maintaining proper inventory control.

1. The employee wishing to transfer equipment out of his/her immediate area of responsibility to another department must complete the Internal Transfer of Equipment Request form (RCCC 311) and submit the form to his/her immediate supervisor for approval. The supervisor will forward the approved form to the department head receiving the equipment and a copy to the Property Coordinator.

2. The appropriate department head receiving the equipment must certify the acceptance and added equipment responsibility on the Internal Transfer of Equipment Request form. The completed form, indicating receipt of equipment, should be forwarded to the Property Coordinator for the appropriate adjustments to the inventory database. If the transfer involves computer equipment, a copy also will be sent to the Systems Administrator.

3. Transfers within the same assigned department require supervisor approval only. It is the supervisor's responsibility to forward an Internal Transfer of Equipment Request form (RCCC 311) to the Property Coordinator whenever room locations are changed.

**Refer to attachment**

**(Revised: 10-31-88; 2-10-03) Approved: 2-15-03**

SECTION TITLE	NUMBER	PAGE
<b>Relocation of Equipment / Transfer Between Departments</b>	<b>07-0206</b>	2 of 2



SECTION TITLE	NUMBER	PAGE
Checking out Equipment for Off-Campus Use	07-0207	1 of 2

1. **PURPOSE:**

The purpose of this section is to describe the procedures for checking out equipment for off-campus use.

2. **PROCEDURE:**

Equipment must not be removed from the College premises without written approval of the Business Manager. Any person found with College property in his/her possession, who is unable to provide written evidence that the equipment removal was authorized according to the provisions of this paragraph, may be financially liable, to the extent of any damages to the equipment as determined by the Business Manager. Persons removing equipment without proper authorization also may be subject to prosecution under the General Statutes of the State of North Carolina.

Equipment Check-Out Form (RCCC 300) is available in the Business Office. Employees may check out equipment to carry off-campus to complete College business, to familiarize themselves with its operation for on the job activities, or for any instructional related purpose. Upon completing the Equipment Check-Out Form and obtaining the necessary approvals, the employee borrowing the College equipment becomes responsible for the care and return of the equipment.

Equipment loaned to outside agencies is permissible; however, procedures must be followed to maintain proper and necessary controls. Equipment may be loaned to another state agency or agency within the RCC service area for temporary use.

Equipment loaned to an outside agency must be approved by the Business Manager.

Outside agencies may make a request to check out equipment by completing an RCCC 300 form and submitting it to the Business Manager.

SECTION TITLE	NUMBER	PAGE
<b>Checking out Equipment for Off-Campus Use</b>	<b>07-0207</b>	2 of 2

Requests that are approved must be made with the understanding the agency is responsible for the return of the equipment in the same condition received, or replacement if lost, damaged or stolen. The Business Manager or designee should be notified when equipment is returned and of any damage incurred while off-campus.

Learning Resources Center (LRC):

Equipment available to students, staff, faculty, and members of the community through the LRC is exempt from the approval process described above. The Director of the LRC is responsible for maintaining a circulation system that provides for the security and location of circulated equipment.

Continuing Education:

Due to the volume of visual aids and equipment checked out in the Continuing Education division, the Dean of Continuing Education or designee(s) is/are responsible for establishing and maintaining a check-out system for the division's instructional equipment for off-campus instruction. The departmental procedure will include, but not be limited to, (1) the name of the person checking out the equipment, (2) description of the equipment, (3) the inventory number of the equipment, (4) date it was checked out, (5) date it was returned, and (6) the Continuing Education class it is to be used with.

**Refer to attachment**

**(Revised: 10-31-88; 2-10-03) Approved: 2-15-03**

SECTION TITLE	NUMBER	PAGE
<b>Reporting Loss/Damage of Equipment</b>	<b>07-0208</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to describe the procedures for reporting lost or damaged equipment.

2. **PROCEDURE:**

When an employee discovers equipment has been damaged beyond use, stolen, or missing in his/her area, the employee should notify the department supervisor and Business Manager as soon as the discovery is made. A Damaged, Lost, or Stolen Report form (RCCC 310) must be completed in order for the Business Manager to investigate and/or report the incident to the proper law enforcement agency. The Damaged, Lost, or Stolen Report (RCCC 310) also must be completed by the appropriate employee or department supervisor for equipment that has been determined to be unlocatable during the annual audit.

As appropriate, the Business Manager will report the loss of equipment to the proper law enforcement and/or insurance agency. The Business Manager will forward a copy of the Damaged, Lost, or Stolen Report to the Property Coordinator for reporting and adjustment purposes in the College's inventory system.

A Damaged, Lost, or Stolen Report may be obtained from the Business Office.

SECTION TITLE	NUMBER	PAGE
<b>Reporting Loss/Damage of Equipment</b>	<b>07-0208</b>	2 of 2

**Refer to attachment**

SECTION TITLE	NUMBER	PAGE
<b>LRC Equipment Replacement</b>	<b>07-0209</b>	1 of 3

1. **PURPOSE:**

The purpose of this procedure is to provide a systematic process for equipment replacement in the Learning Resources Center.

2. **PROCEDURE:**

A. Statement of Need

The Learning Resources Center provides a variety of information technology resources for Roanoke-Chowan Community College's students, faculty, staff, and community patrons to meet their educational and research objectives. All users must adhere to the rules of the Learning Resources Center (LRC) and the College's Administrative Procedures. Responsible, ethical behavior is required.

B. Replacement Cycle

Technology has become an essential means of conducting library research. Computers are necessary for accessing current information and materials not locally owned. Recognizing that upgrading technology is essential to fulfilling its mission; the LRC staff will evaluate its computer equipment on an annual basis as part of budget planning. This will be accomplished by observing current usage and studying usage statistics; reviewing responses to surveys; informal suggestions and comments; knowledge of current industry standards; and LRC staff evaluations and projections of needs. The College is committed to upgrading workstations every three to five years, based on the availability of equipment funds.

SECTION TITLE	NUMBER	PAGE
<b>LRC Equipment Replacement</b>	<b>07-0209</b>	2 of 3

C. Categories of Computer Usage

With the increasing number of library resources being made available in electronic formats, there is a need to plan for the inevitable upgrade of computer equipment. The diverse system requirements of resources in the library environment allow for the gradual shifting of equipment from one function to another, using more powerful equipment in higher technological environments and older equipment in more limited environments. In this way the lifespan of a computer is increased. Each computer will be evaluated annually with regard to its ability to process necessary information resources.

Levels of use of computers include:

1. Integrated Research Stations – access to every type of information resource.
2. Online Public Access Stations – limited access to library catalog
3. CD-ROM Stations – limited to CD-ROM
4. Single-use stations – word processing

D. Plan for Redeployment of Computers

As new computers are purchased, older computers will be used to provide information resources that require a lower level of technology. This redeployment will have the effect of continuously removing the lower end computers from usage.

E. Procedure Review

**(Revised: 10-31-88; 2-10-03) Approved: 2-15-03**

SECTION TITLE	NUMBER	PAGE
<b>LRC Equipment Replacement</b>	<b>07-0209</b>	3 of 3

This procedure will be reviewed on a biennial basis for currency and to make certain that it is consistent with the College's procedures.

F. Specifications of Equipment

Equipment will be purchased in accordance with institutional and North Carolina Purchase and Contract guidelines.

SECTION TITLE	NUMBER	PAGE
<b>Use of Campus Facilities</b> 11	<b>07-0401</b>	1 of

1. **PURPOSE:**

It is the purpose of these procedures to establish guidelines for the occasional use of Roanoke-Chowan Community College's campus and its facilities.

2. **PROCEDURE:**

It is one of the goals of the administration of Roanoke-Chowan Community College to provide a service to the community by allowing the occasional use of campus buildings and facilities for civic, cultural, educational, recreational, and other activities if the users preserve and properly care for the facilities, and the activities do not conflict with the use of facilities or grounds for college purposes and activities or local ordinances or laws of the state or federal government, and is in accordance with Board of Trustees Policy 6.1.

**Classification of Users**

**Class A.** Shall be defined as use of college facilities by any organization or association officially recognized by or affiliated with the college. This class includes use by:

- Official clubs recognized by the SGA
- College advisory committees
- College alumni groups
- College foundation
- Professional RCCC staff or faculty organizations

Class A users will be allowed to use the campus at no charge.



SECTION TITLE	NUMBER	PAGE
<b>Use of Campus Facilities</b> 11	<b>07-0401</b>	2 of

Class B: Shall be defined as use of college facilities and grounds by businesses and industries for management meetings or employee training and selection, the local school systems, and units of federal, state, and local government.

This class includes use by:

- Area business and industry for employee training
- Area economic development organizations
- Federal, state, and local government agencies, including the military
- School systems in Hertford, Bertie, Northampton, and Gates Counties
- State-supported colleges and universities

Class B users will be allowed to use the campus at no charge.

Class C: Shall be defined as use of college facilities and grounds by any persons, organizations, or associations, which are not officially affiliated with the college, or defined as a Class B user for non-profit civic, professional, business, fraternal, or recreational purposes. This class includes use by:

- Non-profit civic and service clubs
- Adult fraternities and sororities
- Church or religious groups
- Professional and occupational organizations
- YMCA, YWCA, scouts, little leagues, etc.

For times when the college is not in normal operation, Class C users will be allowed to use the campus at no rental charge, but will be charged a custodial fee.

SECTION TITLE	NUMBER	PAGE
<b>Use of Campus Facilities</b> 11	<b>07-0401</b>	3 of

Class D: Shall be defined as the use of college facilities or grounds by persons, organizations, or associations for profit. This does not include fund-raising activities of Class A, B, or C users, which are non-profit organizations, and when the purpose of the fund-raising is consistent with the organization's purpose.

This class includes use by:

- Rental merchants or vendors
- Dance, music, or artistic organizations
- Entertainers

Class D users may be allowed to use college facilities and grounds for a fee.

#### REQUESTING USE

1. Applications to use college facilities or grounds will be made by contacting the Facility Use Coordinator. Class A, B, or C users may make applications orally for times the campus is in operation.
2. Class A, B, and C users must complete a Request for Use of College Facilities form (RCCC 639) for use of the campus for times the campus is not in operation. Class D users must complete the application form for use at any time.
3. Written applications must be signed by an authorized representative of the organization and must include the full name, address, and telephone number of the organization and the address of the principal officer. Requests may be mailed to the Facility Use Coordinator.
4. Class D users must provide the appropriate fee at least five working days in advance of the date in which the facility is to be used.

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<b>Use of Campus Facilities</b> 11	<b>07-0401</b>	4 of

5. A Class D user may be required to submit a bond or certificate of insurance with its request to insure that the applicant will faithfully comply with the terms of this procedure and the “Use Request Agreement” and to protect the college from financial loss resulting from damage to its property or liability for personal injuries to individuals.

### RULES GOVERNING THE USE OF FACILITIES

#### Responsibility for Supervision

The user shall be responsible for the supervision of the activity it sponsors including the maintenance of order and the safety of the people present.

The college may require an employee to be on duty when a facility is used; however, the employee is not responsible for the supervision of the activity.

When it is necessary or appropriate to have additional supervision present due to the nature of the intended use of the campus, the college may require that:

1. An additional employee/s be assigned to assist with the supervision of the activity.
2. Law enforcement protection be provided by the organization using the facility.

#### Responsibility for Care, Custody, and Control os College Facilities

The user shall be responsible for any damage to college property, other than normal wear and tear, while the facility is under the user’s care, custody, and control. Unless waived, the following rules shall be observed:

SECTION TITLE	NUMBER	PAGE
<b>Use of Campus Facilities</b> 11	<b>07-0401</b>	5 of

1. The user shall not drive nails, tacks, or screws into the floors, walls, ceilings, desks, or any other college property.
2. The user shall not pain, wallpaper, mark, or deface any college property.
3. The user shall not wire or connect electrical equipment, such as stage lighting or sound equipment.
4. The user shall remove its property, such as decorations, theater props, and equipment from the college premises and return all college property, such as chairs, tables, equipment, etc., to the proper locations promptly after the completion of the use.
5. The user shall leave the college premises in a clean, neat, and orderly manner.
6. The user shall become familiar with and shall compoly with all local fire codes.

#### Prohibited Activities

The following activities are **prohibited** on the college campus:

1. The possession, use, or sale of alcohol or illegal drugs.
2. Gambling
3. The possession of weapons (i.e. knives, guns, etc.).
4. Smoking, except in approved areas.
5. Any activity which, in the opinion of the college, would cause or be likely to cause damage to college property.
6. Any activity, which is in violation of the laws of this state or of the federal government.

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<b>Use of Campus Facilities</b> 11	<b>07-0401</b>	6 of

7. Any activity, which, in the opinion of the college, may be detrimental to the college, its staff, or its students.

#### Contractual Obligations

1. The user shall agree to hold the college harmless and indemnified from any claims, suits, or causes of action arising from or out of its use of a college facility.
2. A user shall not assign or transfer its permit to use college facilities to any other agency without the express permission of the President or his/her designee.
3. An agreement to use college facilities may be canceled or amended by either the user or the President or his/her designee for good cause provided seven (7) days notice is given to the other party. This provision may be extended or amended by the mutual agreement of the parties involved. If the notice required by this section is not provided or good cause shown, the user shall forfeit fifty (50) percent of the use charge or rental fee, unless waived by the President.
4. Violations of these rules and regulations shall be grounds for the suspension of a user's privileges to use college facilities for such period of time as deemed appropriate by the President.

#### RULES FOR UTILIZATION OF FACILITIES

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<b>Use of Campus Facilities</b> 11	<b>07-0401</b>	7 of

The utilization procedures for Roanoke-Chowan Community College facilities by any group, agency, or organization shall be governed by the conditions stated herein. It shall be understood that approval for facility use shall be contingent upon the availability of space and funds.

I. Rules

- A. Each group, agency, or organization shall submit a verbal or written request for the use of the facilities to the college at least seven working days in advance.
- B. All groups, agencies, or organizations shall designate a person to be held responsible for the activity.
- C. Any activity shall not interfere or take precedence over the educational and business functions of the college.
- D. Keys to college buildings shall be assigned only to college employees, and buildings shall be opened only by such employees.
- E. Any activity, agency, or organization shall not serve food or beverages without the expressed approval of the President or his/her designee.
- F. All groups, agencies, or organizations shall not permit group participants to smoke except in designated areas.
- G. Any group, agency, or organization shall not permit any vendor to sell products, goods, or services on the college's campus without the expressed approval of the President or his /her designee.

SECTION TITLE	NUMBER	PAGE
<b>Use of Campus Facilities</b> 11	<b>07-0401</b>	8 of

- H. All groups, agencies, or organizations for profit shall be discouraged from using the facilities of Roanoke-Chowan Community College for the purposes of teaching classes unless the president deems the activity to be of benefit to the college and the citizens of its service area.
- I. Said groups, agency, or organization shall submit payment for any applicable fees at least five working days prior to the scheduled function.
- J. Arrangements for the use and set up of college-owned audiovisual equipment will be the responsibility of the user. Equipment may be borrowed according to the rules of the Learning Resources Center.
- K. Public use of college facilities will be at the discretion of the college administration. The college reserves the right to deny usage, which interferes with normal operations of college activities or which, in the opinion of college administration, is not in keeping with the college philosophy.
- L. THE POSSESSION AND/OR COMSUMPTION OF ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ON ROANOKE-CHOWAN COMMUNITY COLLEGE PROPERTY IS PROHIBITED.**

II. Rental and Custodial Fees

SECTION TITLE	NUMBER	PAGE
<b>Use of Campus Facilities</b> 11	<b>07-0401</b>	9 of

In accordance with the fee schedules outlined below as established by the Roanoke-Chowan Community College Board of Trustees, the President shall have the authority to charge fees for the rental of the facilities and, for security purposes, relevant personnel costs attributed to maintaining a staff member on campus during the scheduled functions. It shall be further understood that the fee schedules shall be inclusive of all Roanoke-Chowan Community College property. In renting or making available for use any college property, neither the college President, the Board of Trustees, nor any college personnel assume any responsibility for loss or damage to any property placed on the premises by the user or participants, nor personal injury which may occur during the use of the facility.

A. Class A and B Users

There will be no fee charged to Class A or B users regardless of the scheduled time for the activity.

B. Class C users

- 1 If the function is scheduled during the college's regular working hours, no rental or custodial fee shall be charged to Class C users.
- 2 If the function is scheduled during a time when the college is normally closed, a custodial fee of \$10 per hour with a two-hour minimum shall be required.



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C. Class D Users

1. If the event is scheduled during the college's normal working hours, the following fees shall be applicable:

- a. A rental fee of \$25 per hour, with a two-hour minimum, or a maximum of \$150 per day.
- b. No custodial fee shall be charged.
- c. The President has the authority to waive any or all rental fees.

2. If the function is scheduled during a time when the college is normally closed, the following fees shall be applicable:

- a. A rental fee of \$50 per hour, with two hour minimum, or a maximum of \$250 per day,  
**AND**
- b. A custodial fee of \$10 per hour, with a two-hour minimum.
- c. The President has the authority to waive any or all **rental** fees.

D. Depending on the size and nature of the event, the college may require that a certificate of insurance be presented at least three (3) days prior to the event.

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<b>Use of Campus Facilities</b> 11	<b>07-0401</b>	11 of

- E. All youth groups, 20 years of age or younger, must have approved chaperons, one of whom must come to the college and sign a statement which assumes responsibility for conduct and damages.

**Refer to attachment**

SECTION TITLE	NUMBER	PAGE
<b>Development and Revision of Course Syllabi</b>	<b>08-0101</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish guidelines for the development and revision of course syllabi for all curricular courses.

2. **PROCEDURE:**

A current course syllabus for each curricular course will be developed and made available for reference by Program Coordinators and kept on file by the Dean of Curriculum Instruction, the Academic and Student Affairs Committee Recorder, and Program Coordinators.

The format of said syllabi should consist of the following:

- I. Course Identification Data
  - a. Course Name and Number (consistent with the NCCCS Common Course Library)
  - b. Course Description (consistent with the NCCCS Common Course Library guidelines)
  - c. Course Prerequisites and Corequisites
  - d. Contact and Credit Hours
  - e. Date of Academic and Student Affairs Committee Approval
- II. Course Outcomes/Objectives
- III. Evaluation Criteria (inclusive of a variety of evaluation methods)
- IV. Suggested Text and Other References

A course outline will accompany each syllabus.

A review of all course syllabi will be made during the spring semester by Program Coordinators in coordination with the Dean of Curriculum Instruction's office.

SECTION TITLE	NUMBER	PAGE
<b>Development and Revision of Course Syllabi</b>	<b>08-0101</b>	<b>2 of 2</b>

New course syllabi must be reviewed and recommended by the appropriate Division Chairs and the Academic and Student Affairs Committee; and they must be approved by the Dean of Curriculum Instruction before course implementation.

Minor course syllabi revisions must be reviewed and approved by the appropriate Division Chairs and Dean of Curriculum Instruction. Revised course syllabi will be on file in the Dean of Curriculum Instruction's Office, and notification of revision will be sent to the Academic and Student Affairs Committee Chair.

SECTION TITLE	NUMBER	PAGE
<b>Student Orientation</b>	<b>08-0102</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to state the orientation procedures for all new curricular students.

2. **PROCEDURE:**

Roanoke-Chowan Community College offers a continuous orientation program. All new curricular students, other than special students as defined in Administrative Procedure 09-0301, should enroll and complete ACA 111, College Student Success, the first semester they register. The objectives of the course are as follows:

1. To assist students with matriculation to the College
2. To acquaint students with the facilities, services, activities, policies, and organizations of the College.
3. To encourage and help students to take advantage of the opportunities offered by the College
4. To offer instruction in areas of study skills, time management, test taking techniques, and life management issues such as health, self-esteem, positive thinking, goal setting, and communication

The one credit hour of ACA 111 may not be counted toward the number of credits completed for graduation. However, ACA 111 will be counted as part of the student's course load for the semester.

SECTION TITLE	NUMBER	PAGE
<b>Credit By Proficiency Examination</b>	<b>08-0103</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to provide guidelines that allow students to receive credit for a course through credit by proficiency examination.

2. **PROCEDURE:**

In order to receive credit for a course by proficiency examination, a student must show convincing evidence of special aptitude or knowledge in the course material by taking and successfully passing (earning an A or B) the written, oral, and/or performance examination. Thus, the following should be adhered to when students wish to attempt to receive credit for a course by taking a proficiency examination:

1. The student should register for the course and pay all required tuition and fees. Once the student determines that he/she wishes to attempt to receive credit for a course through proficiency examination, he/she should inform the instructor of that course.
2. The instructor will develop and, upon approval of his/her supervisor, administer a written, oral, and/or performance exam, which must be given and evaluated prior to the end of the “add” period of the semester/term for which the student is registered for the course.
3. The instructor will inform the student of the grade earned on the proficiency exam, and if an 80 or higher is earned on the exam, provide a copy of the graded exam to the Registrar, who will make it part of the student’s record. The grade will then become part of the student’s transcript.

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<b>Credit By Proficiency Examination</b>	<b>08-0103</b>	2 of 2

4. The student has only one attempt to successfully complete the examination.
5. The student must score 80 or higher to be exempt from taking the course.
6. Regular registration procedures and tuition rates apply for all courses attempted by proficiency examination.

SECTION TITLE	NUMBER	PAGE
<b>Course Substitution</b>	<b>08-0104</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to establish to procedure to be followed for course substitution.

2. **PROCEDURE:**

Students may submit a request to their curricular Department Chairperson for a course to be substituted for another course in the curriculum. The curricular Department Chairperson will review the request and submit RCCC form 252, Notification of Approval for Course Substitution, to the Dean of Instruction for final approval. Upon approval, the Dean of Instruction will forward the form to the Registrar's Office for record keeping purposes and graduation credit.

Consensus between the curricular Department Chairperson and Dean of Instruction must be reached before credit will be granted. Only under extraordinary circumstances may more than two courses be credited for any student through course substitution.



SECTION TITLE	NUMBER	PAGE
<b>Course Substitution</b>	<b>08-0104</b>	2 of 2

**Refer to attachment**

SECTION TITLE	NUMBER	PAGE
<b>Implementation and/or Modification of Curricula</b>	<b>08-0201</b>	<b>1 of 6</b>

1. **PURPOSE:**

The purpose of this section is to establish the procedures for implementation and/or modification of curricula and/or courses.

2. **PROCEDURE:**

*Curriculum*

Curriculum development is a responsibility of the entire College. Control of the curriculum rests with the Board of Trustees, the North Carolina Community College System (NCCCS), and finally, the State Board of Community Colleges.

New curricula or changes in existing curricula or courses should be recommended by the Dean of Academic Affairs and the Academic and Student Affairs Committee, approved by the President, and, in the case of curricula changes, forwarded to the NCCCS for subsequent approval before implementation. For implementation of new curricula, the local Board of Trustees must approve the application prior to submission to NCCCS, and the State Board must grant final approval.

There are three different types of requests for curriculum changes.

- a. For minor adjustments in course outlines, content, or sequence, a written request must be completed by the lead faculty and recommendations for approval must be obtained from the department head, curriculum specialist, Dean of Academic Affairs, and Academic and Student Affairs Committee Chair using the RCCC 501 form. Such changes are presented to the Academic and Student Affairs Committee for information purposes, and the up-to-date course outline is placed on file in the Office of Academic Affairs.
- b. Requests for change, addition, or deletion to curricula or courses are initiated by lead faculty and department chair, reviewed by the curriculum specialist, and approved by the Dean of Academic Affairs before presentation to the Academic

SECTION TITLE	NUMBER	PAGE
<b>Implementation and/or Modification of Curricula</b>	<b>08-0201</b>	<b>2 of 6</b>

and Student Affairs Committee.

When implementing a new curriculum, an application must be completed or submission to the NCCCS and the State Board. The application includes evidence of research to indicate employment availability, impact on other programs in the NCCCS, projected enrollment, facility and equipment needs, institutional cost, program of study, and curriculum model (sequence of courses.) The curriculum should be developed by lead faculty and the department chair with assistance provided by the curriculum specialist.

For all curriculum changes the following process should be followed:

- a. The RCCC form 501 should be used as the cover document for presenting any modifications or changes. This form should be completed by the change initiator and is used to name the program or curricula affected by the change, to explain the nature of the change, to describe the purpose of the change and justify it, and to gain the endorsement signatures of the department chair, curriculum specialist, Dean of Academic Affairs, Academic and Student Affairs Committee Chair, and approval of the President. Upon receiving the RCCC form 501, the Dean of Academic Affairs is responsible for tracking the form through the curriculum review/approval process. The RCCC form 501 is also used to document the effective date of the change and to serve as verification that the change has been disseminated to appropriate College personnel.
- b. Copies of the requested changes, with the fully completed upper portion of the RCCC form 501 as a cover document, should be presented to the Chair and members of the Academic and Student Affairs Committee by the Dean of Academic Affairs at least one week in advance of the scheduled meeting.

The Dean of Academic Affairs, in signing his/her recommendation for approval of the change, is responsible for insuring that the change meets the standards of quality required by the

SECTION TITLE	NUMBER	PAGE
<b>Implementation and/or Modification of Curricula</b>	<b>08-0201</b>	<b>3 of 6</b>

College, complies with the guidelines for curricula as established in the North Carolina Administrative Code, the NCCCS, and SACS and meets all other guidelines as established by these procedures or the College Administration.

The Chair of the Academic and Student Affairs Committee will work with the Dean of Academic Affairs to notify all persons who should appear before the Committee.

The presentation is made to the Academic and Student Affairs Committee.

If the Academic and Student Affairs Committee recommends the change, a copy of the change with cover form signed by the Committee Chair and a copy of the Committee's meeting minutes are forwarded by the Dean of Academic Affairs to the President.

If the President approves the action of the Academic and Student Affairs Committee, all employees are notified of the changes by electronic forwarding of the RCCC form 501. The Dean of Academic Affairs maintains the original copies of all approved changes.

If the Academic and Student Affairs Committee does not recommend or the President does not approve the requested changes, the Dean of Academic Affairs is responsible for notifying the affected Department Chair. This notification should include reasons for turning down the request and/or additional material or actions necessary.

No change of any course or curriculum may be implemented until or unless it has the recommendation or approval of the Academic and Student Affairs Committee and/or the President.

In appropriate cases, approval of the local Board of Trustees, NCCCS, or State Board may also be necessary prior to implementation.

It is preferred that all changes be effective fall semester of each year. However, exceptions may be recommended by the Academic and Student Affairs Committee and approved by the President.

SECTION TITLE	NUMBER	PAGE
<b>Implementation and/or Modification of Curricula</b>	<b>08-0201</b>	<b>4 of 6</b>

*Continuing Education and Workforce Development*

Courses submitted by the Continuing Education and Workforce Development Department to the Academic and Student Affairs Committee should be viewed in one of two ways:

General interest short courses which do not carry CEUs should have a general course description and purpose and a stated number of hours. A complete course outline and objectives are optional.

Specific interest courses which carry CEU credit should follow the guidelines set up for CEU courses through the Continuing Education and Workforce Development Department. The objectives should be stated as performance measures and not as a list of topics. All new or modified Continuing Education and Workforce Development courses require the recommendation or approval of the Academic and Student Affairs Committee and/or the President.

SECTION TITLE	NUMBER	PAGE
<b>Implementation and/or Modification of Curricula</b>	<b>08-0201</b>	<b>5 of 6</b>

**Roanoke-Chowan Community College  
Request for Change in Course or Curriculum**

Changes in courses in a curriculum should be submitted and approved prior to the implementation of the change or the scheduling of a course. Upon approval of changes, an electronic copy of this form will be forwarded to all employees.

**Program/s affected by change:**

**Nature of Change:**

**Purpose of change (use attachments, if necessary):**

**Effective date of change:**

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<b>Implementation and/or Modification of Curricula</b>	<b>08-0201</b>	<b>6 of 6</b>

**REVIEWED BY:**

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Curriculum Specialist

\_\_\_\_\_  
Date

**RECOMMENDED BY:**

\_\_\_\_\_  
Academic and Student Affairs Committee Chair

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

SECTION TITLE	NUMBER	PAGE
Notice of Change in Course Offerings	08-0202	1 of 2

1. **PURPOSE:**

The purpose of this section is to describe the procedures for providing notice of changes in course offerings.

2. **PROCEDURES:**

Form Number 502 is to be used by the Program Coordinator for any additions, deletions, or changes which need to be made to the printed schedule.

The Program Coordinator should complete this form, obtain approval from the Division Chair, and submit it to the Dean of Curriculum Instruction for final approval.

The Dean will forward a copy of the completed change form to the Administrative Assistant to the Dean of Curriculum Instruction who will make the schedule changes electronically and notify the Registrar of the change.



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<b>Notice of Change in Course Offerings</b>	<b>08-0202</b>	<b>2 of 2</b>

SECTION TITLE	NUMBER	PAGE
<b>Curriculum Advisory Committees</b>	<b>08-0301</b>	1 of 4

1. **PURPOSE:**

The purpose of this section is to provide procedures for the appointment and use of curriculum advisory committees.

2. **PROCEDURE:**

In order to serve the needs of its communities, it is essential for the College to be aware of those needs. The people of the area engaged in business, industry, agriculture, education, health, and government service are in the best position to advise the College of existing needs.

A curriculum advisory committee is defined as a group of persons selected from the community to advise educators regarding educational programs. Two characteristics distinguish advisory committees from committees in general—they usually do not possess formal authority, and they serve voluntarily.

Broadly stated, the function of the curriculum advisory committee is to advise College administrators regarding instructional programs in specific technical, vocational, or other education-related areas. The committee should be concerned with the particular educational area it represents as it relates to the overall educational program. Some specific functions may include:

- Serve as a communications link between the College and community occupational groups
- Recommend competent personnel from business and industry as potential faculty
- Assist in securing equipment from community sources
- Suggest ways of improving the image of the College

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- Assist in recruiting, providing internships, and in placing qualified graduates in appropriate jobs
- Keep the College informed on changes in the work force, specific training needs, supplies, etc.
- Participate in the development and implementation of program goals and educational outcomes/objectives
- Assist in informing the community of educational programs
- Participate in the evaluation of educational programs and their graduates

### **COMMITTEE ORGANIZATION**

In beginning the selection process, a tentative list of persons will be presented to the respective Curriculum Director by the program chair. A review of the membership will be conducted jointly by the Curriculum Director and the Dean of Curriculum Instruction. Having been reviewed and/or approved, the list of candidates will be resubmitted to the program chair.

The Program Chair will then contact each potential member to determine interest and willingness to serve.

An official membership roster of committee members will be maintained by the Curriculum Director and the Dean of Curriculum Instruction. The President shall be informed of all committee membership.

Each curriculum advisory committee should consist of 8 to 12 persons, unless otherwise stipulated by an accredited or certifying agency. A graduate of the program should be included in the membership.

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### **OPERATING PROCEDURES**

The Program Chair, along with the Curriculum Director, and the chairperson of the curriculum advisory committee, will be responsible for setting up meetings, at least annually, for the curriculum advisory committee. Minutes of all advisory committee meetings will be taken by the recording secretary and distributed to the Curriculum Director, the Dean of Curriculum Instruction, members of the committee, and the Program Chair.

The President shall be informed of all curriculum advisory committee meetings.

### **DUTIES OF THE PROGRAM CHAIR**

The Program Chair's primary responsibility is to ensure communication between the Committee, the administration, instructional staff, and the students. It is also the responsibility of the Program Chair to familiarize the committee with the goals and objectives of the program and progress towards those goals. All curriculum advisory committee meetings should be well planned in advance.

### **MEETING AGENDAS**

Members of the curriculum advisory committee should be mailed a letter of announcement by the Program Chair or Curriculum Director at least two weeks prior to the meeting. In addition, agendas should be prepared to include an introduction, record of attendance, approval of minutes, old and new business, announcements, and a progress report.

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Committee members should also be contacted by telephone by the Program Chair or Curriculum Director two days prior to the meeting to verify members have received the information.

Meetings should be held during the spring semester (early) to facilitate implementation of suggested revisions by fall.

SECTION TITLE	NUMBER	PAGE
<b>Quality and Effectiveness of Curriculum Programs</b>	<b>08-0401</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to describe the procedures for assuring the quality of curriculum programs and the effectiveness of instruction.

2. **PROCEDURE:**

It is the responsibility of the College, through the Dean of Instruction, the Assistant Dean, Department Chairperson, and the instructor to provide quality educational programs employing the most effective instructional techniques.

To fulfill this responsibility, the College is carrying out the following:

- a. Having a comprehensive job description for each instructional position with the duties, competencies required, minimum qualifications including education and experience listed.
- b. Filling each instructional position with the most qualified and capable instructor available through effective advertising, screening, interviewing and selection by the Department Chairperson, the Assistant Dean, and the Dean of Instruction, and making recommendations to the President.
- c. Maintaining a complete personnel file on all curriculum instructional employees with documentation of credentials, references, and official transcripts from educational institutions where degree(s) was/were earned by the employee(s).
- d. Requiring an up-to-date course outline, syllabus and objectives for each course taught.

SECTION TITLE	NUMBER	PAGE
<b>Quality and Effectiveness of Curriculum Programs</b>	<b>08-0401</b>	2 of 2

- e. Providing a staff development program which will allow instructional personnel the opportunity to obtain or up-grade skills necessary to insure effectiveness of instruction.
- f. Providing the most current textbooks, equipment, and teaching supplies and materials for each course taught.
- g. Requiring a community advisory committee for each curriculum program to keep the department informed of needs and training requirements of students.
- h. Providing release time, whenever possible, for instructors, to work in business and industry to keep up with current practices.
- i. Encouraging membership in professional organizations and attendance at conferences and workshops.
- j. Implementing an evaluation system which includes observation and evaluation by the instructor's immediate supervisor, quarterly evaluations by students, and the use of an external evaluator whenever possible.
- k. Conducting follow-up surveys by department of graduates, dropouts, and early leavers.
- l. Conducting surveys of employers.
- m. Maintaining current instructional materials in the library.

SECTION TITLE	NUMBER	PAGE
<b>Textbook Selection, Complimentary Copies, and Ordering of Textbooks</b>	<b>08-0402</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to describe the procedures for selecting and ordering of textbooks for curriculum instruction courses.

2. **PROCEDURE:**

The Program Chair is responsible for selecting the textbooks to be used in his or her individual department. The Program Chair should review various textbooks with departmental faculty on an annual basis, in order to determine the most appropriate textbook(s) for departmental courses. Program Chair recommendations will be used to develop a published textbook list.

Complimentary Copies

Faculty may request complimentary copies of textbooks directly from publishers with the books becoming the property of the instructor.

Textbook Ordering

The Program Chair is responsible for ensuring that textbooks for all courses, including day, evening, and distance learning courses, in his or her department are ordered in time for the start of classes for each term. The Program Chair should study the term schedule and be knowledgeable of which day, evening, and distance learning courses are being offered. The book order should be completed and submitted to the respective Curriculum Director no later than 10 weeks prior to the start of the term. The Program Chair should estimate the number of textbooks needed and submit an additional request if early registration exceeds predicted enrollment.



SECTION TITLE	NUMBER	PAGE
<b>Textbook Selection, Complimentary Copies, and Ordering of Textbooks</b>	<b>08-0402</b>	2 of 2

Textbook Order Form (RCCC 503) is to be used to submit book order requests.

This form is self-explanatory and requires the ISBN number to ensure accuracy of the order. The book order form should be signed by the Program Chair, Curriculum Director, and Dean of Curriculum Instruction prior to submitting it to the Bookstore Manager.

SECTION TITLE	NUMBER	PAGE
<b>Guidelines for Supervision of Continuing Education and Workforce Development Classes</b>	<b>08-0403</b>	<b>1 of 5</b>

1. **PURPOSE:**

The purpose of this section is to ensure accountability and credibility for Roanoke-Chowan Community College's Continuing Education and Workforce Development classes by providing guidelines for their supervision. This procedure is based on the CC-95-253, State Board of Community Colleges Criteria for Accountability and Credibility in Continuing Education and Workforce Development.

2. **PROCEDURE:**

I. On-site visits to each class:

- A. The instructor's supervisor or designated representative, as approved by the Dean of Continuing Education and Workforce Development, shall make at least one visit each semester to at least 50 percent of all off-campus classes and shall maintain written documentation for the purpose of establishing an audit trail (see end of procedure). When the duration of the class restricts the ability to visit a class session, adequate documentation of the class's existence shall be acceptable in lieu of a visit.
- B. The Dean of Continuing Education and Workforce Development shall visit at least 25 percent of off-campus Continuing Education and Workforce Development classes each semester with no pre-notification of these visits and shall maintain written documentation of such visits. An off-campus class is defined as any class not held in institutionally owned or leased property or a site under the supervision of a resident supervisor or director who is on site during the entire period the instruction is taking place therein (e.g., Senior Center, Day Reporting Center).
- C. A Continuing Education and Workforce Development Schedule Adjustment Log shall be maintained at the desk of the Administrative Assistant to the Dean of

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Continuing Education and Workforce Development. Any course change shall be placed on this log prior to the change. The course supervisor is then responsible for completing the adjustment process and verifying that all records and contracts are accurate.

II. Student Membership Verification

Approved forms signed by enrollees, such as class receipt forms, class registration, and the like must be utilized for all Continuing Education and Workforce Development classes and must be carefully checked. If the form must be signed by a teacher (most likely ABE or Compensatory Education), the class supervisor shall check with the students to ensure that they are enrolled properly. In all instances, State Board policies in the Administrative Code and the System's Accounting Manual shall be followed.

III. Instructor Verification

Instructors are paid after closing the contract and only when all necessary documentation has been satisfactorily completed and turned into the Continuing Education and Workforce Development Office, i.e. registration, attendance rolls, books, equipment, and the like.

IV. Institutional Approval Process for Conducting a Continuing Education and Workforce Development Class

- A. The Dean of Continuing Education and Workforce Development shall be responsible for approving the establishment/offering of all Continuing Education and Workforce Development classes consistent with the mission and role of the community college system.
- B. Roanoke-Chowan Community College shall maintain an up-to-date master schedule, including day, time, and location for all Continuing Education and

SECTION TITLE	NUMBER	PAGE
<b>Guidelines for Supervision of Continuing Education and Workforce Development Classes</b>	<b>08-0403</b>	<b>3 of 5</b>

Workforce Development classes. This master list shall be maintained on the College's administrative computer system.

- V. Institutional Responsibility for Accuracy in Reporting Practices in Continuing Education and Workforce Development Programs

The President or designee shall take appropriate measures to ensure that the internal audit plan be maintained and that the institution complies with its approved procedures.

- VI. Additional Guidelines and Procedures

- A. In addition to the guidelines outlined above, the Dean of Continuing Education and Workforce Development and the President may implement more specific plans for supervision.

- B. The College shall continue to work with the North Carolina Community College System's audit staff to improve its supervision of Continuing Education and Workforce Development classes.





SECTION TITLE	NUMBER	PAGE
<b>Class Size and Course Repetition</b>	<b>08-0404</b>	1 of 4

1. **PURPOSE:**

The purpose of this procedure to provide guidelines for class size and course repetition for both curriculum and continuing education course offerings.

2. **PROCEDURE:**

A. Curriculum Courses

1. Class Size

Courses will be offered according to regular course sequences contained in the college catalog or if at least ten (10) students are expected to enroll. At the end of the registration period, class enrollment will be evaluated by the dean of instruction and assistant deans.

The dean will determine whether or not to cancel classes with low enrollment. Classes will be cancelled that are taught by full-time instructors with less than three (3) students enrolled unless a course is required by a student for graduation from his/her respective program. The class must be a required course in that student's curriculum. In the case of part-time instructors, a class must contain at least five (5) students. Every effort will be made to place students whose classes have been cancelled into other courses as appropriate.

Should a student's class be cancelled that is taught by a part-time instructor every attempt will be made to locate an appropriate full-time instructor that will teach the course on an independent study

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<b>Class Size and Course Repetition</b>	<b>08-0404</b>	2 of 4

basis. Any required course taught via independent study will count towards graduation, however, it must meet the same criteria as if the course were taught in the normal classroom setting in regards to course outline, syllabus, and textbook.

In the event that a new curriculum is initiated, the above class size procedure will be adhered to in determining course cancellations.

For classes that are cancelled that were scheduled to be taught by a part-time instructor, the instructor will receive reimbursement for the actual hours that are taught before that course was deleted from the schedule.

## 2. Course Repetition

Students may not repeat a course for credit in which they have already received a grade of “C” or higher. Courses transferred from other institutions may not be repeated for credit, but the student may audit the courses. If a course is audited, the original grade will be the grade of record; and NC (NON-CREDIT) will be entered on the permanent record.

Students may repeat a course for credit in which they have received a grade of “D” or “F” under the condition that in each case credit hours will be considered hours attempted and used in computing the quality point average.

Financial aid recipients and veterans should note that they will not receive assistance or benefits for repeating courses in which they



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<b>Class Size and Course Repetition</b>	<b>08-0404</b>	3 of 4

have received a passing grade unless required by the course standards.

B. Continuing Education Courses

1. Class Size

The college, in an effort to provide a cost effective and diverse program, has established guidelines whereby a minimum of 12 students will be used as the base to determine the offering of a continuing education class. When enrollment drops below this base, the dean of continuing education will determine if the class should continue. The dean may authorize classes with less than 12 students enrolled when they are taught in instructional areas where there is significant public benefit in, and a need for, the training (i.e. fire, rescue, occupational extension, literacy).

2. Course Repetition

Attendance in continuing education classes is based on the adult student's perception of benefits in attendance. It is assumed that willingness to pay a registration fee is a symbol of interest and a signal that the student will attend. Continuing education students may continue to enroll in similar courses as long as they feel they benefit from that enrollment.

In classes where a large portion of students enrolled are exempt from fees, the dean will attempt to determine if those registered

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<b>Class Size and Course Repetition</b>	<b>08-0404</b>	4 of 4

intend to participate in the class and whether the class size meets the minimum enrollment requirement.

SECTION TITLE	NUMBER	PAGE
<b>Determining Curriculum Faculty Work Loads</b>	<b>08-0501</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this procedure is to establish guidelines for determining full-time work loads for curriculum faculty.

2. **PROCEDURE:**

A. Full-time faculty teaching loads are established as follows:

<b>Program Category</b>	<b>Faculty Load</b>
College Transfer/General Education/Public Services (except Cosmetology)	18-21 non-concurrent contact hours a minimum of five office hours
Business and Vocational Technologies	18-21 non-concurrent contact hours a minimum of five office hours
Health Technologies	18-21 non-concurrent contact hours a minimum of five office hour
Vocational/Industrial/Technologies	24-26 non-concurrent contact hours a minimum of two office hours
Cosmetology	24-26 non-concurrent contact hours a minimum of two office hours

Division Directors shall be expected to carry a 50 percent teaching load. Lead Faculty shall be expected to carry a 75 percent teaching load.

The normal workweek for a full-time faculty member is considered to be 40 hours per week; however, faculty are not required to be on campus for all those 40 hours.

Full-time faculty are required to be on campus five days a week for a minimum of 30 hours per week. When faculty are not in class, lab, and/or shop, it is expected that the remaining hours of their workweek will be spent preparing for class, grading assignments, holding office hours in adherence to the table above, advising students, recruiting, fulfilling committee assignments, and carrying out administrative duties as required.

B. The following criteria shall be used in determining faculty course assignments:

- ratio of class and lab hours involved

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<b>Determining Curriculum Faculty Work Loads</b>	<b>08-0501</b>	<b>2 of 3</b>

- faculty-student ratio
- number of different preparations required (an attempt shall be made to keep this to no more than three, but it is sometimes necessary to have as many as five)

Faculty shall be expected to teach both day and evening classes as part of their regular teaching load. Faculty members are expected to be on campus each day of the work week except during scheduled faculty breaks or when on approved sick leave or personal leave. Exceptions may be made for extenuating circumstances, with approval by the Division Director and Dean of Academic Affairs.

- C. At the beginning of the semester, each Lead Faculty shall submit to the appropriate Division Director work load schedules for all faculty members in his or her program. After approval by the Division Director, each schedule shall be submitted to the Dean of Academic Affairs for final approval.
- D. For faculty teaching distance learning courses, the teaching load shall be calculated based on the regular contact hours for each course. Faculty teaching online courses shall schedule at least one online office hour. The Academic Affairs' Office shall forward to the Distance Learning Coordinator copies of schedules for all faculty teaching distance learning courses.
- E. For faculty members who are supervising independent study courses, the teaching load shall be calculated based on one hour of work load for each course.
- F. For faculty members who are supervising co-op students, the teaching load shall be calculated based on one hour of work load for every two students supervised, not to exceed ten hours of work load in a given semester.
- G. In some cases, faculty members might be given special assignments, which may require a reduction in their minimum teaching load. Examples of special assignments may include, but are not limited to, the following:

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<b>Determining Curriculum Faculty Work Loads</b>	<b>08-0501</b>	<b>3 of 3</b>

- Faculty members who develop an online course for which there is not an existing template may be granted up to three hours of release time in their teaching load during the semester in which the course is developed.
- Faculty members who develop a new curriculum may be granted up to three hours of release time in their teaching load during the semester in which the curriculum is developed.

All requests for release time in the teaching load shall be accompanied by written documentation and approved by the appropriate Division Director and the Dean of Academic Affairs prior to the finalization of the course schedule.

H. Faculty may teach no more than six contact hours beyond the maximum teaching load. Faculty shall be compensated, for overloads, based on the salary scale for part-time curriculum faculty.

I. Full-time faculty must post a schedule on or near their office door detailing the following:

- a. Actual hours in class
- b. Expected arrival and departure time
- c. Office hours
- d. Contact information

Full-time faculty who are not present in their office during a scheduled office hour must post a note indicating when they are expected back in the office.

J. Exceptions may be made to the above when necessary to meet budgetary constraints.

SECTION TITLE	NUMBER	PAGE
<b>Selection Process for Excellence in Teaching Award and Staff Award</b>	<b>08-0502</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this section is to establish the procedure for the annual selection of the College's nominees for the Excellence in Teaching Award and Staff Award. One nominee shall be selected for each award.

2. **PROCEDURE:**

Eligibility

- A. All full-time curriculum faculty, including academic department heads, who have been employed as full-time curriculum faculty with the College for a minimum of three academic years are eligible nominees for the Excellence in Teaching Award. The only exception is previous state award winners. The eligible positions for this award are listed on the nomination form that is included as an addendum to this procedure. Each year, the Coordinator for Human Resources Services shall determine the eligible personnel based on length of service and previous state award winners.
- B. All full-time and permanent part-time employees who have been employed as full-time or permanent part-time staff with the College for a minimum of three years are eligible for the Staff Award. The only exceptions are the President and previous state award winners. The eligible positions for this award are listed on the nomination form which is included as an addendum to this procedure. Each year, the Coordinator for Human Resources Services shall determine the eligible personnel based on length of service and previous state award winners.

Nomination Process

- A. By March 1 each year, the President shall send a notice to all full-time and permanent part-time employees and the SGA president announcing that nominations are being accepted for the Excellence in Teaching and Staff Awards. The announcement, which also shall be posted on the College's Web site and Campus Cruiser, shall include the

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nomination form criteria for selection, eligible personnel for each award, and the deadline for submitting nominees.

- B. Any full- or part-time employee and current and former students may nominate candidates for either award. No self-nominations shall be accepted, and the Faculty and Staff Associations shall not endorse any nominee.
- C. Nominations are made by completing the appropriate nomination form. In addition to being included with the award announcement, the nomination forms shall be made available at various locations throughout the campus and on the College's Web site. Nomination forms should be returned to collection boxes that shall be placed at receptionist desks in the Jernigan Building and in the Student Services Office. Online nominations should be returned to the Institutional Researcher.
- D. The Institutional Researcher is responsible for collecting the completed nomination forms and compiling a list of nominees for each award. Nominations shall then be submitted to the nominee's immediate supervisor, who is responsible for collecting data for the nomination packets.
- E. For the Excellence in Teaching Award, the nomination packet consists of the Nomination Form, the Nominee Input Form, the Supervisor Input Form, a summary of student evaluations from the previous two semesters, and the most recent supervisory evaluation. For the Staff Award, the nomination packet consists of the Nomination Form, the Nominee Input Form, the Supervisor Input Form and the most recent supervisory evaluation with corresponding job description. The completed nomination packets will be reviewed by the appropriate division unit head and submitted to the Chair of the Selection Committee by a given deadline. The signed Checklist indicates the nominee's approval for release of supervisory and student evaluation data (faculty only.)

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Selection Committee

When the list of nominees for each award has been compiled, a seven-member Selection Committee shall be appointed (excluding award nominees) as follows:

- Two faculty members shall be appointed by the Faculty Association
- Two staff members shall be appointed by the Staff Association
- One faculty member and one staff member shall be appointed by the Planning and Budget Committee.
- One community representative shall be appointed by the President.

Appointments for the Selection Committee shall be submitted to the President, who is responsible for notifying the committee members and coordinating the first committee meeting. The Selection Committee shall rate each candidate using the Excellence in Teaching and Staff Rating sheets.

By April 30 each year, the Selection Committee shall submit to the President the College nominee for the Excellence in Teaching Award and the nominee for the Staff Award. The President shall notify each of the final nominees and forward to them the packet of required information for submission to the North Carolina Community College System along with the submission deadline. Each nominee shall be responsible for completing the packet and submitting it to the President's Office at least five working days prior to the submission deadline. Following the selection, the two College nominees shall be announced at a faculty and staff meeting and at a meeting of the College Board of Trustees.



SECTION TITLE	NUMBER	PAGE
<b>Utilization of Part-Time Curriculum Faculty</b>	<b>08-0503</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of the procedure is to establish the guidelines for recommending part-time curriculum faculty (hereinafter referred to as part-time faculty), defining the responsibilities of part-time faculty, and identifying strategies for controlling the number of part-time faculty.

2. **PROCEDURE:**

A. Recommending Part-Time Faculty

The Lead Faculty shall identify part-time faculty needs in his or her respective area. Requests for employment of part-time faculty shall be made to the appropriate Division Director, who shall forward the request to the Dean of Academic Affairs.

Administrative Procedure (AP) 03-0101 shall be followed in hiring part-time faculty. In following the hiring process as specified by AP 03-0101, the Dean of Academic Affairs shall involve the appropriate Division Director and Lead Faculty in the review of applications and selection of part-time faculty.

B. Responsibilities of Part-Time Faculty

Part-time faculty members are expected to provide quality instruction to students and to be available to provide assistance to students outside of the scheduled class time. These faculty members are hired on a semester-by-semester basis and are paid on a per course basis according to the part-time curriculum faculty pay scale.

At the beginning of the semester, each Lead Faculty shall submit to the appropriate Division Director work schedules for the part-time faculty in his or her department. After approval by the Division Director, each schedule shall be submitted to the Dean of Academic Affairs for final approval.

C. Controlling the Number of Part-Time Faculty

Part-time faculty shall be employed only when all full-time curriculum faculty members in the respective program have a full workload as defined by AP 08-0501. In

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order to minimize the need for additional faculty and as part of overall budget management, the College shall offer class sections with low enrollment only when the class section is absolutely necessary in order to meet the needs of students.

All attempts shall be made to ensure that the part-time faculty teaching assignment does not exceed 40 percent of the total semester teaching load. As part of the planning and budgeting process, Division Directors shall examine the utilization of part-time faculty in each program of the departments they supervise for the previous and current academic years. Any curriculum program that has consistently depended on part-time faculty for more than 40 percent of its total teaching load shall be identified as a potential need for additional full-time faculty. Funds shall be allocated for the additional full-time faculty positions as budget allows.

SECTION TITLE	NUMBER	PAGE
<b>Participation and Jurisdiction of Faculty in Academic Affairs</b>	<b>08-0504</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this procedure is to define the participation and jurisdiction of faculty in academic affairs. Faculty have primary responsibility for the quality and effectiveness of the College's educational programs. In addition, faculty play a critical role in the participative governance of the College particularly as it relates to academic affairs.

2. **PROCEDURE:**

Faculty are involved in the participation and jurisdiction of academic affairs through

a. Teaching and other responsibilities, such as development and implementation of new courses and/or curricula, as outlined in the faculty job descriptions.

b. Assignment to standing committees as follows:

Executive Management Council - Department Chair for each academic department,

President of Faculty Association

Academic and Students Affairs - Department Chair for each academic department, Two at large faculty members

Enrollment Management - Department Chair for each academic department,

Two at large faculty members

Other standing committees - At least two at-large faculty members on each committee

c. Participation in the Faculty Association.

SECTION TITLE	NUMBER	PAGE
<b>Providing Patron Services</b>	<b>08-0701</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to provide procedures which govern the providing of patron services.

2. **PROCEDURE:**

In certain curricula, it is necessary to have patrons or clients for the students to serve in order to provide students comprehensive educational experiences. Therefore, the offering of services to patrons in these areas is highly encouraged.

The priority of rendering services should be as follows: 1) students, 2) employees, 3) families of students and employees, and 4) persons with no connection to the College.

The program coordinator is responsible for informing all patrons that the service performed is a part of the student's educational program, and therefore cannot guarantee workmanship and will accept no responsibility for damages incurred. Patrons or clients will be asked to sign a waiver to that effect.

The program coordinator is responsible for having signs posted in the department that identify the rules for providing patron services.

The patron or client must provide the cost of parts, materials, and necessary supplies involved in providing the service.

SECTION TITLE	NUMBER	PAGE
<b>Providing Institutional Services and Live Projects</b>	<b>08-0702</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to provide the procedure that governs the providing of institutional services and live projects.

2. **PROCEDURE:**

a. Curriculum

Under certain circumstances, students or classes from curricula may be utilized to provide services or live projects for Roanoke-Chowan Community College and for outside public agencies.

Arrangements and agreements for such services or live projects must be made between the Program Coordinator, Dean of Curriculum Instruction, Manager of Finance and Administration, Executive Vice President, or the President.

The activities involved in providing such services or live projects must be a part of the regular training of the students, and this information must be contained in the agreement to provide the services.

b. Economic and Workforce Development

Any live projects conducted in Economic and Workforce Development courses must be relevant to the training and approved by the Executive Vice President, Manager of Finance and Administration, and the Dean of Economic and Workforce Development prior to the beginning of the live project.

SECTION TITLE	NUMBER	PAGE
<b>Providing Employee Services</b>	<b>08-0703</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to provide the procedures which govern the providing of employee services.

2. **PROCEDURE:**

Employees of the College may avail themselves of certain services provided by students in some of the curriculums under certain conditions:

- A. The services provided must be a part of the training the student is receiving at that particular time.
- B. Arrangements for the services must be made with the Department Chairperson and not with an individual student.
- C. The employee must provide the cost of parts, materials, and other necessary supplies involved in providing the service.
- D. The employee will be informed that the service is provided as a part of the student's training, and that the College cannot guarantee the workmanship and assumes no liability for any damages which may occur.

SECTION TITLE	NUMBER	PAGE
<b>Field Trip/Social Function Arrangements</b>	<b>08-0704</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to establish rules regarding field trip/social function arrangements.

2. **PROCEDURE:**

1. Instructors are encouraged to take students on field trips to make the courses more meaningful and to add variety to the teaching techniques.
2. The Department Chairperson is to complete RCCC form 205 (see attached) well in advance of the field trip/social function.
3. Field trips must be planned with proper appointments and transportation arranged, and must be approved by the appropriate Dean/Deans and Business Manager (If college vehicle is to be used).

SECTION TITLE	NUMBER	PAGE
<b>Field Trip/Social Function Arrangements</b>	<b>08-0704</b>	2 of 2

**Refer to attachment**



SECTION TITLE	NUMBER	PAGE
<b>Use of Outside Speakers for Regular Classes</b>	<b>08-0705</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to provide the procedures for the use of outside speakers for regular classes.

2. **PROCEDURE:**

The use of outside speakers as a supplement to the regular, planned classroom activities is encouraged. Outside speakers should not be used as a substitute for the regular teacher or to supplant planned instructional activities.

The use of outside speakers should be planned by the regular instructor and should be approved by the Department Chairperson.

The instructor should make arrangements with the proposed speaker at least a week in advance of the scheduled activity. Arrangements should include: day and time of class, length of class period, location of the class, and the subject matter to be covered. Such things as speaker's stand, microphone, overhead projector, or filmstrip machine that may be needed should be arranged. There are no funds available for payment of stipends or honorariums.

As soon as all arrangements for the speaker are completed, the Department Chairperson and Assistant Dean should be notified.

SECTION TITLE	NUMBER	PAGE
<b>Faculty Referral of Students to the Computer-Assisted Instruction (CAI) Lab</b>	<b>08-0706</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this section is to provide the procedure for faculty to refer students to the Computer-Assisted Instruction (CAI) Lab.

2. **PROCEDURE:**

In accordance with the North Carolina Administrative Code, T23, Chapter 2(D), .0323 (d), page 18, “Skills Laboratory or Computer Tutorial Laboratory,” the CAI Lab “is intended for students who are experiencing academic difficulty in a particular curriculum course. . .Student contact hours may be reported for budget/FTE when students are required by the instructor to attend the lab for remedial/developmental work and when the skills laboratory instructors or computer tutorial coordinators are paid with curriculum instructional funds.

- A. Documentation of instructor referral must be maintained for auditing purposes. Maintain documentation until released by audit.
- B. Homework assignments are not permitted to be reported for budget/FTE.
- C. Calculation of Student Contact Hours for Computer Tutorial Laboratory: actual time of class attendance is to be reported. Sixty minutes constitutes an hour. Student hours generated for these types of classes are the sum of all the hours of actual student attendance in a class in a given semester.”

When a faculty member determines that a student is deficient in skills of the subject being taught, he/she may refer the student to the CAI Lab for supplemental work.

In this case, the following steps should be followed:

SECTION TITLE	NUMBER	PAGE
<b>Faculty Referral of Students to the Computer-Assisted Instruction (CAI) Lab</b>	<b>08-0706</b>	<b>2 of 3</b>

Faculty

- A. Obtain Computer-Assisted Faculty Lab Referral Form (in triplicate) from the CAI Lab Coordinator or another Learning Resources Staff member.
- B. Complete the form and return the original to the CAI Lab Coordinator, keeping two copies--one for the faculty member and one for the student.

Student

- A. Bring the completed referral form to the CAI Lab.
- B. Sign in on CAI Lab Log Sheet under respective faculty member's name, giving date, name, time, subject, and software.
- C. Complete the suggested assignment(s).

CAI Lab Coordinator

- A. Enter the assignment completion date on the original form and return a copy to the faculty member within two days of the completion date. This form keeps faculty informed of each student's progress.
- B. File original forms in file cabinet in the CAI Lab in the following order: chronologically by semester (e.g., Fall 2001), alphabetically by instructor's last name, and chronologically by date.
- C. Maintain documentation until released by audit.
- D. Inform the referring faculty member of any student who does not report to the CAI Lab within two days of the date that the CAI Lab Coordinator receives the referral form.

SECTION TITLE	NUMBER	PAGE
<b>Faculty Referral of Students to the Computer-Assisted Instruction (CAI) Lab</b>	<b>08-0706</b>	<b>3 of 3</b>

SECTION TITLE	NUMBER	PAGE
<b>Admission to Writing Lab</b>	<b>08-0707</b>	1 of 3

1. **PURPOSE:**

The purpose of this section is to establish procedures for admitting ABE/GED students to the college's writing laboratory.

2. **PROCEDURE:**

1. Students should be referred to the writing laboratory for pre- and post-testing for writing before taking the GED test.
2. Students who fail the Writing Skills Test on the first attempt should be automatically referred to the writing laboratory.
3. The majority of students should receive writing instruction in the writing laboratory. Those students who are unable to have access to the college because of transportation problems or other difficulties should receive instruction at their home site.
4. The requirement for scheduling a conference time with the writing lab instructor before taking the GED should be explained "as optional but in the student's best interest."
5. Any ABE/GED student having difficulty with writing should be referred to the writing lab by his instructor.

In order to maintain communication among all persons involved in the testing and the instructional phases of the program, the following two referral forms should be used. To provide information to a student's instructor, the form entitled

SECTION TITLE	NUMBER	PAGE
<b>Admission to Writing Lab</b>	<b>08-0707</b>	2 of 3

“Student Diagnostic Information” (RCCC 409 Jul 88) should be completed by the writing lab instructor and either (1) placed in the student’s personal folder, or (2) sent to the instructor at the class site he will be attending. If the student is having difficulty and the instructor wishes to refer him to the writing lab, the form entitled “Writing Center Referral” (RCCC 408 Jul 88) should be completed. Appropriate activities can then be selected.

**Refer to attachment**

**(Revised: 10-31-88; 2-10-03) Approved: 2-15-03**

SECTION TITLE	NUMBER	PAGE
<b>Admission to Writing Lab</b>	<b>08-0707</b>	3 of 3

SECTION TITLE	NUMBER	PAGE
<b>Student Requirements for Graduation</b>	<b>09-0101</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to provide the procedure to be followed to insure that a student has completed all requirements for graduation

2. **PROCEDURE:**

Students must successfully complete all the courses and the number of credit hours required by their curriculum as contained in the College catalog. Changes may be made in the College catalog requirements between the time students enter a curriculum and the time they may be ready to finish. Contingent upon the availability of courses, students may graduate under the catalog under which they originally enrolled. However, if the necessary courses are not available, students will be graduated under the catalog in effect at the time of their anticipated graduation.

It is the responsibility of students to know and to meet the graduation requirements of the College in their particular program of study. A faculty advisor is assigned to each student, who will advise the student in planning his/her class schedule each semester. However, the final responsibility for meeting all graduation requirements lies with the student.

Students must complete the Curricular Student Application for Graduation form, available in the Registrar's Office, prior to registering for their final semester at Roanoke Chowan Community College. Students must secure their advisor's signature as verification of a candidate for graduation. The form is returned to the Registrar who must certify that the grade-point average (GPA), credit hours, and the required courses have been successfully completed.

At least one semester before the scheduled completion, the Program Coordinator



SECTION TITLE	NUMBER	PAGE
<b>Student Requirements for Graduation</b>	<b>09-0101</b>	<b>2 of 2</b>

and Registrar should check the records to insure that there are no discrepancies in required courses and credit hours.

### **Honor Graduates**

The Registrar will be responsible for identifying honor graduates. Honor graduates will be determined based on overall GPA and hours of credit earned at Roanoke-Chowan Community College (RCCC). A minimum of 32 semester hours of credit completed in a degree program, 18 semester hours in a diploma program, and 12 semester hours in a certificate program at RCCC is required. Only course work required for the student's selected curriculum will be counted. GPAs and credits earned will be determined at the end of the spring semester that precedes the graduation ceremony.

There are two levels of distinction, High Honors and Honors.

To be considered a High Honor graduate, the student must have an overall GPA of 4.00. A special stole (received prior to the graduation ceremony) will complete the graduation attire for High Honor graduates. Special recognition will be given to High Honor graduates during the graduation ceremony.

To be considered an Honors graduate, the student must have a minimum overall GPA of 3.75 to 3.99. A special cord (received prior to the graduation ceremony) will complete the graduation attire for honor graduates.

The graduating student with the highest GPA and highest number of hours earned in a degree program may be asked to deliver the "Welcome" during the graduation ceremony. If the highest GPA and hours earned are shared by several students, the "Welcome" will be delivered by the SGA president or vice-president.

SECTION TITLE	NUMBER	PAGE
<b>Preparation of Graduation Ceremony</b>	<b>09-0102</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to provide procedures for the preparation of the graduation ceremony.

2. **PROCEDURE:**

Preparations for the graduation ceremony are made in the following manner:

The Registrar is responsible for

- A. Requisitioning degrees, diplomas, certificates, caps and gowns, ribbons for seating, flowers for stage, invitations, and programs.
- B. Sending letters to prospective curricular graduates notifying them of the time, place, and when they may pick up caps, gowns, and invitations.
- C. Having all degrees, diplomas, and certificates properly arranged on stage and lining up the graduation participants prior to the ceremony.
- D. Identifying ushers and marshals who will assist with the graduation ceremony.

The President is responsible for

- A. Securing a keynote speaker; sending invitations to special guests; signing degrees, diplomas, and certificates; and having these signed by the Chair of the Board of Trustees.
- B. Appointing a committee that will be responsible for the stage arrangements, time and place of the ceremony, music, seating arrangement, ushers, and electronic equipment. Also, this committee will

SECTION TITLE	NUMBER	PAGE
<b>Preparation of Graduation Ceremony</b>	<b>09-0102</b>	2 of 2

be responsible for securing and returning all items used during the ceremony.

The Institutional Advancement division is responsible for

- A. Publicizing activities related to the graduation.
- B. Designing and printing graduation invitations and programs.
- C. Taking pictures of the graduation exercise.

SECTION TITLE	NUMBER	PAGE
<b>Participation in Graduation by GED Students</b>	<b>09-0103</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish procedures for participation in graduation by GED students.

2. **PROCEDURE:**

The Director of Basic Skills shall contact all literacy instructors employed by Roanoke-Chowan Community College and inform them of the procedures for participation in graduation.

Students who successfully complete GED requirements ten working days before the graduation date are eligible to participate in the College's graduation exercises. The Chief GED Examiner will mail letters to all GED graduates to inform them of the following:

- Date, time, and place of graduation
- Date and place to be measured for graduation attire
- Amount of graduation fee
- Deadline for ordering caps and gowns

A letter containing the following information for GED graduates will be prepared by the Chief GED Examiner to be distributed with graduation apparel:

- Date, time, and place of graduation
- Time graduates must be on campus for graduation rehearsal and the graduation ceremony
- Proper care of caps and gowns
- Dress to be worn under gowns

SECTION TITLE	NUMBER	PAGE
<b>Participation in Graduation by GED Students</b>	<b>09-0103</b>	<b>1 of 2</b>

- Reminder that all college materials must be returned and/or financial obligations must be met prior to graduation
- Information on curricular schedule

All candidates must be present for rehearsal. The following procedures are emphasized at rehearsal:

- Positioning of students in line alphabetically
- Marching in and out
- Entering and leaving the stage
- Accepting diplomas
- Positioning and turning tassels

Students not present for graduation rehearsal will not be allowed to participate in the ceremony.

All graduating GED students will pay a graduation fee as set forth in Board of Trustees Policy 9.13. The GED graduation fee includes ten invitations, a keepsake cap, gown, tassel and the leather diploma jacket. Additional invitations are available for an extra charge as set by the Student Services Department.

SECTION TITLE	NUMBER	PAGE
<b>Participation in Graduation By Curricular Students</b>	<b>09-0104</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish procedures for participation in graduation by Roanoke-Chowan Community College curricular students.

2. **PROCEDURE:**

The Registrar will inform all curricular program chairpersons of the procedures for participation in graduation by degree, diploma, and certificate students on or before midterm of the fall semester.

Students who successfully complete all requirements for their specific curriculum are eligible to participate in Roanoke-Chowan Community College's graduation exercises. In order to participate in graduation exercises, a student must:

1. Complete all required courses and credit hours with a minimum 2.0 GPA.
2. File an application for graduation in the Registrar's Office for each award applicant is completing.
3. Pay a graduation fee as set forth in Board Policy 9.13.
4. Attend graduation rehearsal.

The Registrar will mail letters to all curricular graduates and inform them of the following:

- A. Date and time of graduation
- B. Date and place to be measured for graduation attire
- C. Amount of graduation fee
- D. Deadline for ordering caps and gowns

A letter containing pertinent information for curricular graduates will be prepared by the Registrar to be distributed with graduation apparel. The letter will include the following:

- A. Date and time of graduation
- B. Date and time graduates must be on campus for graduation rehearsal
- C. Proper care of caps and gowns
- D. Dress to be worn under gowns
- E. Reminder that all college materials and/or financial obligations must be met prior to graduation

SECTION TITLE	NUMBER	PAGE
<b>Participation in Graduation By Curricular Students</b>	<b>09-0104</b>	<b>2 of 2</b>

F. Information on fall registration

All candidates must be present for rehearsal. The following procedures will be emphasized at rehearsal:

- A. Lining up by department
- B. Positioning of students in line-up
- C. Marching in and out
- D. Entering and leaving the stage
- E. Accepting degrees, diplomas, and certificates
- F. Positioning and turning tassels

Students who fail to attend graduation rehearsal or who arrive after actual graduation exercises have begun will not be allowed to participate in the exercises.

The graduation fee includes a limited number of tickets for guests, cap and gown, and the award earned. The limited number of tickets will be based on the number of graduates participating in the ceremony.

Degrees and diplomas will be ordered for all eligible students. Certificates will only be printed for those students who file a graduation application for their certificate award in the registrar's office. Certificate graduates must request their certificate at least eight weeks prior to the upcoming graduation ceremony and within the same academic year that they complete requirements for their certificate program.

Awards will be issued only once a year – at the time of the graduation ceremony. Students completing graduation requirements for degrees, diplomas, and certificates at points throughout the academic year must wait until the graduation ceremony following their completion to receive their award.

SECTION TITLE	NUMBER	PAGE
<b>Grading System</b>	<b>09-0201</b>	<b>1 of 5</b>

1. **PURPOSE:**

The purpose of this section is to establish the rules regarding the Roanoke-Chowan Community College grading system.

2. **PROCEDURE:**

At the end of each course for which students are registered, they will receive a final grade. Instructors determine final grades using the following system.

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Poor	60-69
F	Failure in performance	

Every grade given (A through F) is assigned a quality point value: A = 4, B = 3, C = 2, D = 1, F = 0.

**\*I** A student will receive an **I** (Incomplete) when the work required has not been completed for reasons beyond the control of the student. An **I** will be recorded on the final grade sheet and must be removed by the last day of the add period of the next semester. If the **I** is not removed, the **I** will automatically become an **F**. If an **I** is received, the student does not re-enroll in the course.

**\*NE** A student will receive an **NE** (Never Entered) when the student officially registers for a class but never attends. **NE** will be non-punitive and will not affect the student's quality points. **NE** will be reported by instructors on the 10% attendance roster and posted to the student's academic transcript at that time. **Instructors will not be required to process drop forms for these students.**



SECTION TITLE	NUMBER	PAGE
<b>Grading System</b>	<b>09-0201</b>	<b>2 of 5</b>

**\*AU** This grade is assigned to a student who audits a course or who repeats a course in which a grade of **C** or higher has been earned. Applicants who wish to audit courses must submit a completed admissions application to the Admissions Office. Applicants must follow regular registration procedures and pay the required tuition fee, as well as abide by all college regulations. No credit will be given for audited courses. However, students are expected to attend classes regularly and participate in class activities. A student who audits a course cannot change to credit nor can a student who enrolls in a course for credit change to audit after the deadline for dropping a course without penalty. A student who audits a course may repeat the course for credit. Only applicants with a high school diploma or high school equivalency certificate (GED) will be permitted to audit courses in degree granting programs and the General Occupational Technology and Nursing Assistant programs. The hours of an audited course will be counted as part of a student's load and will be subject to overload restrictions. A student may audit a course only once. A record of the audit will be entered on the student's transcript as **AU**. The **AU** will not be converted to a letter grade.

**\*W** A **W** is received when a student officially withdraws from a course before the 60% point of the course. After the 60% point, the student who fails to complete course requirements would receive an **F**. In the event that a student must withdraw beyond the 60% point because of extenuating circumstances beyond that student's control, the student could petition the appropriate curricular division director for a **W**. Students who officially register for a class may not withdraw by nonattendance.

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<b>Grading System</b>	<b>09-0201</b>	<b>3 of 5</b>

**\*CE** Credit by Proficiency Examination: This grade is awarded for credit hours only and does not affect quality points or grade point average.

**\*CL** **College Level Examination Program (CLEPP)**  
This grade is awarded to students who have taken and met the credit-granting score standard for CLEP. The CL is for credit hours and does not effect quality points or grade-point average.

**\*AP** **Advance Placement**  
This grade is awarded to students who take the College Entrance Examination Board's Advance Placement Examination and; meet the credit-granting score standard for AP. The AP is for credit hours and does not effect quality points or grade point average.

**\*MT** **Military Training**  
This grade is awarded to veteran students who may receive college credits through DANTES, a testing program service by the Educational Testing Service. The MT is for credit hours and does not effect quality points or grade point average.

**\*BL** **Basic Law Enforcement Training**  
This grade is awarded to students who have completed Basic Law Enforcement Training. (The training must be for college credit and not continuing education credit.

### **Course Make-Up Work**

Instructors may establish procedures for make-up work.

### **Drop/Add Period**

A student may add courses during the registration periods and the first two class days of the semester. The add period sets a cut-off date for allowing students to enroll in courses. No

SECTION TITLE	NUMBER	PAGE
<b>Grading System</b>	<b>09-0201</b>	<b>4 of 5</b>

grade will be given or recorded for students who drop courses during the tuition refund period. A student is permitted to drop without penalty from a course prior to the 60% point of the semester. When a course is officially dropped during the prescribed time period, the student's record will show a **W** (Withdrawal). Instructors must verify that a drop form has been processed in the Registrar's Office for students assigned a **W**. If a student drops a course after the end of the official drop period, an **F** grade as outlined above will be received.

A student may drop/add a course by securing the proper form from the Registrar's Office, completing it, securing the advisor's signature, and returning the completed form to the Registrar's Office.

### **Withdrawal from Classes**

A student who finds it necessary to withdraw from all classes must complete the proper form. Each instructor's signature, the last date of attendance for each class, the final grade, and the advisor's signature must all be secured. The form is then returned to a Student Development Services counselor's office where an exit interview will be held. A grade of **W** will be given if the withdrawal is during the drop period. If the withdrawal is after the drop period, a grade of **F** will be recorded.

### **Change of Grade**

Any change of grade, except course repeats and incomplete grades, must be made by the instructor. If a change is necessary and the instructor is no longer available, the decision to change the grade rests with the Dean of Instruction.

### **Grade-Point Average**

For the purpose of determining grade-point average, final grades have the following values or points: A = 4, B = 3, C = 2, D = 1, F = 0. Other grades are not included in grade-point averages. The cumulative grade-point average is computed by multiplying the points for each

SECTION TITLE	NUMBER	PAGE
<b>Grading System</b>	<b>09-0201</b>	<b>5 of 5</b>

course by the semester hours for that course, then dividing by the total number of semester hours.

A grade-point average of 2.00 for work taken at the College is required for graduation.

### **Repeating a Course**

Students may not repeat a course for credit in which they have already received a grade of **C** or higher. Courses transferred from other institutions may not be repeated for credit, but the student may audit the courses. If such a course is repeated, the original grade will be the grade of record; and **AU** (Audit) will be entered on the permanent record.

Students may repeat a course for credit in which they have received a grade of **D** or **F** under the condition that in each case credit hours will be considered hours attempted and used in computing the quality point average.

Financial aid recipients and veterans benefits recipients will not receive assistance or benefits for repeating courses in which they have received a **D** grade unless required by the academic department.

SECTION TITLE	NUMBER	PAGE
<b>Student Attendance</b>	<b>09-0203</b>	<b>1 of 2</b>

1. **Purpose:**

The purpose of this section is to establish the procedure related to maintaining class attendance.

2. **Procedure:**

Roanoke-Chowan Community College considers regular class attendance and promptness important to good scholarship. Instructors who have students experiencing attendance problems are encouraged to refer these students to a counselor. Absences from class do not relieve students of meeting all the course requirements. Regardless of the reason, when a student accumulates absences totaling 15 percent of the instructional hours of the course, the instructor has the authority to drop the student from the course. The student who is dropped may request reinstatement by the Dean of Student Services.

Examples of absentee limits:

<u>Class Contact Hours</u>	<u>Absentee Limits</u>
16	2 hours
17	5 hours
48	7 hours
64	10 hours
80	12 hours

**Tardiness**

Being late three times will be recorded as one hour of absentee limit for that course.

When a student is to be dropped from a course for excessive absences, these steps will be followed:

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<b>Student Attendance</b>	<b>09-0203</b>	<b>2 of 2</b>

- a) The instructor drops the student from course enrollment using the drop section of the standard drop-add form.
- b) The Registrar's Office will process the drop-add form.
- c) The Registrar will notify the student that the drop form has been processed.
- d) A student who wishes reinstatement must submit a Request for Reinstatement form to the Dean of Student Services or a designee within one working day after returning to school.
- e) The dean or a designee will investigate the evidence provided by the student, instructor, and available records and complete Section II of the Request for Reinstatement form.
- f) The dean or a designee will make a decision within one working day of the request and record it in Section II of the Request for Reinstatement form.
- g) Once a decision is made, the student must fill out Section III of the Request for Reinstatement form. A copy of the form will be sent to the Registrar's Office to be filed with the student's registration form. A student who is absent a second time after reinstatement and/or fails to abide by any stated stipulation will be dropped with no further reinstatement consideration.

Any time reinstatement is denied, the student may follow the student appeal process as outlined in the College catalog.

During the appeal process, the student will not be allowed to attend the class under consideration.

SECTION TITLE	NUMBER	PAGE
<b>VA Regulations for Veteran Students</b>	<b>09-0204</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this section is to establish provisions that are required to meet Veterans Administration (VA) regulations for eligible students.

2. **PROCEDURE:**

The VA sponsors the following educational assistance programs for qualifying veterans and other eligible persons: Chapter 30, 31, 34/30, 35, and 1606. Roanoke-Chowan Community College programs are approved by the North Carolina State Approval Agency for educating and training veterans, dependents of deceased or disabled veterans, and members of the Selected Reserve under Title 38 of the United States Code. Each incoming veteran must meet with the Veterans Affairs Coordinator to apply for VA benefits.

To remain eligible to receive VA education benefits, veteran students must be aware of the following guidelines.

- I. Students receiving VA education benefits must maintain satisfactory attendance.
  - a. Veterans who complete a program of study or who do not re-enroll after completing a semester's work will be terminated with the VA effective the last day of the semester just completed.
  - b. Veterans who are dropped due to excessive absences will be terminated with the VA as of the last date of attendance (not the date of the drop/add for validation).
  - c. Veterans who are dropped for lack of progress will be terminated with the VA effective the date of validation of the drop/add form.

SECTION TITLE	NUMBER	PAGE
<b>VA Regulations for Veteran Students</b>	<b>09-0204</b>	<b>2 of 3</b>

- d. Veterans who voluntarily withdraw from the College will be terminated with the VA effective on the date of the validation of the drop/add form.
- II. Veteran students who change their course load, thereby causing a reduction or increase of their entitlements, will have the change effective on the date of the drop/add if it occurs during the semester (as validated) or on the first day of the semester if it is a change that occurs after the completion of the previous semester.
- III. The Veterans Affairs Coordinator at the College will notify the VA in writing, or on necessary forms when appropriate, of any change in a veteran's status with the College. This will be accomplished within 30 working days of the change.
- IV. Veterans will be required to maintain "satisfactory progress" to be considered eligible for VA benefits. Students placed on "academic probation" will be given the next semester in attendance to regain "satisfactory progress" status or they will be terminated with the VA effective at the end of the semester.
- V. The Veterans Affairs Coordinator will notify the VA immediately when an individual's progress or attendance fails to meet minimum standards.
- VI. Any course within the designated curriculum undertaken by a veteran and carried after the formal drop/add period at the beginning of the semester must count in computing the student's status.



SECTION TITLE	NUMBER	PAGE
<b>VA Regulations for Veteran Students</b>	<b>09-0204</b>	<b>3 of 3</b>

VII. Transfers from other institutions and students who transfer from one program to another within the College will have their transcripts evaluated by the Registrar. After the evaluation is completed, a copy of the evaluation indicating credit allowed will be mailed to the student, placed in the student's permanent file, and routed to the Veterans Affairs Coordinator and the student's advisor.

The Veterans Affairs Coordinator will send document No. 22-1990 to the VA stating the number of credits allowed for previous training. These credits will be subtracted from the total number of hours needed to complete a particular program, and the student will receive benefits for such. The Veteran student will then be required to complete the remaining hours needed for graduation for his/her chosen curriculum. Time needed to complete the program will vary depending on the amount of credit received from transfer and the course load taken each semester.

VIII. Veteran students will not receive VA benefits for taking courses previously passed, including courses passed by proficiency exam.

IX. Veteran students will not receive VA benefits for taking courses not approved as a part of their curriculum. Veteran students must notify the Veterans Affairs Coordinator as soon as any changes are made in their course of study.

SECTION TITLE	NUMBER	PAGE
<b>Procedures for Issuance of Student Transcripts</b>	<b>09-0205</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to describe the procedure for the issuance of student transcripts.

2. **PROCEDURE:**

A transcript of curricular courses taken at Roanoke-Chowan Community College will be issued to the appropriate institution, agency, or individual upon written request by the student. Transcripts will cost \$3 \$5 per copy for official copies and will be printed on official transcript paper. Unofficial copies will be printed on plain paper at no charge. No transcript will be released if the student has any indebtedness to the College. A transcript will be provided within ten working days. Facsimile copies may be faxed to accredited educational institutions but not to individuals or other agencies. Facsimile transcripts will **not** be accepted for official enrollment purposes.

For transcripts of Continuing Education and Workforce Development courses, there is no fee. Transcripts may be obtained by contacting the Continuing Education and Workforce Development office.

SECTION TITLE	NUMBER	PAGE
<b>Student Classification</b>	<b>09-0206</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish student classification.

2. **PROCEDURE:**

**Student Classification**

Freshman – a student who has completed with a passing grade less than 30 semester hours of curricular credit.

Sophomore – a student who has completed with a passing grade 30 or more semester hours of curricular credit.

Full-time student – a student enrolled in a given semester with 12 or more semester hours of curricular credit.

Part-time student – a student enrolled with fewer than 12 semester hours of curricular credit.

**President’s List**

At the close of each semester, full-time curricular students (students carrying a load of 12 or more credit hours, none of which are numbered 100 or lower or “I” grades) will be included on the President’s List, providing they have achieved a grade-point average of 4.00.

**Dean’s List**

At the close of each semester, full-time curricular students (students carrying a load of 12 or more credit hours, none of which are numbered 100 or lower or “I” grades) will be included on the Dean’s List, provided they have no grades lower than a “B” and that the grade-point average of all their grades for that semester is 3.25 or better.

**Academic Requirements**

Each curricular student at Roanoke-Chowan Community College is expected to make satisfactory progress toward obtaining a degree or diploma. At the end of each semester, a student’s grade-point average and cumulative grade-point average are examined. The minimum cumulative grade-point average for remaining in good standing is listed in the following scale.

(Adopted: 08-22-83) (Revised: 10-10-83; 12-12-83; 06-11-84; 06-02-88; 08-07-89; 09-14-92; 02-03-97; 09-05-01; 10-14-02)

SECTION TITLE	NUMBER	PAGE
<b>Student Classification</b>	<b>09-0206</b>	<b>2 of 2</b>

Attempted Credit Hours	Grade-Point Average	
	<u>Hours</u>	<u>Diploma</u>
1-15	1.50	1.50
16-27	1.65	1.65
28-39	1.80	1.80
40-53	2.00	1.95
54 and above	2.00	2.00

### **Academic Warning and Academic Probation**

Students who fail to maintain the minimum academic requirements will be placed on academic warning for the next semester. They will be notified in writing by a counselor in Student Services and must consult their advisor before registering again. Students on academic warning will be permitted to enroll in a reduced course load of only 9 to 10 semester hours during the warning semester. Should they fail to reestablish the required average **during after two the warning semesters**, they will be placed on academic probation and will be permitted to enroll only as a half-time student (6 semester hours) until the minimum cumulative grade-point average for a student in good standing is achieved. All students placed on academic probation will be notified in writing by the Registrar.

Students classified as “Academic Probation” at the College are considered to be making UNSATISFACTORY progress, and are NOT eligible for financial aid or VA benefits. Students who are on warning or probation will not be allowed to register during early registration.

Student status will be calculated each semester for all full-time and part-time students except Dual Enrollment/Huskins, **Early College High School** and Special Credit Students.

If students classified as academic warning are not currently enrolled and grades are not pending, they will be permitted to register during the early registration period.

SECTION TITLE	NUMBER	PAGE
<b>Financial Obligations and Debts Owed Roanoke-Chowan Community College</b>	<b>09-0207</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to establish procedures for financial obligations and debts owed to Roanoke-Chowan Community College.

2. **PROCEDURE:**

Any student having an outstanding debt to Roanoke-Chowan Community College,  
including charges, fees, fines, defaulted payments, or student aid overpayments, must have all debts cleared in order to do the following:

1. pre-register
2. register
3. receive grades
4. graduate
5. receive any documentation of a degree, diploma, or certificate earned
6. receive or have an academic transcript forwarded
7. participate in any student government activity

In case of extraordinary circumstances, the Dean of Student Development Services may grant a waiver for a student.

SECTION TITLE	NUMBER	PAGE
<b>Change of Status (Curriculum, Student Name, Address)</b>	<b>09-0208</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to establish the procedure for change of student status, including curricular program and student's name and address.

2. **PROCEDURE:**

When a student decides to change programs, the procedure officially begins with a conference with a counselor in Student Development Services. Upon agreement by the counselor and the student that the change is warranted, the student is told the name of his/her new advisor. The student is instructed to submit a "Student Status Change Form" (R-CCC 213) to the Registrar in Student Development Services. The Registrar will then recalculate the **CPA GPA** on the basis of the new program and send copies of the evaluation to the student and the new advisor.

All students are granted the opportunity to change their names on institutional records upon the production of evidence showing the student's name has officially changed. Students should complete a "Student Status Change Form" and attach a certified copy of a court order, a marriage certificate, or a dissolution decree, or some other official documentation reflecting the new name in full.

The "Student Status Change Form" also should be used to submit changes in addresses and telephone number.

**Refer to attachment**

**(Revised: 10-31-88; 2-10-03) Approved: 2-15-03**

SECTION TITLE	NUMBER	PAGE
<b>Confidentiality of and Access to Student Records</b>	<b>09-0209</b>	<b>1 of 5</b>

1. **PURPOSE:**

The purpose of this section is to provide the procedure for confidentiality of and access to student records.

2. **PROCEDURE:**

- A. Confidentiality of and access to the education records of students will be maintained in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA). The Registrar is responsible for the maintenance of these records.
- B. Education records are defined as records directly related to a student and maintained by the Roanoke-Chowan Community College such as transcripts of work from other institutions, test scores, health records or forms, recommendations, admissions application, residency forms, and academic record of all courses taken while enrolled at the College.
- C. Only directory information will be released without the written consent of the student. Directory information is information not considered harmful or an invasion of privacy if disclosed. Directory information includes the following: 1) student's name, 2) address including electronic mail address, 3) telephone number, 4) date and place of birth, 5) major field of study, 6) dates of attendance, 7) enrollment status, 8) photograph, 9) degrees, honors, awards received, 10) participation in officially recognized activities/sports, 11) most recent education agency or institution attended and 12) class schedule.
- D. Under FERPA guidelines, students have the right to 1) inspect and review their education records; 2) have some control over the disclosure of information from their education records and 3) seek to amend their education records.

SECTION TITLE	NUMBER	PAGE
<b>Confidentiality of and Access to Student Records</b>	<b>09-0209</b>	<b>2 of 5</b>

- E. Inspection and review of a student’s education record is permitted upon written request from the student to the Registrar. The Registrar will set up a date and time for inspection and review of the education record within a maximum of 45 days after the request. The Dean of Student Services and the Registrar will provide an explanation and interpretation of the record. However, under FERPA guidelines (refer to FERPA Guide), there are limitations on students’ right to inspect certain information in their education records (see “Student Request to Inspect and Review Education Records” at end of procedure).
- F. Students have some control over the disclosure of information from their education records. The College may disclose education records or components thereof without written consent of students to those agencies listed as exceptions in FERPA guidelines. Students who wish to refuse disclosures of information for any or all categories of the directory information must submit a the completed form, Request to Prevent Disclosure of Directory Information, to the Registrar within two weeks of the beginning of each semester.
- G. Students have the right to challenge and amend the contents of their education records, which the students consider to be inaccurate, misleading or otherwise in violation of their privacy or other rights. The challenge request must be submitted to the Registrar, who will decide within 15 days whether corrective action consistent with the student’s request will be taken. The student must be notified of the decision. If the decision is in agreement with the student’s request, the appropriate record(s) must be amended. A student who is not provided full relief sought by his/her challenge must be informed by the Registrar of the decision and



SECTION TITLE	NUMBER	PAGE
<b>Confidentiality of and Access to Student Records</b>	<b>09-0209</b>	<b>3 of 5</b>

of his/her right to appeal the decision. The student will be directed to the  
College's appeal process.

SECTION TITLE	NUMBER	PAGE
<b>Confidentiality of and Access to Student Records</b>	<b>09-0209</b>	<b>4 of 5</b>

SECTION TITLE	NUMBER	PAGE
<b>Confidentiality of and Access to Student Records</b>	<b>09-0209</b>	<b>5 of 5</b>

SECTION TITLE	NUMBER	PAGE
<b>Admitting Curricular Students to Roanoke-Chowan Community College</b>	<b>09-0301</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish guidelines to be followed in admitting curricular students to Roanoke-Chowan Community College.

2. **PROCEDURE:**

**Application for Admission**

Applicants must submit a completed application for admission to Student Services.

**Testing**

See AP 09-0503--Placement Testing

**Transcripts**

- A. Applicants must request their high school to forward **an official** transcript to Student Services. A supplementary transcript of the final semester's work should be submitted by the school after high school graduation. Applicants with a high school diploma equivalency certificate (GED) must submit a copy of their scores in lieu of a transcript.
- B. Applicants who have attended other postsecondary education institutions must request that official transcripts of all work completed be submitted to Student Services.
- C. In lieu of an official transcript, a facsimile transcript shall be accepted for registration. However, an official transcript must be on file in Student Services before the student can register for a second semester (term).
- D. **Pre-Admission Counseling**  
Applicants planning to enroll at Roanoke-Chowan Community College are encouraged to schedule an appointment with a member of the counseling staff prior to entering school. Individuals may discuss interests, abilities, career planning, and the applicant's first-year program at the College.

SECTION TITLE	NUMBER	PAGE
<b>Admitting Curricular Students to Roanoke-Chowan Community College</b>	<b>09-0301</b>	<b>2 of 2</b>

**E. General Requirements for Admission into an Associate Degree Program**

- Applicants must have a high school diploma or a high school diploma equivalency certificate (GED).
- Applicants must be able to benefit from the available curricular programs and complete any additional entrance requirements that apply to specific programs.

**F. General Requirements for Admission for Diploma and Certificate Programs**

- Applicants must have a high school diploma or equivalency certificate (GED) to be admitted all diploma programs and the following certificate programs: Accounting and Health Care Technology, ~~Health Unit Coordinator, Manicuring/Nail Technology, and Nursing Assistant~~. A non-high school graduate (18 years of age or older) may be admitted as a full-time student; however, only ~~under certain circumstances may a non-high school graduate~~ ~~non high school graduates or those without a GED will be ineligible to receive~~ financial aid. All applicants are encouraged to obtain (or be in the process of obtaining) their high school diploma or equivalency certificate (GED) prior to seeking admission to the College.
- Applicants must be able to benefit from the available curricular programs and complete any additional entrance requirements which apply to specific programs.

**G. Conditional admission** into the College and into a specific program of study is granted for a semester, where applicable, until all requirements for admission are met.

SECTION TITLE	NUMBER	PAGE
<b>Huskins/Concurrent Enrollment</b>	<b>09-0302</b>	<b>1 of 4</b>

1. **PURPOSE:**

The purpose of this section is to provide the procedure for the Huskins/Concurrent Enrollment of high school students in curricular courses.

2. **PROCEDURE:**

A. Huskins Enrollment

Prior to the implementation of courses, an agreement must be executed between the superintendent of the local educational agency (LEA) and the president of the local community college and approved by the NCCCS. This agreement must be developed and approved at least annually and whenever the agreement is revised. Eligible courses are courses numbered 100 and above [except for Cooperative Education (COE), Selected Topics (SEL), and Seminar Topics (SEM) course prefixes) that are listed on the College's approved, electronic program of study. All Huskins Cooperative Agreements between a community college and an LEA must document that courses offered by the College do not duplicate or substitute for high school courses that are currently being offered by any high school in the LEA or have not been terminated for a period of less than one academic year. When a high school course is terminated by a high school, it will be eligible for offering under the Huskins Bill in that LEA after a period of one academic year.

Local boards of trustees and local school boards, (public, private, home school) may establish cooperative programs in areas they serve to provide college-level courses to high school students under the following conditions:

- i. students must be in grades 9-12;
- ii. students must meet the same prerequisite and course admission's requirements as adult college students;

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- iii. students must be recommended by the chief administrative officer of the high school for enrollment;
- iv. if the student has special needs, the LEA or non-public governing body and the College shall collaboratively determine the accommodation to be provided by each entity;
- v. home-schooled students must apply for classes through the LEA or non-public governing body; the agreement shall be between the LEA or non-public governing body and the College.

**B. Concurrent Enrollment**

The North Carolina State Board of Community Colleges requires no written agreement between the LEA and the local community college for concurrent enrollment. Courses numbered 100 and above [except for Cooperative Education (COE), Selected Topics (SEL), and Seminar Topics (SEM) course prefixes] listed in the college's approved, electronic program of study and/or any Continuing Education courses, except for adult basic skills, listed in the NCCCS Continuing Education Master Course List are eligible for concurrent enrollment.

The NCSBCC's Policy regarding concurrent enrollment, as cited in 23 NCAC 2C.0305, permits high school students to enroll in a community college course under the following conditions:

- i. students must be at least 16 years of age;
- ii. students must be recommended by the chief administrative officer of the high school and approved by the president or designee of the community college;
- iii. chief administrative officer of the high school must certify that the student is taking the equivalent of one-half of a full-time schedule and is

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making progress toward graduation, or (in the case of courses offered in the summer) must certify that the student took the equivalent of one-half of a full-time schedule during the preceding year and is making progress toward graduation;

- iv. enrollment of high school students cannot displace adult college students;
- v. students may be admitted for any semester on a space-available basis;
- vi. students must meet the same prerequisite and course admission's requirements as adult college students, and
- vii. students taking continuing education courses from the Continuing Education Master Course List must pay applicable registration fees.

C. High school students must submit a completed *Roanoke-Chowan Community College Huskins/Concurrent Enrollment Approval Form* with all required signatures prior to enrollment.

D. Course grades shall be forwarded to appropriate high school personnel.

E. High school students taking curricular courses through Huskins/Concurrent Enrollment are exempt from applicable tuition.

F. Local boards of education may pay for the cost of textbooks and fees for high school students enrolled in community colleges.

G. Once admitted to the College, Huskins/Concurrent Enrollment students are expected to abide by the same regulations as all other students.



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<b>Huskins/Concurrent Enrollment</b>	<b>09-0302</b>	<b>4 of 4</b>

**Roanoke-Chowan Community College  
Huskins/Concurrent Enrollment Approval Form**

**I. Criteria for Student Selection**

\_\_\_\_\_ Dual enrollment courses are those already on the schedule and available for high school students on a space-available basis.

The high school student listed below:

1. is 16 years of age or older.
2. is recommended for enrollment by the principal/designee and approved by Roanoke-Chowan Community College's Dean of Academic Affairs.
3. is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation or (in case of courses offered in the summer) took the equivalent of one-half of a full-time schedule during the preceding year and is making progress toward graduation.
4. meets all existing Roanoke-Chowan Community College admission's criteria and all prerequisite requirements for courses.

\_\_\_\_\_ Huskins courses are specifically designed for high school students.

1. is in a grade between 9th and 12th.
2. meets all existing Roanoke-Chowan Community College admission's criteria and all prerequisite requirements for courses.
3. is recommended for enrollment by the principal or designee.

**II. Desired Courses**

\_\_\_\_\_

**III. Time Frame**

Year: \_\_\_\_\_ Term: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

*For more information, please contact a Student Services Counselor at 252-862-1305.*

**IV. Approval**

By signing below the 1.) parent/guardian grants permission for the student to enroll at Roanoke-Chowan Community College, 2.) principal/chief administrative school official recommends the student for enrollment, 3.) Roanoke-Chowan Community College's Dean of Academic Affairs approves the student for course enrollment, and 4.) student and parent/guardian consent to allow Roanoke-Chowan Community College to forward interim and/or final grades to appropriate high school personnel.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of High School

\_\_\_\_\_  
President/Designee, Roanoke-Chowan Community College

\_\_\_\_\_  
Date

White Copy - Student File

Canary Copy - Admission's File

Pink Copy - High School File

*RCCC 551 Mar. '05 Previous editions obsolete*

SECTION TITLE	NUMBER	PAGE
<b>Admission Into Basic Skills Program</b>	<b>09-0304</b>	<b>1 of 9</b>

1. **PURPOSE:**

The purpose of this section is to provide the guidelines for enrollment in the Basic Skills Program at Roanoke-Chowan Community College. This procedure is in adherence with the policies and procedures outlined in North Carolina Community College System Office's Basic Skills Policy and Procedures Manual for Community Colleges

2. **PROCEDURE:**

A. Students wishing to enroll in the Basic Skills Program at Roanoke-Chowan Community College must complete the Orientation and GED Placement Testing sessions. The following is a list of activities that are covered in each session:

Orientation Session

Welcome

GED Testing Information and Fees

Basic Skills Program Guidelines

Registration and LEIS Forms

IDs, Activity Fees, and Parking Permits (if applicable)

Campus Tour (if applicable)

Minor Petition Forms (if applicable)

Driver's License Laws (if applicable)

TABE Locator Test

GED Placement Testing Session

TABE or CASAS Assessment

B. All students must sign *RCCC 412--Guidelines Form*, during Orientation stating that they will abide by all guidelines established by the College.

C. All on-campus Basic Skills students are required to purchase an identification card and parking permit. Also, off-campus students are encouraged to obtain an ID card.

D. Minor Students

i. Minor students (age 16 and 17), who are not enrolled in a public/private/home school, may enroll in the Basic Skills Program if they do not have a high school diploma or its equivalent. (CC-93-457)

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- ii. Minor students must submit *RCCC 419--Minor Applicant Release/Withdrawal Form* and *RCCC 420--Minor Applicant Notarized Petition Form* **before** they will be eligible to attend class. If a minor student has been out of school for more than six months, RCCC 419 is not required.
- iii. Emancipated minors (a person below 18 years of age who has married or has a court order stating that the person is emancipated) must provide a copy of the court order or marriage license before they are eligible to attend class. Emancipated minors do not need to complete RCCC 419 or 420.
- iv. Legal aliens who (1) are less than 18 years old, (2) have neither completed high school or its equivalent nor attended elementary or secondary school in North Carolina, (3) do not have a parent or legal guardian in this state, and (4) who have not been emancipated pursuant to the law of this state **do not** have to have RCCC 419 or 420 as a precondition for admission to the Basic Skills Program.
- v. Former residents of other states who (1) are less than 18 years old, (2) have neither completed high school or its equivalent nor attended elementary or secondary school in North Carolina, (3) do not have a parent or legal guardian in this state, and (4) who have not been emancipated pursuant to the law of this state **must** obtain releases from the local educational agency prior to admission. (CC-88-287) Minors who move to North Carolina from other states do not have to wait for six months before enrolling in the Basic Skills Program.

E. Concurrent Enrollment

- i. Section 23 NCAC 2C.0305 provides for concurrent enrollment of high school students that are 16 years old or older in **appropriate** college courses. (CC-93-457) Appropriate courses do not include Basic Skills and Developmental courses;

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therefore, high school students should not be enrolled in such courses under the Concurrent Enrollment policy.

- ii. High school students may apply for and receive permission to enroll in some community college courses (excluding Basic Skills courses) under the Huskins Bill.
- iii. Individuals currently enrolled in high school cannot enroll in RCCC's Basic Skills Program.

F. High School Graduates

- i. Students who have a high school diploma, GED, or Adult High School diploma may enroll in the Basic Skills Program if they score below 9.0 (or its equivalent) on a standardized test, even if they are enrolled in curricular programs and require Developmental Studies courses. Students with a high school diploma or its equivalent enrolled in curricular programs, especially if they are required to take Developmental Studies, who score 9.0 or higher on a standardized test or up to 235 on CASAS, should be admitted to the Basic Skills Program on an extremely limited basis. These students should be served in Developmental Studies courses. Enrollment of non-curricular students with high school diplomas or their equivalent who score 9.0 or above on a standardized test score or 225-245 on CASAS is permissible in adult secondary classes, but should be on a very limited basis. (CC-90-338 & CC-98-052, and CC-00-227)

G. Driver's License/Dropout Prevention Law

- i. The Driver's License/Dropout Prevention Law requires that all students who drop out of public schools who are not making progress, even though they subsequently enroll in a community college Basic Skills Program, must lose their driver's license or permit until one of the following conditions are met: completion of GED or Adult High School diploma or attending a Basic Skills class (not HRD, Continuing

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Education, or curricular class) for 6 months for 60 hours per month and making progress.

- ii. Students who lose their license under this law may apply for a hardship to the local community college, but it is extremely rare that hardships are granted (and only under extenuating circumstances which must be documented in writing).
- iii. Once students turn 18, this law no longer applies, even if they have not earned a high school diploma or its equivalent; emancipated minors are not exempt from this law.

H. Lose Control; Lose Your License Law

- i. The Lose Control; Lose Your License law denies or takes away permits or licenses for minors if they are suspended or expelled for three or more days due to one of the following offenses:

- ⊕ possession of drugs or weapons on a school campus or at a school-related activity, **or**
- ⊕ assault on school personnel.

- ii. Students who lose licenses or permits under this law shall lose their license for an entire year. This means that minors who are 17 ½ and lose their license/permit under this law, they cannot get the license/permit back until age 18 ½.

I. Required Assessment

Due to Title II (Adult Education and Family Literacy Act) of the Workforce Investment Act, all students entering basic skills' classes must be assessed by a standardized test (TABE or CASAS). Students can no longer "self-refer" into the program. (CC-00-227)

- J. Upon completion of both the Orientation and GED Placement Testing sessions, students shall be placed in a Basic Skills class based on their lowest test score in reading and math.

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K. Definitions:

- i. Adult Basic Education (ABE) -- is a program of instruction designed for adults who need to improve their reading, writing, speaking, problem solving, or computation skills to function more effectively in society, on a job, or in the family. ABE students function below a high school level.
- ii. Compensatory Education (CED) -- is a program to compensate adults with mental retardation who have not had an education or who have received an inadequate one. The program requires specialized diagnosis and consists of specially designed curricula. Appropriate documentation of formal diagnosis of the mentally handicapping condition must be provided. This condition must be determined and certified by a qualified professional, such as a physician, psychiatrist, psychologist, etc. Mentally handicapped individuals, aged 17 and older, who (1) have been diagnosed as mentally retarded; or (2) are pronounced as functioning on a level equivalent to mental retardation resulting from head injury or brain damage are eligible for this program. The College must have a record of where the documentation is filed and ascertain that it is available for verification purposes. Similarly, appropriate documentation certifying the functioning level of individuals with brain damage/head injury must be provided.
- iii. General Educational Development (GED) -- is a program of instruction designed to prepare adult students to take the GED tests that lead to a high school diploma equivalency. A student's lowest test score must be 9.0 or above on a standardized assessment to be placed at the GED level. Students who are enrolled at the GED level and have a high school diploma or its equivalent are not eligible to earn a GED or adult high school diploma. (CC-90-338)

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**Roanoke-Chowan Community College  
Basic Skills Program Guidelines**

The guidelines regarding the attendance and behavior of students enrolled in the Basic Skills Program at Roanoke-Chowan Community College are as follows:

**Attendance**

1. Students enrolled in the Basic Skills Program (ABE/GED) **must** attend class according to their formal schedule while on campus or at an off-campus class site.
2. Basic Skills' students **must** attend class when they are scheduled and wear their identification badge whenever they are attending class or testing. Basic Skills' students who are on campus but not in class, typically upon the first incident shall be taken to the Retention Specialist and receive a written warning; and upon the second incident may be taken to the Basic Skills Director and transferred to an off-campus class or dismissed from the program.
3. Students who frequently leave class without reason and without instructor's permission are subject to dismissal from the program and removal from campus or class site. Upon the first incident, typically the student shall be taken to the Retention Specialist and receive a written warning; and upon the second incident may be taken to the Basic Skills Director and transferred to an off-campus class or dismissed from the program.

**Conduct & Discipline**

1. Any student who impairs, impedes, or disrupts the legal missions, processes, or functions of the College may be subject to suspension or expulsion from the College and, in some cases, referred to civil authorities. (RCCC Catalog)
2. Under no condition will alcoholic beverages or narcotics be allowed on College property, nor will students under the influence of alcoholic beverages or narcotics be allowed on campus. Any violation may result in expulsion or suspension on the first incident and, in some cases, referred to civil authorities. (RCCC Catalog)
3. Students proved to have cheated will be subject to appropriate disciplinary action. (RCCC Catalog)
4. Profane language, gambling, or disruptive activity will not be tolerated. Examples of disorderly conduct include: (a) fighting or other violent conduct; (b) making or using utterances, gestures, displays, or abusive language intended and likely to provoke violent retaliation; (c) taking over buildings; and (d) refusing to vacate a building or facility when asked by someone in authority to do so. Action will be taken according to the severity of the incident and, in some cases, referred to civil authorities. The first incident will typically result in a written warning; the second incident may result in suspension for the remainder of the semester. (NCGS 14-288.4)
5. Possession of firearms and dangerous weapons are not allowed, and stealing will not be tolerated. Any violation of these guidelines shall result in suspension for the remainder of the semester and, in some cases, referred to civil authorities. (NCGS 14-269.2)
6. Students must turn off cell phones and pagers upon entering class, unless the student's occupation (medical, emergency, or law enforcement fields) requires that a cell phone/pager is on at all times. (RCCC Catalog)

Responsibility for this disciplinary action is held by the Dean of Continuing Education and Workforce Development. The purpose of the above-stated guidelines is in keeping with the admission and graduation requirements of the Basic Skills Program.

---

I agree to each of the above guidelines with full understanding that failure to comply with them shall result in immediate disciplinary action on the part of Roanoke-Chowan Community College. Also, I understand that I am entitled to procedural due process as outlined in the "Appeals" section of the general college catalog.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

White Copy – Student

Yellow Copy – Instructor

Pink Copy -- Parent/Legal Guardian

*RCCC 412 May '05 Previous editions obsolete*

**(Revised: 06-08-92; 03-05-97; 07-27-98; 03-26-01; 06-28-04; 04-25-05) Approved:**





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**Roanoke-Chowan Community College  
Minor Applicant Release/Withdrawal Form**

For Admission into the following Basic Skills Program

\_\_\_\_\_ GED/Adult Basic Education      \_\_\_\_\_ Compensatory Education

Name of Student \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street or Box No.      City      State      Zip

School Last Attended \_\_\_\_\_

Address \_\_\_\_\_  
Street      City      State      Zip

Date Last Attended \_\_\_\_\_ Official Withdrawal Date \_\_\_\_\_



As Superintendent, Chief School Officer, or designee of the School Unit in which the above named individual resides, I hereby waive any or all of the six months' waiting period. I understand that once the individual attains a passing score a high school diploma equivalency certificate shall be issued by the North Carolina Community College System.

\_\_\_\_\_  
Signature of Superintendent, Chief School Officer, or Designee

\_\_\_\_\_  
Date

White Copy -- Instructor's Folder  
Yellow Copy -- GED Examiner  
Pink Copy -- Basic Skills Office



SECTION TITLE	NUMBER	PAGE
<b>Readmission of Curricular Students</b>	<b>09-0305</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to establish guidelines to be followed in readmitting curricular students to Roanoke-Chowan Community College.

2. **PROCEDURE:**

A. Readmission of Students

All students who fail to register for **two years** ~~consecutive terms~~ (excluding including summer term) must re-submit a completed R-CCC application form to Student Services.

Students who have withdrawn in good academic standing shall be referred by a counselor to their advisor for assistance with registration. If the application for readmission is for a different curriculum, the student must complete a Student Status Change Form (R-CCC 213).

Students who have withdrawn as a result of unsatisfactory academic progress or disciplinary reasons must reapply through Student Services. Readmission decisions shall then be made by the Dean of Student Services and the counseling staff.

B. Readmission for Associate Degree Nursing Students

Readmission requirements for the Associate Degree Nursing program are outlined in the College's general catalog or may be obtained from ~~a counselor in Student Services~~ **the nursing department**.

SECTION TITLE	NUMBER	PAGE
<b>Admitting Special Credit Students</b>	<b>09-0306</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to establish guidelines to be followed in admitting special credit students to Roanoke-Chowan Community College.

2. **PROCEDURE:**

- Students who register for one or more credit courses without designating a specific curriculum shall be classified as special credit students and may be exempt from certain requirements for admission.
- A high school diploma or high school diploma equivalency certificate (GED) is required before special credit students will be allowed to take courses in degree-granting programs and in the **Accounting, Cosmetology Instructor**, Health Care Technology, ~~Health Unit Coordinator, and Funeral Service Education~~ **Lateral Entry, and Manicuring/Nail Technology** programs. Special credit students who desire to enroll in an English or math class must take the ASSET/COMPASS and shall be placed according to their test results.
- Special credit students who complete 15 semester hours of credit in a given curriculum must declare a major and meet all college and program requirements for admission. Special credit students who do not declare a major shall receive only audit credit for additional courses beyond the completion of the 15 semester hours.

SECTION TITLE	NUMBER	PAGE
<b>Admitting Home-Schooled Students</b>	<b>09-0307</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to establish guidelines for admitting home-schooled students to curricular programs.

2. **PROCEDURE:**

- A. Applicants must submit a completed application for admission to Student Services and meet all other general requirements.
- B. In lieu of a high school diploma, applicants must present from the Division of Non-Public Education a copy of written acknowledgement to operate a home school.
- C. Applicants who have previously attended a conventional school (public or private) must provide a copy of their cumulative record from the school attended.
- D. Applicants must present a copy of their test results from the most recently administered nationally standardized achievement test.
- E. Applicants must take Roanoke-Chowan Community College's placement test.

SECTION TITLE	NUMBER	PAGE
<b>Nontraditional Credit</b>	<b>09-0308</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish procedures for awarding nontraditional credits to students.

2. **PROCEDURES:**

Roanoke-Chowan Community College recognizes prior learning through a variety of experiences other than traditional classroom instruction. The College awards prior learning experiences from the College Level Examination Program (CLEP), Advanced Placement (AP), Defense Activity for Nontraditional Education Support (DANTES), and Basic Law Enforcement Training when applicable to a student's program of study.

**CLEP** – The College Level Examination Program is a national testing program administered by the College Entrance Examination Board. It measures mastery of college level introductory course content in a wide range of disciplines. Students who take the examination(s) and meet the credit-granting score standard as set by the publisher of the test will earn credit(s) and course(s) if applicable to their program of study.

**Advanced Placement (AP)** – Students who have taken the College Entrance Examination Board's Advanced Placement Examination in high school may request to receive college credit. Students who take the examination(s) and meet the credit granting score standard will earn credit(s) and course(s) if applicable to their program of study.

**Military Credits (DANTES)** – Veterans may receive college credits through DANTES, a testing program service by the Educational Testing Service. This testing program enables veterans to obtain college credit for knowledge and skills acquired through nontraditional educational experiences in the armed forces. The ACE guide will be used in making the evaluation of military credit.

SECTION TITLE	NUMBER	PAGE
<b>Nontraditional Credit</b>	<b>09-0308</b>	<b>2 of 2</b>

**Basic Law Enforcement Training** – Students who enroll in the College’s Criminal Justice Program and have completed Basic Law Enforcement Training may earn some credit(s) for course(s) provided that the training was not through continuing education.

Students who enroll in the College’s Criminal Justice Program and have completed correctional training may earn some credit(s) for course(s).

A list of courses and credit granting score-standard for CLEP, AP, and Basic Law Enforcement Training is available from the Registrar. For consideration of college credit, the applicant must submit official documentation of the nontraditional credit(s) to the Registrar for evaluation. The Registrar will evaluate the official document in consultation with the Program Coordinator, Division Chair, and Dean of Student Services. The Registrar will notify the applicant and Program Coordinator of the credit(s) received and enter this information into the College’s computerized record keeping system. Credit received from nontraditional learning experiences will be posted as listed below:

CLEP credit will receive the grade of “CL”

Advanced Placement credit will receive the grade of “AP”

DANTES and military training credit will receive the grade of “MT”

Basic Law Enforcement Training credit will receive the grade of “BL”

The credit hours will be computed towards graduation requirements but will not be computed in the overall GPA or for honors recognition.

The awarding of nontraditional credit is the same as credit awarded through coursework at another institution. The maximum number of credit hours awarded through nontraditional learning falls under the guidelines of the College’s transfer credit policy (see AP 09-1101).

SECTION TITLE	NUMBER	PAGE
<b>Registration and Early Registration</b>	<b>09-0401</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to provide the procedure that governs registration.

2. **PROCEDURE:**

The registration period consists of three days (~~the first two days of registration and the first day of class~~ (three days prior to the start of classes) each semester. In addition, early registration is held each semester (Fall and Spring) prior to the beginning of the next semester (Advising Day and two early registration days). ~~A two-week three-day (Advising Day and two additional days) early registration is held prior to the beginning of each semester (see academic calendar for specific dates).~~

For summer term, the registration period consists of two days (~~a registration day and~~ prior to the first day of class) and a ~~one-week~~ three day early registration period for Fall semester held in July.

In order to properly complete registration, students **must** follow these steps.

- a. Meet with advisor to complete the registration form, obtain advisor's approval, and have the class schedule entered into the computer.
- b. New students and students not enrolled the previous semester must go to Student Services to request RCCC 256--Registration Permit form. This form should be presented when meeting with the advisor to develop the class schedule.
- c. Present handwritten registration form to Financial Aid personnel, if receiving financial aid.
- d. **With the exception of Pell recipients**, proceed to the Business Office and pay tuition and fees and receive validated registration receipt. Students receiving third party payment (WIA, etc.) must wait until regular registration period to finalize payment.
- e. Purchase books (books may be purchased in the College's bookstore; financial aid recipients cannot charge books during early registration).
- f. Present registration receipt to the **Enrollment Management/Veterans Affairs Coordinator**, **Veterans Affairs Certifying Official**, if receiving veteran benefits.
- g. Present registration receipt to Student Services for a student ID or have current ID



SECTION TITLE	NUMBER	PAGE
<b>Registration and Early Registration</b>	<b>09-0401</b>	<b>2 of 2</b>

validated. Register vehicle(s) in Student Services and receive parking permit(s).

- h. Present registration receipt to instructors on the first day of attendance for each class.

### Registration Permit

Roanoke-Chowan Community College  
 109 Community College Road  
 Ahoskie, NC 27910-9522

Student Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Program of Study \_\_\_\_\_

The above has met all admissions requirements and must present this form to \_\_\_\_\_,

advisor for the \_\_\_\_\_ program, located in Room \_\_\_\_\_ of the

\_\_\_\_\_ Building. The advisor can be reached at \_\_\_\_ - \_\_\_\_ - \_\_\_\_.

\_\_\_\_\_  
 Counselor Signature

\_\_\_\_\_  
 Date

White Copy -- Student  
 Yellow Copy -- Counselor  
 Pink Copy -- Advisor

*RCCC 256 July '01 Previous editions obsolete*

SECTION TITLE	NUMBER	PAGE
<b>Tuition Refunds</b>	<b>09-0402</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish the guidelines for tuition refunds.

2. **PROCEDURE:**

Roanoke-Chowan Community College follows a refund policy that is consistent with the North Carolina Administrative Code. The refund policy sets forth guidelines regarding tuition refunds for pre-registered and registered curricular students. Information regarding refunds is outlined in the student handbook and in the general college catalog. Both publications are available from Student Services and on the Colleges Web page at [www.roanokechowan.edu](http://www.roanokechowan.edu).

Refunds are not automatic. To receive a refund, a student must complete and submit to the Registrar's Office form R-CCC 242--Tuition Refund Request.

To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supercede the state refund regulations.



SECTION TITLE	NUMBER	PAGE
<b>Course Load</b>	<b>09-0403</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to establish a maximum student course load per semester.

2. **PROCEDURE:**

Students registered for at least 12 hours of semester credit are considered full-time students. The maximum student course load for which students pay tuition is 16 semester hours. The recommended maximum student course load fall and spring semesters is 19 credit hours for associate degree, diploma, and certificate programs. Overload hours (in excess of 19 credit hours) require special permission from the Department Chair before the registration form will be processed. **NOTE: Load is the same for all semesters.**

~~Full time summer enrollment is nine semester hours of credit. Overload hours (in excess of nine credit hours) in a summer term also require special permission from the Department Chair. Appeals may be presented to the Dean of Academic Affairs.~~

SECTION TITLE	NUMBER	PAGE
<b>Tuition and Fees Deferment</b>	<b>09-0404</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this section is to establish guidelines for tuition and fees payment deferment.

2. **PROCEDURE:**

A student not receiving any form of financial aid and who is unable to pay the full amount of tuition and fees at registration, may apply for deferred payment through the following steps.

- a. Complete a Student Registration Form available in Student Services to determine total tuition and fees due.
- b. Complete a Tuition and Fees Deferment/Promissory Note (form RCCC 253) and Free Application for Federal Student Aid (FAFSA) form, available from the Financial Aid Office. Students younger than 18 years of age must have a responsible adult co-sign the application.
- c. The Dean of Student Services shall approve the Tuition Deferment Application/Promissory Note. The student takes the application/promissory note to a Financial Aid Officer for his/her signature and then to the Business Office where tuition and fees shall be paid.
- d. One-half (50 percent) of the total tuition and fees shall be due and payable in the Business Office at registration. The balance shall be due at the midpoint of the semester (eight weeks). The exact due date for deferred payment shall be indicated on the Tuition Deferment Application/Promissory Note by the Dean of Student Services. In addition, each semester this date shall be posted in Student Services and the Business Office at least one month in advance. The Business Office shall send a letter to the students reminding them of the date.

SECTION TITLE	NUMBER	PAGE
<b>Tuition and Fees Deferment</b>	<b>09-0404</b>	<b>2 of 3</b>

- e. Students who withdraw from class(es) after the refund period are still liable for the full tuition and fees amount, including the deferred amount.
- f. Students who make payments after the due date shall be charged a \$20 late fee.
- g. Students who have not paid their deferred balance due shall not be allowed to register for classes, apply for graduation, or receive a copy of their transcript until full payment of the balance and the late fee is received in the Business Office. Outstanding balances not paid by registration for the next semester shall be referred for legal action.

SECTION TITLE	NUMBER	PAGE
<b>Tuition and Fees Deferment</b>	<b>09-0404</b>	<b>3 of 3</b>

**Roanoke-Chowan Community College  
Tuition and Fees Deferment/Promissory Note**

**Instruction:** Application/Promissory Note must be completed in ink.

Applicant's Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Curriculum \_\_\_\_\_ Phone No. \_\_\_\_\_ (home) \_\_\_\_\_ (work)

**Name/Address of a person who knows your whereabouts at all times.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

I will repay the deferred tuition and fees from the following resources. \_\_\_\_\_

Financial Aid Representative \_\_\_\_\_

Approved By \_\_\_\_\_

Dean of Student Services Signature

**Office Use Only--Do not write below this line.**

Term \_\_\_\_\_ Year \_\_\_\_\_

Tuition	\$ _____
Fees	\$ _____
Total Tuition and Fees	\$ _____
50 percent initial payment	\$ _____
Balance	\$ _____
Balance due on _____	\$ _____
Late fee (\$20)	\$ _____
Total Paid	\$ _____

**Promissory Note**

For extending credit to the undersigned for tuition and fees in the amount of \$\_\_\_\_\_, the undersigned promises to pay this amount to Roanoke-Chowan Community College, Ahoskie, North Carolina, in accordance with the above payment schedule plus service fee. Should I become eligible to receive a refund of tuition before the balance of the deferred tuition is paid, I give permission to have the refund applied to the balance due.

Failure to make payment in accordance with the payment schedule will result in a \$20 late fee charge and withholding of college services. If I fail to pay deferred tuition and fees and the College or its agent takes action against me, I promise to pay the amount owed and all reasonable costs incurred in the collection of the amount owed, including collection agency costs, court costs, and attorney fees.

Should I become eligible to receive financial aid, I authorize the College to deduct the balance due on this note from any financial aid award I may receive.

The above terms are accepted and agreed to by \_\_\_\_\_ Date \_\_\_\_\_

Co-signer (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

White & Yellow Copies--Business Office

Pink Copy--Student

Gold Copy--Financial Aid Office

*RCCC 253 May '03 Previous editions obsolete*

SECTION TITLE	NUMBER	PAGE
<b>Placement of Students in Developmental Courses</b>	<b>09-0502</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to establish guidelines for placement of new students in appropriate developmental courses.

2. **PROCEDURE:**

A. Applicants who take the **ACT ASSET or ACT COMPASS** and whose test results reflect the need for remediation are placed in the appropriate developmental course(s) (see Placement and Testing Guide for Faculty and Advisors).

B. These students are required to take lighter course loads to enhance their success. To further enhance success, the following guidelines are recommended.

a) Students who place in RED 070, Essential Reading Skills, and/or ENG 070, Basic Language Skills, will not be allowed to take any curricular courses.

~~Students who place in ENG 070 also are required to take ACA 118, College Study Skills. ACA 118 is the study skills course offered by Student Support Services.~~

b) Students who enroll in RED 080, Introduction to College Reading, and who take one developmental grammar course and one developmental math course, will be allowed to enroll in one entry-level (as determined by their advisor) curricular course.

c) Students who take RED 090, Improved College Reading, may enroll in curricular courses as designated by their advisor.



SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	1 of 13

1. **PURPOSE:**

The purpose of this section is to describe the testing program for applicants seeking admission to curricular programs at Roanoke-Chowan Community College.

2. **PROCEDURE:**

- A. Roanoke-Chowan Community College requires the majority of applicants seeking admission to curricular programs to take the ACT ASSET (Timed, Paper and Pencil Test) or the ACT COMPASS (Un-timed, Computerized Test) for placement purposes. Both tests are designed to measure English, reading and numerical/algebraic skills. The College sets cut scores and minimum proficiency levels in writing, reading, numerical and algebraic skills based on recommendations from the publisher of the test and the North Carolina Community College System Office (see proficiency levels and cut scores attachments). Placement into curricular and/or the appropriate developmental courses is determined by the student's test results. An admissions application must be on file in Student Services prior to testing.
- B. Exemption from testing may apply to special credit and transfer applicants and a counselor in Student Services will determine if there are any testing exemptions. Generally, special credit and transfer applicants who desire to take a degree granting English or math will be required to take the ASSET or COMPASS unless there is an official

SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	2 of 13

college transcript documenting that the appropriate pre-requisite has been met. Transfer applicants are only required to take the ASSET or COMPASS in the area(s) for which transfer credit will not be received. Applicants who will receive transfer credit in ENG 111 or higher, MAT 115 or higher, PSY 150, SOC 210 or some other course in social science, fine arts or science will not have to take the ASSET or COMPASS. The exception, however, is that transfer applicants seeking admission to a Health Sciences Program **are** required to take the ASSET or COMPASS. Applicants exempted from any part of the ASSET or COMPASS will be given a Placement Testing Waiver form by a counselor in Student Services. The waiver form must be presented to the test administrator on the day of testing. Only the area(s) of the test indicated on the Placement Testing Waiver form will be administered.

- C. The ASSET will be computer scored immediately following administration of the test. The test results will be printed on a three-part, color-coded Student Advising Report (SAR). The white copy will be given to the applicant. The pink copy will be routed to a counselor in Student Services to be filed in the applicant's permanent record. The yellow copy will be routed to the curricular advisor for registration. For applicants taking COMPASS, three copies of the Single Student Record (SSR) are printed and one copy is given to each of the previously mentioned parties.

SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	3 of 13

- D. Retesting on the ASSET or COMPASS will be permitted once, provided that the applicant has not enrolled in any developmental courses in the academic area of desired retesting. Those applicants will be referred to a counselor in Student Services. The counselor will give the applicant a Placement Testing Waiver form indicating the area(s) of the test to be retaken.
- E. Applicants who have taken the ASSET or COMPASS at another college may have an official copy of the scores sent to the College's Testing Center. The Director of Assessment and Testing will review the test results and forward a notice of placement in the appropriate courses to the Admissions Office and the curricular advisor. ASSET or COMPASS scores faxed by the test administrator from another school will be accepted. However, an official hard copy of the ASSET or COMPASS scores must follow within 10 days. After the scores have been entered into the computerized record system, the official copy will be forwarded to the Admissions Office for placement in the applicant's file.
- F. Applicants who take the ASSET or COMPASS and whose test results reflect the need for remediation are placed in the appropriate developmental courses. These students are required to take lighter course loads and the following guidelines are recommended:
- i. Students who place in RED 070, Essential Reading Skills, ENG 070, Basic Language Skills and MAT 050, Basic Math

SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	4 of 13

Skills, will not be allowed to take any curricular courses.

~~Students who place in ENG-070 are also required to take~~

~~ACA 118, College Study Skills. ACA 118 is the study skills~~

~~course offered by Student Support Services and is not considered~~

~~a curricular course.~~

- ii. Students who enroll in RED 080, Introduction to College Reading, and who take one developmental grammar course and one developmental math course will be allowed to enroll in one entry-level (as determined by their advisor) curricular course.
  - iii. Students who take RED 090, Improved College Reading, may enroll in curricular courses as designated by their advisor.
- G. ASSET and COMPASS scores are valid for five years. Returning students and students who change programs must meet with a counselor in Student Services to have their academic record evaluated for course placement and/or the need for testing.

SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	5 of 13

**CUTOFF SCORES (ASSET/COMPASS)  
ASSOCIATE IN ARTS/SCIENCE DEGREES**

- ◆ Associate in Arts
- ◆ ~~Associate in Arts Pre-Major: Business Administration~~
- ◆ Pre-Major AA: BA, Acct., Eco., Fin. & Marketing
- ◆ ~~Associate in Arts Pre-Major: Elementary Education, Middle Grades  
Education & Special Education~~
- ◆ Pre-Major AA: Elementary Education
- ◆ Pre-Major AA: Information Systems
- ◆ ~~Associate in Arts Pre-Major: Nursing~~
- ◆ Pre-Major AA: Nursing
- ◆ Associate in Fine Arts
- ◆ Pre-Major Associate in Fine Arts: Art
- ◆ Associate in Science

\*\*Plus...

- ◆ ~~Environmental Science Technology~~
- ◆ Early Childhood Education: Teacher Associate

**CUTOFF SCORES FOR ASSET:**

Writing Skills =	41
Reading Skills =	41
Numerical Skills =	40 41
Intermediate Algebra =	40 41

Note: Applicants who meet the cutoff score in Intermediate Algebra will be placed into the curriculum Math, regardless of the Numerical Skills score.

SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	6 of 13

**CUTOFF SCORES FOR COMPASS:**

Writing Skills =	54	70
Reading Skills =	79	81
Pre-Algebra =	43	47
Algebra =	44	66

**CUTOFF SCORES (ASSET/COMPASS)  
DEGREE PROGRAMS**

- ◆ Architectural Technology
- ◆ Associate Degree Nursing
- ◆ Associate in General Education
- ◆ ~~Associate in General Education (Pre-Nursing)~~
- ◆ Biotechnology
- ◆ Building Construction Technology
- ◆ Business Administration
- ◆ Computer Information Technology
- ◆ Criminal Justice Technology
- ◆ Early Childhood Associate Education
- ◆ Early Childhood Associate Education: Special Education Concentration
- ◆ ~~Early Childhood Associate: Teacher Associate Concentration~~
- ◆ ~~Funeral Service Education (Applicants must meet FTCC's admissions requirements for this program)~~
- ◆ Human Services Technology
- ◆ Human Services Technology: Mental Health Concentration
- ◆ Industrial Systems Technology
- ◆ ~~Information Systems~~
- ◆ ~~Internet Technologies~~
- ◆ Medical Office Administration
- ◆ Office Systems Technology
- ◆ Pre-Nursing
- ◆ Radiography (Applicants must meet PCC's admissions requirements for this program)
- ◆ Web Technologies

**CUTOFF SCORES FOR ASSET:**

Writing Skills =	41
Reading Skills =	41

SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	7 of 13

Numerical Skills = 40 41  
 Elementary Algebra = 40 41

Note: With the exception of Pre-Nursing and Associate Degree Nursing, applicants who meet the cutoff score in Elementary Algebra will be placed into the curriculum Math, regardless of the Numerical Skills score.

Applicants for Pre-Nursing and Associate Degree Nursing are required to meet cutoff scores for both Numerical Skills and Elementary Algebra.

**CUTOFF SCORES FOR COMPASS:**

Writing Skills = 54 70  
 Reading Skills = 79 81  
 Pre-Algebra = 43 47  
 Algebra = 34 46

\*\*\*\*\*

**CUTOFF SCORES (ASSET/COMPASS)  
 DIPLOMA PROGRAMS**

- ◆ Air Conditioning, Heating & Refrigeration Technology
- ◆ Barbering
- ◆ Cosmetology
- ◆ Dental Assisting (Applicants must meet MCC's admissions requirements for this program)
- ◆ Plumbing
- ◆ Welding Technology

**CUTOFF SCORES FOR ASSET:**

Writing Skills = 35  
 Reading Skills = 37  
 Numerical Skills = 40 41

SECTION TITLE	NUMBER	PAGE
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**CUTOFF SCORES FOR COMPASS:**

Writing Skills = 23 **31**  
 Reading Skills = 67  
 Pre-Algebra = 43 **47**

**CUTOFF SCORES (ASSET/COMPASS)  
 HEALTH CARE TECHNOLOGY & HEALTH UNIT  
 COORDINATOR**

**CUTOFF SCORES FOR ASSET:**

Writing Skills = 35  
 Reading Skills = 37 **32**  
 Numerical Skills = 31

**CUTOFF SCORES FOR COMPASS:**

Writing Skills = 23 **31**  
 Reading Skills = 67 **46**  
 Pre-Algebra = 19

**COURSE PLACEMENT BASED ON TEST SCORES  
 ASSOCIATE IN ARTS/SCIENCE DEGREES**

<u>TEST</u>	<u>ASSET</u>	<u>COMPASS</u>	<u>COURSE PLACEMENT</u>
Writing	23 – 34	0 – 30	ENG 070 & ACA 118
	35 – 37	31 – 40	ENG 080
	38 – 40	41 – 53 <b>69</b>	ENG 090 & ENG 090A
	41 – 54	54 – 100 <b>70</b>	Placement into curriculum for all college transfer programs
Reading	23 – 31	0 – 45	RED 070
	32 – 36	46 – 66	RED 080
	37 – 40	67 – 78 <b>80</b>	RED 090



SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	9 of 13

	41 – 53	<del>79</del> – 100 81	Placement into curriculum for all college transfer programs
Numerical Skills/ Pre-Algebra	23 – 30 31 – 39 40 40 – 55 41	0 – 18 19 – 42 46 43 – 100 47	MAT 050 MAT 060 Placement based on Algebra score
Intermediate Alg.	<del>23</del> – 31 23 32 – 36 37 – 39 40 40 – 55 41		<del>See Numerical Skills</del> MAT 070 MAT 080 Placement into curriculum for all college transfer programs
Algebra		0 – 33 45 46 34 – 43 65 44 – 100 66	MAT 070 MAT 080 Placement into curriculum for all college transfer programs

SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	10 of 13

**COURSE PLACEMENT BASED ON TEST SCORES  
DEGREE PROGRAMS**

<u>TEST</u>	<u>ASSET</u>	<u>COMPASS</u>	<u>COURSE PLACEMENT</u>
Writing	23 – 34	0 – 30	ENG 070 & ACA 118
	35 – 37	31 – 40	ENG 080
	38 – 40	41 – 53 <b>69</b>	ENG 090 & ENG 090A
	41 – 54	54 – 100 <b>70</b>	Placement into curriculum for all degree programs
Reading	23 – 31	0 – 45	RED 070
	32 – 36	46 – 66	RED 080
	37 – 40	67 – 78 <b>80</b>	RED 090
	41 – 53	79 – 100 <b>81</b>	Placement into curriculum for all degree programs
Numerical Skills/ Pre-Algebra	23 – 30	0 – 18	MAT 050
	31 – 39 <b>40</b>	19 – 42 <b>46</b>	MAT 060
	40 – 55 <b>41</b>	43 – 100 <b>47</b>	Placement based on Algebra score
	Elementary Alg.	23 – 34 <b>23</b> 35 – 39 <b>40</b> 40 – 55 <b>41</b>	<del>See Numerical Skills</del> MAT 070 Placement into curriculum for all degree programs
Algebra		0 – 33 <b>45</b> 34 – 100 <b>46</b>	MAT 070 Placement into curriculum for all degree programs

**COURSE PLACEMENT BASED ON TEST SCORES  
DIPLOMA PROGRAMS**

<u>TEST</u>	<u>ASSET</u>	<u>COMPASS</u>	<u>COURSE PLACEMENT</u>
Writing	23 – 34	0 – 22 <b>30</b>	ENG 070 & ACA 118
	35 – 54	23 – 100 <b>31</b>	Placement into curriculum for all diploma programs
Reading	23 – 31	0 – 45	RED 070

SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	11 of 13

	32 – 36	46 – 66	RED 080
	37 – 53	67 – 100	Placement into curriculum for all diploma programs
Numerical Skills/ Pre-Algebra	23 – 30	0 – 18	MAT 050
	31 – 39 <b>40</b>	19 – 42 <b>46</b>	MAT 060
	40 – 55	43 – 100	Placement into curriculum for all diploma programs
	<b>41</b>	<b>47</b>	

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**COURSE PLACEMENT BASED ON TEST SCORES  
HEALTH CARE TECHNOLOGY & HEALTH UNIT  
COORDINATOR**

<u>TEST</u>	<u>ASSET</u>	<u>COMPASS</u>	<u>COURSE PLACEMENT</u>
Writing	23 – 34 35 – 54	0 – 22 <b>30</b> <del>23</del> – 100 <b>31</b>	Missed cut score; must re-test Placement into curriculum for HCT <del>or</del> HUC
Reading	23 – 36 <b>31</b> 37 – 53 <b>32</b>	0 – 66 <b>45</b> <del>67</del> – 100 <b>46</b>	Missed cut score; must re-test Placement into curriculum for HCT <del>or</del> HUC
Numerical Skills/ Pre-Algebra	23 – 30 31 – 55	0 – 18 19 – 100	Missed cut score; must re-test Placement into curriculum for HCT <del>or</del> HUC

\*The College provides the following remedial courses in English, math and reading:

ENG 070 (Basic Language Skills)  
ENG 080 (Writing Foundations)  
ENG 090 & ENG 090A (Composition Strategies & Lab)

MAT 050 (Basic Math Skills)  
MAT 060 (Essential Mathematics)  
MAT 070 (Introductory Algebra)  
MAT 080 (Intermediate Algebra)

RED 070 (Essential Reading Skills)

SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	12 of 13

RED 080 (Introduction to College Reading)  
RED 090 (Improved College Reading)

Proficiency levels in each area for each curriculum are as follows:

<u>CURRICULUM</u>	<u>READING</u>	<u>ENGLISH</u>	<u>MATH</u>
◆ Associate in Arts	RED 090	ENG 090 & 090A	MAT 080
◆ Pre-Major AA: BA, Acct., Eco., Fin. & Marketing	RED 090	ENG 090 & 090A	MAT 080
◆ Pre-Major AA: Elem. Ed.	RED 090	ENG 090 & 090A	MAT 080
◆ Pre-Major AA: Info. Sys.	RED 090	ENG 090 & 090A	MAT 080
◆ Pre-Major AA: Nursing	RED 090	ENG 090 & 090A	MAT 080
◆ Associate in Fine Arts	RED 090	ENG 090 & 090A	MAT 080
◆ Associate in Fine Arts: Art	RED 090	ENG 090 & 090A	MAT 080
◆ Associate in Science	RED 090	ENG 090 & 090A	MAT 080
<del>◆ Environmental Science</del>	<del>—</del>	<del>—</del>	<del>—</del>
<del>Technology</del>	<del>RED 090</del>	<del>ENG 090 &amp; 090A</del>	<del>MAT 080</del>
◆ Early Childhood Educ.: Teacher Associate	RED 090	ENG 090 & 090A	MAT 080
◆ Architectural Technology	RED 090	ENG 090 & 090A	MAT 070
◆ Associate Degree Nursing	RED 090	ENG 090 & 090A	MAT 070
◆ Associate in General Education	RED 090	ENG 090 & 090A	MAT 070
<del>◆ Associate in General</del>	<del>—</del>	<del>—</del>	<del>—</del>
<del>Education (Pre-Nursing)</del>	<del>RED 090</del>	<del>ENG 090 &amp; 090A</del>	<del>MAT 070</del>
◆ Biotechnology	RED 090	ENG 090 & 090A	MAT 070
◆ Building Construction Technology	RED 090	ENG 090 & 090A	MAT 070

<u>CURRICULUM</u>	<u>READING</u>	<u>ENGLISH</u>	<u>MATH</u>
◆ Business Administration	RED 090	ENG 090 & 090A	MAT 070
◆ Computer Info. Tech.	RED 090	ENG 090 & 090A	MAT 070
◆ Criminal Justice Tech.	RED 090	ENG 090 & 090A	MAT 070
◆ Early Childhood Associate Education	RED 090	ENG 090 & 090A	MAT 070
◆ Early Childhood Educ. Special Education	RED 090	ENG 090 & 090A	MAT 070
<del>◆ Funeral Service Education</del>	<del>RED 090</del>	<del>ENG 090 &amp; 090A</del>	<del>MAT 070</del>

SECTION TITLE	NUMBER	PAGE
Placement Testing	09-0503	13 of 13

◆ Human Services Tech.	RED 090	ENG 090 & 090A	MAT 070
◆ Human Services Tech.:			
Mental Health Conc.	RED 090	ENG 090 & 090A	MAT 070
◆ Industrial Systems Tech.	RED 090	ENG 090 & 090A	MAT 070
<del>◆ Information Systems</del>	<del>RED 090</del>	<del>ENG 090 &amp; 090A</del>	<del>MAT 070</del>
<del>◆ Internet Technologies</del>	<del>RED 090</del>	<del>ENG 090 &amp; 090A</del>	<del>MAT 070</del>
◆ Medical Office Admin.	RED 090	ENG 090 & 090A	MAT 070
◆ Office Systems Tech.	RED 090	ENG 090 & 090A	MAT 070
◆ Pre-Nursing	RED 090	ENG 090 & 090A	MAT 070
◆ Radiography	RED 090	ENG 090 & 090A	MAT 070
◆ Web Technologies	RED 090	ENG 090 & 090A	MAT 070
◆ AC, Heating & Ref. Tech.	RED 080	ENG 070	MAT 060
◆ Barbering	RED 080	ENG 070	MAT 060
◆ Cosmetology	RED 080	ENG 070	MAT 060
◆ Dental Assisting	RED 080	ENG 070	MAT 060
◆ Plumbing	RED 080	ENG 070	MAT 060
◆ Welding Technology	RED 080	ENG 070	MAT 060
◆ Health Care Technology	RED 070	ENG 070	MAT 050
<del>◆ Health Unit Coordinator</del>	<del>RED 070</del>	<del>ENG 070</del>	<del>MAT 050</del>

SECTION TITLE	NUMBER	PAGE
<b>Satisfactory Progress for Financial Aid</b>	<b>09-0701</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to establish procedures regarding academic progress for financial aid.

2. **PROCEDURE:**

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of satisfactory progress for students receiving financial aid. Roanoke-Chowan Community College makes these standards applicable to all Title IV, state and most institutional funds.

To receive or continue to receive financial aid, students must maintain satisfactory progress to RCC's academic standards and financial aid standards every semester, even if financial aid is not received every semester. A student who fails to demonstrate satisfactory progress as defined will forfeit all financial aid awarded and disbursements will be terminated.

Satisfactory progress for financial aid is determined by the following criteria:

- A. Students must maintain satisfactory academic progress as outlined in the College's general catalog under academic requirements.
- B. Students must successfully complete 67 percent of the courses attempted by the midpoint of their programs, (two semesters for degree programs, one semester for most diploma programs).
- C. Students must complete their program of study within 150 percent of the advertised length of the program.
- D. Hours attempted for which **W** and **F** grades were earned will be calculated in measuring satisfactory progress.

SECTION TITLE	NUMBER	PAGE
<b>Satisfactory Progress for Financial Aid</b>	<b>09-0701</b>	2 of 2

- E. Transfer credits from other post secondary institutions will not be used to determine academic progress, but will be used to calculate the 150 percent time frame for completion of the program.
- F. No Title IV aid will be awarded for AU (audit) grades. Hours attempted will not be counted in determining satisfactory academic progress for Title IV.
- G. Students in default of any federal, state, or institutional student loan or in arrears of any grant cannot be awarded federal financial aid until repayment is made or satisfactory arrangements are made.
- H. No more than one year of developmental studies may be taken into account when determining a student's eligibility for federal financial aid.
- I. Full-time students for federal financial aid are defined as those students who are enrolled for 12 or more credit hours each semester, three-quarter time students are those enrolled for nine to 11 credit hours each semester, half-time students are those enrolled for six to eight credit hours each semester, and on-fourth time students are those enrolled in one to five credit hours.

SECTION TITLE	NUMBER	PAGE
<b>Appeal and Reinstatement of Financial Aid</b>	<b>09-0702</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to describe the procedures for appeal and reinstatement of financial aid.

2. **PROCEDURE:**

Appeal of Financial Aid Termination

When students of Roanoke-Chowan Community College are given notice of termination of financial aid, they are entitled to procedural due process. Students who wish to appeal this decision must abide by the following process.

Appeal Based on Extenuating Circumstances

- a.) Students may appeal their termination of financial aid to the Dean of Student Services.
- b.) A written explanation for the appeal and any documentation or proof of circumstances must be presented to the Dean within five working days following the termination of financial aid.
- c.) The Dean will review the facts of the case based on evidence presented upon receipt of the appeal.
- d.) The Dean will decide to uphold or reverse the termination of financial aid within ~~two~~ **five** working days upon receipt of appeal.
- e.) The student may appeal to the College President, if the student wishes to appeal the Dean's decision. The President is the final administrative authority in the resolution of the appeal.

Appeal Based on Change of Program

- a.) A student who has been terminated or close to termination of financial aid because of failure to complete his/her educational program within the 150% of the time frame may appeal in writing to the Dean of Student Services for a request to change programs and reevaluation of work attempted.



SECTION TITLE	NUMBER	PAGE
<b>Appeal and Reinstatement of Financial Aid</b>	<b>09-0702</b>	<b>2 of 2</b>

- b.) If the student is allowed to change programs, then only the hours attempted from previous work that transfer to the new program will be considered in the calculation of measurable satisfactory progress for Title IV financial aid.
- c.) A student may request two program changes (which equal to three programs of enrollment) and still have the measurable satisfactory progress calculation start over except for the previous credit hour(s) that will transfer into the new program(s).
- d.) This procedure will not remove any grades from the student academic transcript.

In all cases, termination of financial aid will remain in effect through the appeal process.

#### Reinstatement of Financial Aid

Unsatisfactory Progress occurs when financial aid recipients fail to meet all of the measurable satisfactory academic progress definitions.

When financial aid has been terminated, it may be reinstated by one of the following measures:

- a.) By enrolling at Roanoke-Chowan Community College without financial aid benefits (paying own educational costs) and meeting the requirements of satisfactory progress. Upon meeting the satisfactory progress requirement, aid will be reinstated the subsequent academic semester.
- b.) By following the guidelines established in the appeal process. Retroactive payments of financial aid are prohibited for semesters in which there was unsatisfactory progress.

SECTION TITLE	NUMBER	PAGE
<b>Collection of Loans to Students</b>	<b>09-0703</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to establish procedures for collection of past due Roanoke-Chowan Community College loans made to students.

2. **PROCEDURE:**

During the summer session each year the Financial Aid personnel will routinely bill and then take the following steps to collect past due accounts of a student's Roanoke-Chowan Community College loan(s):

1. For accounts less than \$50, a personal letter which details the date, purpose, and amount of the debt will be mailed to the student. The student will be advised in the letter that no academic transcripts will be released nor will the student be allowed to register until the debt is paid.
2. If the personal letter fails to produce payment, the account will be turned over to the Collection Section of the North Carolina Attorney General's Office. The correspondence with the Attorney General's Office will include the date, purpose, and amount of charge, and the debtor's current address.
3. If the effort is not successful, the account will be written off pending the approval of RCCC Board of Trustees. Copies of all correspondence will be retained by the College.

SECTION TITLE	NUMBER	PAGE
<b>Collection of Loans to Students</b>	<b>09-0703</b>	2 of 2

4. For accounts of \$50. or more, follow procedure one (1) above. If the letter fails to produce payment, the account should be sent to “Set-Off Debt Collection Program” with the Department of Revenue by G.S. 105A.
5. If the College is notified that collection is unsuccessful by the Department of Revenue, the College will seek approval to write off the account form the Financial and Administrative Services Division of the Department of Community Colleges. This request will include the history of the account.

SECTION TITLE	NUMBER	PAGE
<b>Student Control and Discipline</b>	<b>09-0801</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to provide procedures which govern student control and discipline.

2. **PROCEDURE:**

Students who impair, impede, or disrupt the legal missions, processes, or functions of Roanoke-Chowan Community College may be subject to suspension or expulsion from the College, and in some cases, referred to civil authorities.

- a. Under no condition ~~will~~ alcoholic beverages or narcotics be allowed on college property, nor will students under the influence of alcoholic beverages or narcotics be allowed on campus. Any violation may result in expulsion or suspension on the first offense.
- b. Students proved to have cheated will be subject ~~to~~ appropriate disciplinary action.
- c. Students, who engage in such acts as stealing, gambling, profane language, personal combat, or possession of firearms and dangerous weapons will be subject to appropriate disciplinary action.
- d. Students who lose, damage, or degrade college property will be charged for the full extent of damage or loss and will be subject to appropriate disciplinary action.
- e. Students who engage in disruptive activities, such as unlawful protests, demonstrations, or other group activities, will be subject to appropriate disciplinary action.

SECTION TITLE	NUMBER	PAGE
<b>Student Control and Discipline</b>	<b>09-0801</b>	2 of 2

Normal classroom discipline is the responsibility of the instructor; however, discipline of a more serious nature is to be referred to the Dean of Student Development Services for disciplinary action.

**GED, HRD, ABE, and Continuing Education students who violate the student code of conduct should be referred to the Dean of Continuing Education for disciplinary action.** (Change) All students are referred to the Dean of Student Development Services for disciplinary action.

SECTION TITLE	NUMBER	PAGE
<b>Student Appeal Process</b>	<b>09-0802</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to provide procedures, which govern the student appeal process.

2. **PROCEDURE:**

When a student questions the fairness of disciplinary action taken against them the student is entitled to procedural due process. Any student who wishes to appeal a disciplinary decision must abide by the following process.

- ~~1. Within five working days, the student must present in writing his/her reasons for an appeal to the appropriate dean to ask for a Board of Review.~~
- ~~2. The President will appoint a Board of Review to hold a hearing within five working days of the receipt of the appeal.~~
- ~~3. Within two working days, the Board of Review will review the charges as presented by the dean and present a written copy of its finding to the President.~~
- ~~4. Either party may have counsel and/or witnesses heard.~~
- ~~5. The Board of Review will determine the facts of the case based on the evidence presented. The Board of Review shall give prime consideration to the following questions.~~
  - ~~a. Has a school policy or law been violated?~~
  - ~~b. Is the student charged the guilty party?~~
- ~~6. Within two working days of receipt of the Board of Review's findings, the President will issue a decision to uphold or reverse the decision of the dean and notify the student.~~

SECTION TITLE	NUMBER	PAGE
<b>Student Appeal Process</b>	<b>09-0802</b>	2 of 2

7. ~~The President will act as the final administrative authority in resolution of the appeal.~~

8. ~~If the appeal has not been resolved at this final step in the College's administrative process, the student will notify the College President in writing requesting a hearing before the Board of Trustees.~~

1. Within ten working days after receipt of disciplinary action, the student must send the notice of appeal in writing to the Office of the College President stating his/her reason for an appeal.
2. The College President will appoint a Judicial Review Board to hold a hearing within five working days of the receipt of the appeal.
3. The Judicial Review Board will, after hearing all evidence and summations, will deliberate matter. The chairperson of the Judicial Review Board will announce the decision promptly and notify the College President of the verdict in writing.
4. Within two working days of receipt of the Judicial Review Board's findings, the College President will issue a decision to uphold or reverse the decision of the dean and notify the student.
5. The decision of the Judicial Review Board is final, subject only to the student's right to appeal to the President of the College or ultimately to the Board of Trustees.

In all cases, suspension or expulsion will remain in effect through the appeal process.

SECTION TITLE	NUMBER	PAGE
<b>Drug Abuse Prevention Program</b>	<b>09-0804</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to establish procedures for a drug abuse prevention program.

2. **PROCEDURE:**

Roanoke-Chowan Community College is committed to drug abuse prevention. Therefore, it is implemented a program that is accessible to any officer, employee, student, or non-student. This program is designed to make individuals aware of drug abuse prevention through the use of printed and audiovisual materials.

An area in the LRC is designated as the Drug Awareness Resources Center to house these materials.

The available materials outline: (1) how to prevent drug abuse, (2) how to identify drug abuse, and (3) how to deal with a drug abuse problem once it has been identified.

In addition to these materials, local agencies will conduct **quarterly** workshops on drug abuse prevention, as well as offer referral services. These agencies include: (1) local law enforcement, (2) mental health (Substance Abuse Counselor), and (3) the District Attorney's Office.



SECTION TITLE	NUMBER	PAGE
<b>Resolution of Student Grievances</b>	<b>09-0901</b>	1 of 3

1. **PURPOSE:**

The purpose of this section is to establish the procedures for successful resolution of student grievances and to provide a system to channel student complaints against faculty or staff (support and administrative) concerning the following:

- A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
- B. Sexual harassment complaints should be directed to the Dean of Student Development Services. The student sexual harassment grievance procedure is covered in the R-CCC Catalog.
- C. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

2. **PROCEDURE:**

Students at Roanoke-Chowan Community College have the right to raise a complaint or lodge a grievance claim whenever they feel an injustice or unfair treatment has occurred. To insure that the grievance is given proper attention, the student should follow these steps:

- a. ~~Request a conference with the curricular advisor. If the advisor can solve the problem to the satisfaction of the student, the matter should be settled there.~~
- b. ~~If the advisor cannot resolve the problem, the student should be taken to the curricular chairperson (if advisor and curricular chairperson are not the same person) who will attempt to reach a satisfactory solution.~~
- c. ~~If no satisfactory solution has been reached thus far, the curricular chairperson should arrange a conference between the student and a Student Development Services counselor.~~

SECTION TITLE	NUMBER	PAGE
<b>Resolution of Student Grievances</b>	<b>09-0901</b>	2 of 3

d. ~~If the counselor and student cannot reach a satisfactory solution of the grievance, the counselor refers the student to the Dean of Student Development Services.~~

e. ~~If the student is still not satisfied, the Dean of Student Development Services shall bring the student to the College President. The President shall hold a hearing, using as many witnesses as necessary to hear all sides of the complaint. Following the hearing, the President shall issue a ruling or decision concerning the problem. The ruling of the President will be final, subject only to the student's right of appeal to the Board of Trustees, and ultimately the courts.~~

~~Nothing in these procedures prevents students from caring a complaint directly to the Dean of Student Development Services or to the President, if they prefer.~~

**Step 1.** The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the incident which generated the complaint. The student and instructor are encouraged to seek resolution informally before filing an academic grievance.

**Step 2.** If the complaint is not resolved at the informal conference with the instructor or staff member, the student should meet with the faculty or staff member's direct supervisor within 10 working days after meeting with the faculty/staff person with whom the grievance is filed. As part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division concerned.

**Step 3.** If the complaint is not resolved at the informal conference with the direct supervisor, the student may file a written grievance. The written grievance must be presented to the Dean of Student Development Services within 10 working days after satisfying Step 2. The Dean of Student Development Services will refer the written grievance to the chief administrative officer of the division. The Dean of Student Development Services shall respond in writing to the student within ten (10) working days after consulting with the chief administrative officer.

SECTION TITLE	NUMBER	PAGE
<b>Resolution of Student Grievances</b>	<b>09-0901</b>	3 of 3

If the student is still not satisfied, the Dean of Student Development Services shall refer the student to the College President. The President shall hold a hearing, using as many witnesses as necessary to hear all sides of the complaint. Following the hearing, the President shall issue a ruling or decision concerning the problem. The ruling of the President will be final, subject only to the student's right of appeal to the Board of Trustees, and ultimately the courts.

SECTION TITLE	NUMBER	PAGE
<b>Student Activity Control</b>	<b>09-1001</b>	1 of 1

1. **PURPOSE:**

The purpose of the section is to provide procedures for student activity control.

2. **PROCEDURE:**

In conjunction with Roanoke-Chowan Community College's Campus Activity Committee, a student activities program is developed and sponsored annually by the Student Government Association and the Student Activities Coordinator. Such activities may include intramurals, club memberships, and educational, cultural, and social events. Any other type of curricular department social function must be appropriately approved.

Students are expected to conduct themselves with honor and exhibit high standards of responsible citizenship during all college functions whether on or off campus.

SECTION TITLE	NUMBER	PAGE
<b>Student Publications</b>	<b>09-1002</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to describe procedures for student-designed publications.

2. **PROCEDURE:**

Although college personnel are responsible for developing specific student oriented publications, such as handbook, catalog, newsletter, and the like, students may develop other publications based on the needs and interests of the student body.

The Student Government Association (SGA) will be responsible for determining whether or not there is sufficient interest and need, what type of publication is desired, the purpose of the publication, how often the publication will be printed, and if adequate funds are available for all publication costs. The SGA also will be responsible for securing a suitable advisor.

To request publication production and approval, the SGA president will present a written report of all findings and a copy of the proposed publication to the Dean of Student Development Services who will, in turn, present the information to the College President.

Upon approval of the College President, the SGA and publication advisor may proceed with publication, adhering to college printing procedures, as well as, any State Publications Guidelines that may be applicable.

SECTION TITLE	NUMBER	PAGE
<b>Student Activity Fee for ABE/GED Students</b>	<b>09-1003</b>	1 of 3

1. **PURPOSE:**

The purpose of this section is to provide the procedure for ABE/GED students to participate in college-sponsored on-campus student activities and the payment of fees for this privilege.

2. **PROCEDURE:**

The student activity fee for ABE/GED students is determined by the Board of Trustees in policy number 9.13 “Student Fees and Additional Student Charges.”

ABE/GED students may choose to pay the student activity fee which allows them to attend all on-campus student activities. Upon payment of the student activity fee, ABE/GED students will receive a student card which, when presented at on-campus student activities, will allow them to participate.

The following procedure should be followed for ABE/GED students wishing to participate in on-campus student activities.

1. When an ABE/GED student begins class, the instructors will inform the student that the student activity fee must be paid if he or she wishes to participate in the College’s on-campus student activities.
2. If the student chooses to participate in on-campus student activities, the instructor will complete RCCC 424, which the student will take to the Business Office and pay the student activity fee.

SECTION TITLE	NUMBER	PAGE
<b>Student Activity Fee for ABE/GED Students</b>	<b>09-1003</b>	2 of 3

3. The Business Office will issue a receipt which the student will submit as verification of payment to the Student Activities Coordinator who will then issue a Student Card.
4. The Student Card will expire one year from the date payment of the student activity fee was paid.

**Refer to attachment**

**(Revised: 10-31-88; 2-10-03) Approved: 2-15-03**

SECTION TITLE	NUMBER	PAGE
<b>Student Activity Fee for ABE/GED Students</b>	<b>09-1003</b>	3 of 3



SECTION TITLE	NUMBER	PAGE
<b>Student Right-To-Know</b>	<b>09-1004</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to provide the procedure for the compliance of the Student Right-To-Know Act.

2. **PROCEDURE:**

The U.S. Department of Education's Student Right-To-Know and Campus Security Act of 1999 requires colleges to make available to prospective and enrolled students the completion or graduation rate of students in their program.

The College's graduation rate by program is available in the Registrar's Office and is available upon request for review. Persons interested in reviewing this information should make an appointment with the Registrar.

SECTION TITLE	NUMBER	PAGE
<b>Student's Role and Participation In Institutional Decision Making</b>	<b>09-1005</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish the purpose and procedure for the student's role and participation in institutional decision-making.

2. **PROCEDURE:**

In order to allow every level of the College's operational units to have a voice and input in the institutional decision-making process, students are included as a part of this process.

Roanoke-Chowan Community College involves students in the decision-making process as appropriate within policies of the North Carolina Community College System and within the discretionary limits of the Board of Trustees and the Administration. Opportunities for participation are provided through the following means: the College involves students in the decision-making process by the appointment of students to serve on several of the College's standing and ad-hoc committees as deemed appropriate by the Administration. **Student**

**representatives are appointed to serve on the following committees: Campus Events, Safety and**

**Security, Enrollment Management, Academic and Student Affairs, Public Relations and**

**Marketing, Information Technology and Facilities Management.????** The appointment of student

representatives to standing committees will be through the Student Government Association

(SGA). The student representatives have voting rights on these committees. The student

representatives are notified by the committee chair by letter or e-mail of the date, time and place

of each meeting. It is the responsibility of the representatives to share information from these

committee meetings at SGA meetings so that all students will be informed.

The SGA acts as a liaison between the students, administration, and faculty and provides

for and encourages active participation in the College decision-making process. Also, the SGA

president serves as a non-voting member of the College's Board of Trustees. Student input will

be sought through the SGA on issues as deemed appropriate by the committee chairperson.

SECTION TITLE	NUMBER	PAGE
<b>Student's Role and Participation In Institutional Decision Making</b>	<b>09-1005</b>	<b>2 of 2</b>

Additionally, students participate in the College decision-making through involvement in the evaluation of courses, instructors, staff and services.

The President meets with the student body periodically to discuss how the College can best meet student needs.

SECTION TITLE	NUMBER	PAGE
<b>Acceptance of Transfer Students</b>	<b>09-1101</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to provide procedures which govern the acceptance of transfer students.

2. **PROCEDURE:**

When a student transfers from an institution of higher education to Roanoke-Chowan Community College, the following steps will be implemented:

- A. The student fills out an application for admissions.
- B. The student provides an official high school transcript and an official transcript from other post-secondary institution(s).
- C. The Registrar evaluates the transcript and credit is accepted in accordance with R-CCC's program offerings. No credit for a course with a grade lower than a "C" may be transferred. Core nursing courses for transfer credit to Associate Degree Nursing must have a minimum grade of "80".  
The transcript evaluation is done in cooperation with the appropriate program chair with final approval from the Dean of Student Development Services.
- D. The student will be permitted to enroll in general education courses in math and English only after all college transcripts have been evaluated.
- E. The student will then take placement tests as applicable.

SECTION TITLE	NUMBER	PAGE
<b>Acceptance of Transfer Students</b>	<b>09-1101</b>	2 of 2

F. The student continues with the registration procedure.

Roanoke-Chowan Community College reserves the right to accept or reject credits earned at other universities, colleges, and institutions.

Transfer students must complete a minimum of 25% of the required semester hours of resident credit at R-CCC to be eligible to receive a degree, diploma, or certificate.

Effective fall semester 2009, the College as a general policy will not accept or apply transfer credit for academic work that is seven years or older. In some cases, (e.g. computer technologies and the health care programs) this may be more stringent. These changes shall appear in the 2009-2010 Academic Catalog. No program may develop rules or practices that are in conflict with this academic policy, without appropriate approval through the Dean of Academic's Office.

SECTION TITLE	NUMBER	PAGE
<b>Transfer to Other Colleges/Universities</b>	<b>09-1102</b>	<b>1 of 4</b>

1. **PURPOSE:**

The purpose of this section is to provide procedures which govern transfer to other colleges and universities.

2. **PROCEDURE:**

A. Transfer to other colleges in the North Carolina Community College System

Courses successfully completed at Roanoke-Chowan Community College (R-CCC) with a grade of “C” or better may be transferred to any other college in the North Carolina Community College System. This transfer credit does not guarantee admission into a specific program within an institution.

B. Transfer to colleges and universities that have adopted the Comprehensive Articulation Agreement

In an endeavor to facilitate transferability to the University of North Carolina System, the Comprehensive Articulation Agreement (CAA) was developed between the UNC System and the North Carolina Community College System for transfer between the two systems. A number of private colleges and universities also have adopted the CAA. The CAA does not address admission to an institution nor to a specific major within an institution. The CAA includes the components described below.

- a) Transfer of students who have completed the associate in arts (AA) or associate in science (AS) degree program.

To be eligible for inclusion in this policy, a student must have an overall grade-point average (GPA) of 2.00 on a 4.00 scale at the time of

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transfer and a grade of “C” or better in all CAA courses. Completion of the AA or AS degree program:

- Satisfies the requirements for the University of North Carolina Minimum Admission Requirements (MAR).
  - Enables the student to transfer to the senior institution with junior status. Students entering programs with pre-specialty course requirements may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
  - Ensures the fulfillment of the institution-wide, lower division general education requirements of the receiving institution.
  - Ensures that the student will receive at least 64 semester hours of credit.
- b) Transfer of students who have not completed the associate in arts or associate in science degree program but have completed the general education core of these programs (44 semester hours)

To be eligible for inclusion in this procedure, a student must have an overall Grade Point Average (GPA) of 2.0 on a 4.0 scale at the time of transfer and a grade of “C” or better in all CAA courses. Completion of the general education core with the proper distribution of hours

- Ensures the fulfillment of the institution-wide, lower division general education requirements of the receiving institution. Upon

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transfer, the student should be advised at the receiving institution to take pre-major or cognate courses based on his or her major.

- c) Transfer of students who have not completed the general education core of the associate in arts/associate in science degree programs

The student's transcript will be evaluated on a course-by-course basis by the receiving institution. The student must meet the receiving institution's general education requirements.

- d) Transfer of associate in applied science (AAS) degree course credit

A transfer student who was enrolled in an AAS degree program and who satisfactorily completed with a grade of "C" or better all courses that are designated for college transfer (CAA courses) will receive credit for these courses. For courses completed with a grade of "C" or better that are not a part of the CAA, transfer credit is the decision of the receiving college or university.

- C. Any student planning to transfer to a college or university outside the North Carolina Community College System that has not adopted the CAA must do so on an individual basis.

- D. In all cases, students planning to transfer credit earned at R-CCC to another college or university should do the following:

- a) contact, as early as possible, the college or university where transfer is planned to obtain transfer information
- b) request an official transcript of credits earned at R-CCC



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- c) if applicable, have his or her financial aid transcript mailed to the college where transfer is planned

SECTION TITLE	NUMBER	PAGE
<b>Transfer of Credit Between Programs</b>	<b>09-1103</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to describe the procedure for the transfer of credit between programs.

2. **PROCEDURE:**

Credit earned in any degree or diploma program taken at Roanoke-Chowan Community College may be applied to a different degree or diploma program upon evaluation of the college transcript by the Registrar. Credit hours, grades, and quality points earned in a prior program which are applicable to the new program will be used in determining academic standing and applied toward graduation.

Quarter courses taken by students enrolled prior to 1997 when the North Carolina Community College System changed from a quarter-based system to a semester-based system will be cross walked to the new semester courses if possible. The College reserves the right to accept or reject credit towards the student's new curriculum for courses completed prior to 1997.

SECTION TITLE	NUMBER	PAGE
<b>Student Housing</b>	<b>09-1201</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to provide procedures which govern student housing.

2. **PROCEDURE:**

Roanoke-Chowan Community College does not provide student housing. Students who wish to live away from home must make their own housing arrangements. Student Development Services may provide assistance in locating living arrangements in the community. However, the College assumes no responsibility in any financial arrangement between the student and the landlord.

SECTION TITLE	NUMBER	PAGE
<b>Student Health Services</b>	<b>09-1202</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to provide procedures which govern student health services.

2. **PROCEDURE:**

The College has no facilities or personnel for medical treatment other than for minor first aid. At least one first aid kit is located in each building on campus and maintained by the Student Activities Coordinator. All injuries and accidents should be reported to Student Services even if the accident is perceived to be minor. Also, in the event professional medical services are required, the Business Office should be notified. Medical services are available at the emergency room at Roanoke-Chowan Hospital in the event emergency medical treatment is needed.

In the event of an outbreak of a contagious disease, students may be required to provide proof that they have current immunization as recommended by the local health department.

The College shall provide an effective program of health education and services for students each semester (the program shall include health issues that could interfere with their success). The primary goal of the program is to provide opportunities for students to become more aware of their choices in achieving and maintaining optimal wellness, as well as a lifestyle that enhances total well-being.

SECTION TITLE	NUMBER	PAGE
<b>Disclosure of Education Records Concerning Registered Sex Offenders</b>	<b>09-1203</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this procedure is to establish guidelines regarding an amendment to the Family Educational Rights and Privacy Act of 1974. This amendment was enacted October 28, 2002, and requires colleges and universities to provide the campus community with clear guidance as to where employed or enrolled registered sex offender information can be found.

2. **PROCEDURE:**

~~The Campus Sex Crimes Prevention Act (CSPCA) amended the Family Educational Rights and Privacy Act of 1974 October 28, 2000. The amendment directed the Secretary of Education “to take appropriate steps to notify educational institutions “that they may disclose information concerning registered sex offenders provided to them under State registration and community notification programs.~~ This amendment requires

all educational institutions to meet the following requirements:

- a. Registered sex offenders must provide notice, as required under State law, of each institution of higher education where they are employed or enrolled;
- b. States must make this information available to the appropriate law enforcement agencies where the institution of higher education is located; and
- c. Institutions of higher education must advise the campus community where the information on registered sex offenders can be obtained.

Roanoke-Chowan Community College will publish in its catalog and other appropriate college publications the web address, (<http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>) which lists registered sex offenders in North Carolina. In addition, a link to the website will be referenced on the College’s Web page.

SECTION TITLE	NUMBER	PAGE
<b>Patron Objections to Library Materials</b>	<b>10-0101</b>	1 of 1

1. **PURPOSE:**

The purpose of this section is to out line processes for patron objections to a LRC book or media.

2. **PROCEDURE:**

The person receiving the complaint should make no commitments regarding the challenged material, but inform the patron of the procedures to be followed.

The person filing the complaint should submit his objections in writing to the Office of the President.

The challenged material will be placed on reserve so that members of the LRC Committee may read, reread, or study it.

An ad hoc LRC Committee will perform the following tasks:

1. Read and examine the materials.
2. Check general acceptance of the materials by reading reviews.
3. Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context.
4. Meet to discuss the material and prepare a written report.
5. Send a copy of the report to the President and file a copy of the report in the LRC and in the Dean of Instruction's office.
6. The President of the College will announce the decision of the group regarding the challenged material. The person filing the complaint will receive the accouchement by an official letter from the President.

SECTION TITLE	NUMBER	PAGE
<b>Patron Objections to Library Materials</b>	<b>10-0101</b>	2 of 2

SECTION TITLE	NUMBER	PAGE
Use of Learning Resources Center <del>Telefax</del> <u>Fax</u> Machine	10-0103	1 of 1

1. **PURPOSE:**

The purpose of this procedure is to provide guidelines for the use of the ~~Telefax~~ machine located in the Learning Resources Center (LRC).

2. **PROCEDURE:**

The ~~Telefax~~ machine located in the LRC has as its first priority the educational needs of the students, faculty, and staff at Roanoke-Chowan Community College. The LRC staff will send and receive fax materials.

The following guidelines will be used in charging for ~~telefax~~ transmissions.

Interlibrary Loan (ILL)

The LRC will follow the *Guidelines for ~~Using Telefacsimile~~ offering fax services in Interlibrary Loan in North Carolina.*

- A. There is no charge to send ILL items.
- B. Students, faculty, staff, and patrons will be charged the amount the sending institution charges for faxed items.

College Use

College-related materials for faculty and staff will be faxed at no charge.

Other

There is a charge of \$1 per page to send and receive all other materials, including international faxes.



SECTION TITLE	NUMBER	PAGE
<b>Requesting Materials to be Printed</b>	<b>10-0301</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this section is to establish the guidelines for requesting materials to be printed.

2. **PROCEDURE:**

- A. All materials to be printed should be placed in a folder with the Printing Request form, RCCC 604, attached to the materials. Indicate on the form any special instructions concerning the request. The requestor's name should also appear on the folder.
- B. After following administrative procedures 12-0201 as needed, the requestor should leave the materials to be printed in the Public Information/ Marketing Specialist's office. No materials are to be left in the Print Shop.
- C. The Public Information/Marketing Specialist reserves the right to return materials requested to be printed if, in his/her judgment, fulfillment of the order would involve violation of copyright laws; if other procedures have not been correctly followed; or if inaccuracies in content, spelling, grammar, or format exist.
- D. Finished materials may be picked up in the Public Information/Marketing Specialist's office. No materials are to be picked up from the Print Shop.
- E. Individuals requesting materials to be printed shall be notified by e-mail or phone when the job has been completed; completed jobs should be picked up within one day of notification.
- F. Quick turnaround printing (materials that require no color and can be printed on the Print Shop's copier) should be requested at least three days in advance; jobs that require color should be requested at least 10-12 days in advance.

SECTION TITLE	NUMBER	PAGE
<b>Requesting Materials to be Printed</b>	<b>10-0301</b>	<b>2 of 2</b>

- G. Faculty shall receive top priority on tests, classroom handouts, and other printed materials which are needed for classroom instruction. They will be printed in the order received.
- H. Administration shall receive priority on material requested for the President's Office, administrative reports and handouts, federal grants, Trustees' reports, and recruiting materials.
- I. Nonprofit organizations or public agencies requesting services shall be assigned a priority comparable to work on hand.
- J. The Print Shop shall be off limits to students. Only authorized work-study students will be allowed in the Print Shop. All tests will be kept and secured in a safe place.
- K. Faculty and staff shall be informed immediately if the equipment is out of order and given an estimated time as to when the equipment will be back in operating order.

SECTION TITLE	NUMBER	PAGE
<b>Photocopying Copyrighted Works</b>	<b>10-0302</b>	1 of 9

1. **PURPOSE:**

The purpose of this section is to provide information on the specific law governing the photocopying of copyrighted works and to foster compliance with these rules.

2. **PROCEDURE:**

Section 107 of the Copyright Act should be used by faculty and staff to determine whether or not prior permission of the copyright owner is to be sought for duplicating copyrighted materials for research and classroom use. If the proposed printing is not permitted under the guidelines, permission to copy should be sought by the faculty or staff member desiring to copy the information.

Each person seeking copyright permission is requested to forward a dated copy of each request for permission and a dated copy of each response to the Dean, Institutional Advancement. This information will only be used to assess the effect of this procedure.

Printing of copyrighted materials should be done only if permission has been granted, and in accordance with the terms of the permission. Printing requests may be denied if proper permission has not been sought and granted.

Section 108 of the Copyright law requires that copyright warning signs must be prominently displayed on or near unsupervised copy machines.

The principles of the copyright law are designed to promote the creation, publication, and use of works. These principles include the exclusive rights of copyright owners to determine certain uses of their works and certain exceptions including the doctrine of “fair use.” The law is in the mutual interest of the college, author, publisher communities, and the public.

SECTION TITLE	NUMBER	PAGE
<b>Photocopying Copyrighted Works</b>	<b>10-0302</b>	2 of 9

Under the copyright laws, certain photocopying of copyrighted works for educational purposes may take place without the permission of the copyright owner under the doctrine of “fair use” (presently set forth in Section 107 of the Copyright Act), which follows. An explanation of how permission may be sought is also provided.

**AGREEMENT ON GUIDELINES FOR CLASSROOM COPYING IN NOT-FOR-PROFIT EDUCATIONAL INSTITUTIONS WITH RESPECT TO BOOKS AND PERIODICALS\***

The purpose of the following guidelines is to state the minimum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines state below may nonetheless be permitted under the criteria of fair use.

**GUIDELINES**

**(Revised: 10-31-88; 2-10-03) Approved: 2-15-03**

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<b>Photocopying Copyrighted Works</b>	<b>10-0302</b>	3 of 9

## I. SINGLE COPYING FOR TEACHERS

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class.

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

## II. MULTIPLE COPIES FOR CLASSROOM USE

Multiple copies (not to exceed to any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright.

### Definitions

#### Brevity

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- (i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages, or (b) from a longer poem, an excerpt of not more than 250 words.
- (ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.  
  
(Each of the numerical limits stated in “i” and “ii” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- (iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- (iv) “Special works” Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph “ii” above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

**Spontaneity**

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- (i) The copying is at the instance and inspiration of the individual teacher, and
- (ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

**Cumulative Effect**

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- (iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

**III. PROHIBITIONS AS TO I AND II ABOVE**

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

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- B. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
- (a) substitute for the purchase of books, publishers; reprints or periodicals,
  - (b) be directed by higher authority;
  - (c) be repeated with respect to the same item by the same teacher form term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

Agreed March 19, 1076

Ad Hoc Committee on Copyright Law Revision:

By Sheldon Elliott Steinbach.

Author-Publisher Group

Authors League of America:

By Irwin Karp, Counsel.

Association of American Publishers, Inc.:



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By Alexander C. Hoffman.

Chairman, Copyright Committee.

### PERMISSIONS

#### A. How To Obtain Permission

When a proposed use of photocopied material requires a faculty member to request permission, communication of complete and accurate information to the copyright owner will facilitate the request. The Association of American Publishers suggests that the following information be included to expedite the process.

1) Title, author and/or editor, and edition of materials to be duplicated; 2) Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material; 3) Number of copies to be made; 4) Use to be made of duplicated materials; 5) Form of distribution (classroom, newsletter, etc.); 6) Whether or not the material is to be sold; and 7) Type of reprint (ditto, photocopy, offset, typeset).

The request should be sent, \* together with a self-addressed return envelope, to the permissions department of the publisher in question. If the address of the publisher in question does not appear at the front of the material, it may be obtained from the LRC.

The process of considering permission requests requires time for the publisher to check the status and ownership of rights and related matters, and to evaluate the request. It is advisable, therefore, to allow sufficient lead-time. In

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some instances the publisher may assess a fee for permission, which may be passed on the students who receive copies of the photocopied material.

\*The following is a sample letter to a copyright owner (usually a publisher) requesting permission to copy:

Material Permissions Department

Hypothetical Book Company  
500 East Avenue

Dear Sir/Madam:

I would like permission to copy the following for use in my class next semester:

Title: Knowledge if Good, Second Edition  
 Copyright: Hypothetical Book Co., 1965, 1971.  
 Author: Frances Jones  
 Material to be duplicated: Chapter 10  
 (photocopy enclosed)  
 Number of copies: 50  
 Distribution: The material will be distributed to students in my class and they will pay only the cost of the photocopying  
 Type of reprint: Photocopy  
 Use: The chapter will be used as supplementary teaching materials.

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,

Faculty Member

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<b>Photocopying Copyrighted Works</b>	<b>10-0302</b>	9 of 9

SECTION TITLE	NUMBER	PAGE
<b>Educational Leave With Pay</b>	<b>11-0201</b>	<b>1 of 3</b>

1. **PURPOSE:**

The purpose of this procedure is to establish the guidelines for taking educational leave with pay.

2. **PROCEDURE:**

The term “educational leave” as defined in the procedures refers to the release from duties or time normally required of a full-time employee in carrying out his/her full load of responsibilities assigned in order to further his/her education. The granting of educational leave with pay may be dependent upon the availability of funds for replacement personnel.

Roanoke-Chowan Community College recognizes two types of educational leave with pay: extended educational leave and temporary educational leave.

Extended and Temporary Educational Leave with Pay – Extended Educational Leave refers to the full-time release from duties of a full-time employee (who has worked with the College at least three contractual years prior to leave being requested, unless the educational leave is a required part of the employment contract) to participate in credit course work or another type of educational experience for a period not to exceed 640 hours (80 days) per fiscal year (July 1 – June 30). Temporary Educational Leave refers to the part-time release from duties of a full-time employee (who has worked with the College at least one contractual year prior to leave being requested) to participate in credit course work or another type of educational experience for a period not to exceed four hours per work week.

In order for state funds to be used to pay an employee’s salary while he/she is on educational leave, the following criteria must be met:

1. The employee is employed full-time on a 9- or 12-month basis.
2. The employee must be under contract to the institution for the next academic year.

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3. An employee applying for extended/temporary educational leave with pay must submit with the application form (RCCC 606) documentation showing the specific calendar period for which the employee is applying for leave.
4. **An employee who fails to honor the contract stipulated in #2 above shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a prorate portion (e.g. if an employee works four months of a 12-month contract, a repayment of 66.7 percent of the educational leave would be required).**
5. The extended/temporary educational leave experience must be related to the employee's present position and duties. In special situations, this requirement may be waived through special permission from the College President.
6. The employee must have a recommendation from his/her immediate supervisor and the Administrative Unit Supervisor, and approval of the College President in order to be granted educational leave.
7. An employee granted extended/temporary educational leave must furnish to his/her supervisor documentation of enrollment just as soon as feasible following registration. The supervisor will forward the enrollment documentation with approved form RCCC 605 to the Human Resources office. An employee granted educational leave must furnish to his/her supervisor a copy of his/her transcript at the completion of the leave period. The supervisor will forward the transcript to the Human Resources office, where it will be kept on file.
8. In cases where a class does not meet or an employee voluntarily does not attend classes, the employee is expected to be at work.

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9. These rules apply to both on- and off- campus educational leave experiences, including courses taken at RCCC.

Request forms for both extended and temporary (RCCC 605) educational leave may be obtained from the Human Resources office or in the electronic forms file.

Any employee not submitting the required documentation materials will jeopardize his/her future opportunities for any type of educational leave with pay.

SECTION TITLE	NUMBER	PAGE
<b>Institutional Supported Staff Development Related To Retraining and Educational Advancement</b>	<b>11-0202</b>	1 of 5

1. **PURPOSE:**

The purpose of this section is to outline the procedure the college will use to identify and qualify full-time faculty and staff for retraining or upgrading of educational credentials.

2. **PROCEDURE:**

**ELIGIBILITY:**

- (1) Full-time faculty and professional staff having one year of service will be eligible to participate in this program.  
Applicants must also meet the guidelines developed by the funding sources.
- (2) Eligibility is limited to participants declaring the intent to remain at the college at least a year after receiving assistance as outlined in APM 11-0201.
- (3) Eligibility is limited to those employees who would remain in compliance with Section 03-0406 – Degree Requirements for Salary Purposes in the Administrative Procedures Manual at the end of the retraining.
- (4) To be eligible the participant must cooperate in developing a justification, outline, and proposed schedule of retraining or upgrading educational credentials which fits college needs and is cost effective.

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**SELECTION:**

The process of selection of participants in the college's retraining and upgrading educational credentials program is as follows:

- (1) The President and other appropriate staff will develop from long-range and short-term plans and other sources (eg. SACS Report, etc.), new and revised institutional goals and objectives which will outline faculty and other resources needed to maintain an/or expand the college's services to the area.
- (2) Using these goals and objectives, the eligible participants with help from the appropriate dean may develop a plan for requesting institutional support in retraining or upgrading educational credentials. This plan will be developed on the attached form and will include a justification, outline, and proposed schedule of retraining activities.
- (3) The plans which are developed will then be screened by the Association Dean, SPOD/Title III to determine if they are complete. The Associate Dean will then turn the plans over to the Staff Development Committee for review. After review, the committee will make



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<b>Institutional Supported Staff Development Related To Retraining and Educational Advancement</b>	<b>11-0202</b>	3 of 5

recommendations and a ranking of plans based on the following criteria:

- (1) The plan addresses the college's human resource needs.
  - (a) Short-range
  - (b) Long-Range
- (2) The plan addresses high priority college goals and objectives.
- (3) The plan addresses deficiencies in training or educational level outlined by accrediting or other agencies evaluating the college.
- (4) The plan is cost effective in providing human resources to the college in relationship to other alternatives (eg. Part-time instructors, external applicant pool available).
- (5) The plan could not be realized through other college procedures or programs (eg. Educational Leave with Pay.)
- (6) The President will review the recommendations and rankings of educational plans made by the Staff Development Committee. The President will make all final decisions related to selection

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and participation in the program based on institutional needs, priorities and resources.

**COMPENSATION:**

Compensation under the college's retraining and upgrading educational credentials program may be in the following areas:

- (1) Hiring replacements to cover employees' work loads while they are participating in a retraining program or upgrading their educational credentials.
- (2) Covering the cost of tuition and books related to the program.
- (3) Paying travel and lodging expenses on specific training experiences.

Failure to complete an additional year's employment upon participation in the program will result in the participant's repaying the college for compensation at rates outlined in APM 11-0201.

Compensation related to this program will be tied to the timely and accurate reporting of progress and other needed documentation. Failure to follow the approved educational plan and evaluation

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procedures may cause a participant to lose compensation or be dropped from the program.

Compensation for any activity will be based upon the availability of funds.

- OTHER STIPULATIONS:**
- (1) Participants in this program may be required to provide in-service training or other staff development activities upon completing this program.
  - (2) Participants in this program may be required to provide program development assistance during or after completing this program.

SECTION TITLE	NUMBER	PAGE
<b>Reimbursement for Educational Retraining and Upgrading</b>	<b>11-0203</b>	1 of 2

1. **PURPOSE:**

The purpose of this section is to describe the reimbursement procedures for the educational retraining and upgrading program.

2. **PROCEDURE:**

All reimbursements must have the approval of the employee's supervisor and the Associate Dean, SPOD/Title III. All expenditures must have the prior approval of these two officials.

A. **SHORT-TERM SHCOOLS**

Reimbursement for short-term training schools may include registration/tuition, travel and per diem, and required school supplies. Travel authorization (including out-of-state, excess registration, ect.) and reimbursement will be in accordance with APM 04-0201, 04-0202 and the North Carolina Accounting Procedures.

B. **UNDERGRADUATE AND GRADUATE COLLEGE CREDIT**

Reimbursement for expenses incurred for obtaining undergraduate or graduate college credit may include tuition, books or other expenses documented as required for course work. Travel to and from classes is not considered a reimbursable expense.

Tuition will only be reimbursed for courses completed and passed. Official grade reports will serve as documentation, and actual reimbursement will take place following the conclusion of the quarter or semester. Also, some documentation must be presented to validate the amount of tuition.

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An itemized listing of books and their cost along with proof of purchase will be required for reimbursement for textbooks.

Procedures for reimbursement of other expenses will be negotiated individually depending on the type of reimbursement.

C. EVALUATION

Evaluation of the educational experience should be considered a pre-reimbursement requirement.

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<b>Institutional Supported Staff Development – Faculty Internships</b>	<b>11-0501</b>	1 of 4

1. **PURPOSE:**

The purpose of this section is to outline the procedure the college will use to identify and qualify faculty for the short-term internship program. This program is designed to improve educational experiences of its students via allowing full-time faculty to develop and/or update technical expertise in an industrial or business environment.

2. **ELIGIBILITY:**

- (1) Full-time faculty and professional staff having a minimum of one year of service will be eligible to participate in this program. Applicants must also meet the guidelines developed by funding sources.
- (2) To be eligible the participant must cooperate in developing a justification, outline, and proposed schedule for the internship which fits college needs and is cost effective.
- (3) To be eligible a faculty member must coordinate with the Dean or Instruction in arranging placement with a company or business and in locating temporary instructors to cover on-campus responsibilities while the full-time instructor is participating in the internship experience.

**SELECTION:**

The process of selection of participants in the college's Faculty Internship program is as follows:

- (1) The President and other appropriate staff will develop from long-range and short-term plans and other sources (eg. SACS Report, etc.), new and revised institutional goals and objectives which will outline faculty and

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other resources needed to maintain and/or expand the college's services to the area.

- (2) Using these goals and objectives, and other sources of documented future technical skill needs, the eligible participants with help from the appropriate Dean may develop a plan for requesting institutional support for a short-term internship in an industrial, or business, or educational setting to acquire these skills. This plan will be developed on the attached RCTC 625 form and will include a justification, outline, and proposed schedule of internship activities.
- (3) The internship plans which are developed on the request form will then be screened by the Association Dean, SPOD/Title III to determine if they are complete. The Associate Dean will then turn the plans over to the Staff Development Committee for review. After review, the committee will make recommendations and a ranking of plans based on the following criteria:
  - (1) The plan addresses the college's future training needs.
  - (2) The plan addresses high priority college goals and objectives.
  - (3) The plan addresses deficiencies in current training or areas of future technological training needs.
  - (4) The plan is cost effective in providing human resources to the college in relationship to other alternatives (eg. part-time instructors, external applicant pool available).

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- (5) The plan could not be realized through other college procedures or programs.
- (6) The President will review the recommendations and rankings of internship plans made by the Staff Development Committee. The President will make all final decisions related to selection and participation in the program based on institutional needs, priorities and resources.

**COMPENSATION:**

Compensation under the college's internship program may be in the following areas:

- (1) Continuing to draw the regular salary during the internship period.
- (2) Hiring replacements to cover employees' workloads while they are participating in an internship experience.
- (3) Covering the cost of books related to the program.
- (4) Paying travel and lodging expenses for internships outside the college's service area including Hertford, Bertie, Gates, and Northampton Counties, not to exceed state per diem and mileage amounts.
- (5) Paying mileage beyond the individual's regular commuting distance, not to exceed state mileage and per diem amounts.

Compensation related to this program will be tied to the timely and accurate reporting of progress, and other needed documentation. Failure to follow the approved internship plan and evaluation procedures may cause a participant to lose eligibility.

Compensation for any activity will be based upon the availability of funds.



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<b>Institutional Supported Staff Development – Faculty Internships</b>	<b>11-0501</b>	4 of 4

**OTHER STIPULATIONS:**

- (1) Participants in this program may be required to provide in-service training or other staff development activities upon completing this program.
- (2) Participants in this program may be required to provide program development assistance during or after completing this program.

SECTION TITLE	NUMBER	PAGE
<b>Release of College Information</b>	<b>12-0201</b>	<b>1 of 1</b>

1. **PURPOSE:**

The purpose of this section is to outline procedures regarding news releases and marketing materials to the media and general public.

2. **PROCEDURE:**

A. News Releases

The Office of Marketing/Public Information is responsible for releasing news articles and photographs to appropriate media, as well as arranging media coverage of special events. Information to be released must be submitted to the Office using RCCC Form 620. Time-dated information (i.e. course offerings, registration, testing, etc.) must be submitted at least two weeks prior to the starting date in order to meet media deadlines. Information regarding coverage of special event activities must be submitted on RCC Form 6521 at least one week in advance.

Media requests for information also should be directed to the Office of Marketing/Public Information and/or the Office of the President.

B. Marketing Materials

The Office of Marketing/Public Information is responsible for reviewing and/or developing marketing materials (i.e. letters, brochures, flyers, posters, tabloids, etc.) for public distribution. For actual design and layout of print materials by the Office, a typed draft copy must be submitted. Turnaround time will depend upon the complexity of the material and workload priority, etc.

SECTION TITLE	NUMBER	PAGE
<b>Web Site Development and Design</b>	<b>12-0202</b>	<b>1 of 2</b>

1. **PURPOSE**

The purpose of this procedure is to provide guidelines governing the development and design of Roanoke-Chowan Community College's Web site.

2. **PROCEDURE**

Roanoke-Chowan Community College's Web site serves as an online gateway to information about the College and its programs and services. At times, it will be the first impression an individual has about the College; therefore, only positive information needs to be relayed through the College's home page. Also, it is important to remember that users who access the site will do so using various browsers and various browser versions, modem connections, monitor sizes, operating system platforms, low-end platforms, and multi-media capabilities.

Much research, which shall be considered when developing a Web page, has gone into the appropriate design for online documentation. Research has shown:

- ❖ Internet users scan Web sites; they do not read it in its entirety. Design pages in a manner that enhances scannability (i.e., use bulleted lists, key words or phrases should be emphasized using colored text, highlighting, and hypertext).
- ❖ Typical Web users have a 56 Kbps modem connection; remember a Web site loses a user's attention within 10 seconds.
- ❖ Most users have a 17 inch or smaller monitor and use an 800 X 600 screen resolution.
- ❖ Few users will take the time to download a plug-in.
- ❖ Most users have a 4.x or earlier version of a browser.

Individuals with visual and hearing impairments may be included as part of the users who access the College's Web site; therefore, the Web Content Accessibility Guidelines 1.0 at the World Wide Web Consortium (W3C -- <http://www.w3.org/TR/WAI-WEBCONTENT/>) shall be utilized in designing all Web pages that are to be included as part of RCCC's Web site. Also, the

SECTION TITLE	NUMBER	PAGE
<b>Web Site Development and Design</b>	<b>12-0202</b>	<b>2 of 2</b>

*Roanoke-Chowan Community College Web Site Guidelines* must be adhered to. **Note:** Contact the Webmaster for a *World Wide Web Consortium Guidelines Highlights* and the *Roanoke-Chowan Community College Web Site Guidelines* handouts.

When a department/program wishes to develop its own Web site, the department's supervisor/lead faculty shall contact the Information Services department, via a work order, to request that a network drive be established from the supervisor/lead faculty's computer to the Web server. Once the initial contact has been made, a folder for that department/program shall be established; the department's supervisor/lead faculty and the Public Information/Marketing Specialist shall be notified and given access to it. The necessary materials (logo, background, page template, etc.) shall be included in the folder upon its establishment.

Once the department supervisor/lead faculty deems the new pages complete, RCCC 604 *Request for Services from the Public Information/Marketing Department* must be completed and initialed and submitted to the Public Information/Marketing Specialist, who shall review the pages for consistency and errors, correct what needs correcting, and publish the pages to the Web server.

SECTION TITLE	NUMBER	PAGE
<b>Web Site Development and Design</b>	<b>12-0204</b>	<b>1 of 2</b>

1. **PURPOSE**

The purpose of this procedure is to provide guidelines governing the development and design of Roanoke-Chowan Community College's Web site.

2. **PROCEDURE**

Roanoke-Chowan Community College's Web site serves as an online gateway to information about the College and its programs and services. At times, it will be the first impression an individual has about the College; therefore, only positive information needs to be relayed through the College's home page. Also, it is important to remember that users who access the site will do so using various browsers and various browser versions, modem connections, monitor sizes, operating system platforms, low-end platforms, and multi-media capabilities.

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- ❖ Few users will take the time to download a plug-in.
- ❖ Most users have a 4.x or earlier version of a browser.

Individuals with visual and hearing impairments may be included as part of the users who access the College's Web site; therefore, the Web Content Accessibility Guidelines 1.0 at the World Wide Web Consortium (W3C -- <http://www.w3.org/TR/WAI-WEBCONTENT/>) shall be utilized in designing all Web pages that are to be included as part of RCCC's Web site. Also, the

SECTION TITLE	NUMBER	PAGE
<b>Web Site Development and Design</b>	<b>12-0204</b>	<b>2 of 2</b>

*Roanoke-Chowan Community College Web Site Guidelines* must be adhered to. **Note:** Contact the Webmaster for a *World Wide Web Consortium Guidelines Highlights* and the *Roanoke-Chowan Community College Web Site Guidelines* handouts.

When a department/program wishes to develop its own Web site, the department's supervisor/lead faculty shall contact the Information Services department, via a work order, to request that a network drive be established from the supervisor/lead faculty's computer to the Web server. Once the initial contact has been made, a folder for that department/program shall be established; the department's supervisor/lead faculty and the Public Information/Marketing Specialist shall be notified and given access to it. The necessary materials (logo, background, page template, etc.) shall be included in the folder upon its establishment.

Once the department supervisor/lead faculty deems the new pages complete, RCCC 604 *Request for Services from the Public Information/Marketing Department* must be completed and initialed and submitted to the Public Information/Marketing Specialist, who shall review the pages for consistency and errors, correct what needs correcting, and publish the pages to the Web server.

SECTION TITLE	NUMBER	PAGE
<b>Grant Applications Guidelines</b>	<b>12-0401</b>	<b>1 of 2</b>

1. **PURPOSE:**

The purpose of this procedure is to establish guidelines for external federal, state, or private foundation grant applications.

2. **PROCEDURE:**

All college grant-seeking activities must be tied directly to the purposes of the institution and to the accomplishment of institutional goals and objectives as documented in the College's Institutional Effectiveness Plan.

The Office of Planning and Advancement has the assigned responsibility for coordinating, writing, and/or providing technical assistance for all external grant applications. The College President has the final approval for all grant applications, as she/he is the authorizing individual for such.

Any faculty or staff member may initiate a request to seek an external grant. The initiating individual will be responsible for supplying any overall planning information, technical information, and general budgetary requirements as necessary to put the proposal together.

Prior to the submission of any external grant application or proposal, the Vice President for Planning and Advancement will review the proposed project in light of the following considerations:

- a) Conformity to the purposes of the institution (Does the proposal support the purposes of the institution?);
- b) Linkage to the Institutional Effectiveness plan (Does the proposal support planning goals and objectives? What long-term impact will the project have on the College as a whole?);
- c) Balance of internal resources (If funded, what current personnel, equipment, supplies and materials, and facility resources will be required to implement the project? Will

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the grant “over-extend” any of these institutional resources? Will there be any overly stringent regulations placed on the College by the funding agency?);

- d) Balance of financial resources (If funded, will the grant place an undue strain on current operating funds? What funding will be required to continue the project at the completion of the grant period?);
- e) Balance with instruction (If funded, will the College be able to maintain an appropriate balance between the project and normal instructional activities?);
- f) Level of success (If funded, is the total success of the project a realistic and reasonable goal within the project timetables?).

Following a favorable review by the Vice President for Planning and Advancement and with the President’s preliminary approval, the Vice President will work with the initiating individual to develop and complete the application requirements in accordance with the funding agency guidelines and in a manner as to meet the designated deadline.

The Vice President for Planning and Advancement will review the final proposal and make any recommendations for necessary modifications prior to seeking the President’s signature and submitting the proposal to the funding agency. A copy of each submitted proposal will be kept on file in the Vice President’s office.

**Consortia or Partnership Grants**

In cases where the College is invited to become a member of a consortium or a partnership which is seeking external funds, the Vice President for Planning and Advancement will review the invitation and the requirements associated with it and discuss the potential for College involvement in the project with appropriate College administrators, as well as the College President. The project also will be reviewed using the same considerations as listed in sections (a) through (f) above, and the Vice President will make a recommendation to the College President regarding the College’s involvement in the project.