

Central Carolina Community College

# Policies & Procedures

## Manual

CENTRAL CAROLINA COMMUNITY COLLEGE

# Central Carolina Community College

# Policies & Procedures Manual

**www.cccc.edu/policies-procedures**

**Revised January 2024**

Central Carolina Community College has made every reasonable effort to determine that everything stated in this document is accurate at the time of publication. However, the N.C. General Assembly, the State Board of Community Colleges or the CCCC Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this document. The N.C. General Assembly may make changes in tuition without notice.

The official version of this document can be found at www.cccc.edu/policies-procedures/.

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# Definitions Used Within Manual

**Aggregate State Service**

Based on a month-for-month computation of permanent full-time and permanent part-time employment with:

- an institution in the community college system or a school administrative unit regardless of the source of salary and including state, local, or other paid employment.
- departments, agencies, and institutions of the State of North Carolina (e.g., State Department of Administration, State Revenue Department, University of North Carolina, State Department of Community Colleges, State Department of Public Instruction).
- other governmental units which are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, judicial system).
- county agricultural extension service.
- local mental health, public health, social services, or civic preparedness agencies in North Carolina, if such employment is subject to the State Personnel Act.
- authorized military leave. Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed above who were granted leave without pay for a period of involuntary service plus 90 days or for voluntary enlistment for up to four years, plus 90 days, so long as they returned to employment in a covered agency within the 90 days, or for a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.

**Financial Exigency**

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 the college's current operations budget

**Immediate Family**

Spouse, parent, sibling, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, stepparent, stepchild, and other dependents living in the household

**Leave-Earning Status**

Full-time permanent and reduced-hours full-time permanent employees who are working or on paid leave

**Part-Time Permanent Working Less Than 30 Hours per Week**

An employee who works between 20-29 hours per week and is employed at will or on an annual or semester contract with the expectation of recurring employment

**Reduced-Hours Full-Time Working Less Than 40 Hours per Week**

An employee who works at least 30 hours per week and is employed at will or on an annual contract basis with the expectation of recurring employment

# Administration Section

## Board of Trustees

### Policy

The Bylaws of the Board of Trustees of Central Carolina Community College are incorporated by reference into the Central Carolina Community College Policies and Procedures Manual.

**Fiscal Stability of the Institution**

The powers and duties of the Board of Trustees shall include preparation and submission of an annual college budget to the State Board of Community Colleges, as required in the General Statutes of North Carolina 115D-54 and as specified in the Bylaws of the Board of Trustees. In so doing, the Board of Trustees will ensure the ongoing fiscal stability of the college and ensure that the financial resources of the institution are adequate to provide a sound educational program. The Board is responsible for using all funds in accordance with State Board policies as well as in accordance with state and federal laws and regulations.

**Mission**

The powers and duties of the Board of Trustees shall include establishment and periodic revision of the mission, goals, and outcomes of the college, as specified in the Bylaws of the Board of Trustees.

**Policy Adoption**

The powers and duties of the Board of Trustees shall include provision of oversight and adoption of policies as may be authorized by law and as may be required for the effective discharge of its responsibilities in the operation of the college, as specified in the Bylaws of the Board of Trustees. Additions to and changes in the policies upon the recommendation of the president, members of the Board of Trustees, and others occur following appropriate planning and due consideration. Additions to and changes in policies must be approved by an affirmative vote of a majority of the Board members present and voting at a regular or special Board meeting. Following approval, policies are published and implemented. The Board ensures that policies are aligned with institutional purposes and support the college mission, and that they are reviewed periodically by the administration.

*APPROVED: September 2016*

# Board of Trustees: Role in Handling Complaints

## Policy

An individual Trustee who receives a complaint or inquiry concerning a college matter shall advise the complainant of the procedures in place for making such complaints, and request that the complainant put the complaint or inquiry in written form.

The Trustee shall, when appropriate, refer the written complaint or inquiry to the Board Chair and the President who shall determine an appropriate means of responding to the complaint or inquiry. The college attorney also may be notified of the complaint or inquiry.

Individual Trustees shall refrain from taking individual action with regard to such complaints or inquiries other than referring them to the Board Chair and the President. As appropriate, the Board Chair and the President shall advise the Board of Trustees of the disposition of any complaint or inquiry so referred.

*APPROVED: October 2021*

# Board of Trustees: Informal Meetings with Citizens Concerning College Matters

## Policy

When a request is received by an individual Trustee to meet with any citizen or group about college matters, the individual Trustee should inform the Board Chair and the President of the request.

Individual Trustees should inform, any citizen or group of citizens with whom they meet that in such meetings, they act only as individuals and not for or on behalf of the board, unless the board member has been so authorized by official board action. In addition, board members should attempt to avoid situations in which their presence could be inferred by the citizens as being officially representative of the board.

Individual Trustees of the board should refrain from meeting with college employees to discuss matters relating to employment or conditions of work without specific authorization by board action.

*APPROVED: October 2021*

# Building Plaques

## Procedure

1. The Board of Trustees Chairman will create an ad hoc committee of Board members who represent the county in which a new building will be constructed.
2. This ad hoc committee will consider factors such as how funding for the project was provided, the level of involvement of the Board of Trustees at various points in the funding and construction phase, and what would be expected in that particular county.

3. The ad hoc committee will bring back to the Building and Grounds Committee a proposal for which name(s) and/or group(s) shall be recognized on the building plaque.
4. The Building and Grounds Committee will then recommend to the full Board of Trustees for its approval.
5. The full Board of Trustees will then approve the name(s) on the building plaque.

*APPROVED: August 2017*

# Compliance, Organization, and Regulation

## Policy

### Compliance with CCCC Policies

Students and employees of Central Carolina Community College (CCCC) are expected to comply with all CCCC policies. Failure to comply may result in disciplinary action. CCCC policies will be published in appropriate documents and formats, and are made available to students, faculty, staff, and administration.

### North Carolina General Statutes

CCCC operates as a publicly-supported institution and member institution within the North Carolina Community College System (NCCCS) under the provisions of Chapter 115D, Community Colleges, North Carolina General Statutes.

### North Carolina State Board of Community Colleges

CCCC shall comply with mandatory provisions/policies established by the North Carolina State Board of Community Colleges and the North Carolina Community College System.

By assignment of the State Board of Community Colleges, the college's primary service area is Lee, Chatham, and Harnett counties.

### Title IV of the Higher Education Act

CCCC participates in certain student assistance programs authorized under Title IV of the Higher Education Act of 1965 as amended. CCCC is committed to compliance with all mandatory regulatory requirements established by the U.S. Department of Education for institutions participating in Title IV programs.

*APPROVED: April 2016*

# Conflict of Interest and Ethical Guidelines

## Policy

Employees of Central Carolina Community College must remain free of conflicts of interest while conducting the business of the college. Employees are reminded that conflicts of interest include both actual conflicts of interests as well as the appearance of conflicts of interests. College employees must act at all times in a manner which is consistent with the highest standards of ethics and professionalism. College employees are prohibited from using their college

position for unauthorized gain and any activities which would lead to conflicts of interest. Specifically, college employees are prohibited from accepting gifts from persons doing or seeking to do business with the college.

Violation of this policy may also be a violation of North Carolina law. Violation of this policy may result in disciplinary action up to and including dismissal. Individuals who have questions regarding this policy are encouraged to contact the vice president of administrative services.

*APPROVED: April 2016*

## Establishing, Revising, and Deleting Policies

### Policy

Any faculty member or other employee who perceives the need may suggest new policies or changes to existing policies. This can be accomplished through the administrative structure of the college or communicated directly to trustees through its procedures for establishing board agendas. All new policies or substantive changes to existing policies must be aligned with institutional purposes and support the college mission, and must be approved by the college's Board of Trustees. Following approval, policies must be published and implemented.

*APPROVED: July 2016*

### Procedure

Any faculty member or other employee may submit to the president, through the administrative structure of the college, a document requesting a new policy or the revision of an existing policy. The document should include: the policy being addressed, the action requested, the rationale for the requested action, and a draft of the new or revised policy. At the discretion of the president, the request will be discussed with the President's Council to determine if a new policy or substantive revisions to an existing policy should be sent to the Board of Trustees for approval. The president or the president's designee will present a final policy draft to the appropriate committee of the Board of Trustees and to the full board for a decision. Only new policies and changes to existing policies require board approval; changes to procedures do not require board approval. The final version of a new or revised policy will be added to the Policies and Procedures Manual with an approved or revised date.

*APPROVED: December 2016*

## Foundation

### Policy

The CCCC Foundation, a nonprofit organization established in 1988, serves to broaden the base of financial support to the college beyond that which is obtained through local and state appropriations. These funds come from the private sector and are used to improve instruction, upgrade equipment, enhance facilities, and provide assistance to students. Management of the Foundation is by a board of directors composed of business, professional, and community leaders from the service area. This board functions independently and is not governed by the college or its board of trustees. A list of current board

members is available from the executive director. Procedures specific to the operation of the Foundation are available at www.cccc.edu/foundation.

*APPROVED: April 2016*

# Investment Management

## Policy

The college's financial staff members are granted the authority to invest any special and local funds, in excess of current needs, with the State Treasurer of North Carolina. Investments should be reconciled on a monthly basis and approved by the vice president of administrative services. Quarterly reports are to be provided to the college's Board of Trustees.

*APPROVED: April 2016*

# Naming Opportunities

## Policy

The college will consider naming existing/future buildings, campus complexes, classrooms, departments, courtyards, and other facilities to recognize a major financial contribution to the institution, or to recognize a person who has made an extraordinary contribution to the advancement of the college. No commitment will be made on the naming of any building, portion of a building or other facility without the express prior approval of the Board of Trustees.

*APPROVED: October 2016*

## Procedure

1. No commitment will be made on the naming of any building, portion of a building or other facility without the express prior approval of the college president and the Board of Trustees.
2. The CCCC Foundation Board will provide a recommendation including all pertinent information concerning the proposed gift to the Board of Trustees. The executive director of the Foundation will present the recommendation to the Student and Academic Support Services Committee. The chair of the Student and Academic Support Services Committee will in turn inform the Board of Trustees. Upon a favorable recommendation from the committee, the full Board of Trustees will consider the proposal. A favorable vote of three-fourths of the Boards' voting members shall be required for approval.
3. Upon approval, a commitment may be made to the donor regarding naming a building or facility in accordance with guidelines adopted by the Foundation Board of Directors and the Board of Trustees. All facilities on the CCCC campuses shall be priced at the discretion of the Board of Trustees based upon recommendations by the Foundation Board.
4. The college will consider naming facilities or components of the

college for individuals who have made major non-financial contributions to the development of a particular facility, or the college in general, according to the above procedures.

5. Individuals, for whom facilities are named, as a general rule, should be alumni, faculty members, trustees, or other distinguished persons who have ties to the college.
6. The use of the words "individuals" and "person" above should not preclude naming of college facilities for groups or organizations.
7. The word "facilities" as used above applied to buildings, rooms, driveways, parking lots, courts, open spaces, and all other areas owned or controlled by the college.

*APPROVED: December 2016*

# President's Council

## Policy

The president will establish a Council to assist the college in the administration of the policies and procedures of the college. Policies are approved by the Board of Trustees. Procedures are approved by the President's Council.

The purpose of the President's Council is to act on college-wide matters relating to policies and procedures, to participate in long-range planning activities, and to establish a direct communications link between the various operating units of the college.

The Council is an administrative body and as such receives its authority from this process and actions of the president. Final responsibility and accountability for institutional decision-making rests with the president.

*APPROVED: April 2016*

# Quinquennial Planning and Evaluation

## Policy

All personnel are involved in the quinquennial strategic planning and evaluation process of the college. The strategic planning and evaluation process for developing and monitoring the goals and objectives of the college operates on a quinquennial cycle.

The college's Planning Council, a standing college committee chaired by the SACSCOC liaison follows these steps:

1. conducts a thorough review of the current strategic plan and all data collected
2. reviews and revises the college mission, vision, values and goals
3. reviews performance indicators, environmental scan, and SWOT analysis
4. develops the new strategic plan
5. submits strategic plan to administration for approval
6. submits strategic plan to the Board of Trustees for approval

Maintenance and tracking of the strategic plan continues biannually throughout the cycle led by the college's Planning Council.

*APPROVED: April 2016*

## Procedure

The strategic planning and evaluation process for developing and monitoring the goals and objectives of the college operates on a quinquennial cycle, as illustrated in Appendix C: Quinquennial Strategic Planning Process.

Strategic planning is a function of the Planning Council, which is a standing college committee chaired by the associate vice president of assessment, planning & research.

The Planning Council meets one academic year prior to the expiration of the current Strategic Plan to review current mission, vision, values and goals, data trends, a comprehensive SWOT analysis, an environmental scan, college performance indicators, and report outs from standing committees and departments.

Implications derived from the data analysis are converted into a five-year college strategic plan. Key performance indicators are identified, due dates are established, and responsible parties are designated to identify strategies and activities.

The recommended strategic plan and revisions to the mission and vision statements are submitted to the administrative staff for review and then to the Board of Trustees for final approval.

Each goal is assigned a college standing committee "home" for ongoing monitoring. Committees meet twice yearly to review data and trends for key performance indicators, compile recommendations for action items, and forward these recommendations to the Planning Council.

The Planning Council meets twice yearly to receive suggestions for improvement from standing committees, department meetings, and other groups, and make recommendations to the President's Council. This bi-annual cycle of continuous improvement is illustrated in Appendix D: Bi-Annual Cycle of Continuous Improvement.

The President's Council receives suggestions twice yearly from the Planning Council and adopts strategies targeted to improve performance on individual objectives as measured by the key performance indicators. This bi-annual cycle of continuous improvement is illustrated in Appendix D: Bi-Annual Cycle of Continuous Improvement.

The college integrates fiscal planning with the planning cycle. Each department submits a budget request tied to its annual program review (outcomes assessment results) which is subsequently reviewed and prioritized by the President's Council in accordance with the goals established in the strategic plan.

*APPROVED: December 2016*

# Shared Governance

## Policy

Policy governance is the means by which the Board of Trustees of Central Carolina Community College fulfills its trust responsibilities to the college's owners – the citizens of Chatham, Harnett and Lee counties. Governance is shared with the

faculty and staff of the college by the following means:

Although only the trustees can establish policies by which the college is governed, any faculty member or other employee who perceives the need can suggest new policies or changes to existing policies. This can be accomplished through the administrative structure of the college or communicated directly to trustees through its procedures for establishing board agendas.

The Board believes very strongly in sharing governance through the college's planning process. It is the intent of the Board for faculty and all other employees to be vitally involved in planning the necessary process for the short-term strategic functions of the college and its long-term direction.

Matters for consideration by the full board are generally brought to the Board through its standing committees and they, in turn, rely strongly upon input from the standing committees of the college. It is the intent of the Board for faculty and other employees to participate in the governance of the college through these committees. Faculty are expected to have an especially clear voice in the matter of curriculum and academic policy development.

The Board of Trustees, both in philosophy and fact, operates as an open body. All committee meetings and all Board meetings are open to those who wish to be informed or who desire to communicate with the Board, except for those circumstances that require a committee or the Board to consider a matter in executive sessions.

*APPROVED: April 2016*

# Southern Association of Colleges and Schools Commission on Colleges

## Policy

CCCC shall comply with all criteria for accreditation and with all policies required of institutions, as established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), including matters of reporting substantive change.

State Board of Community Colleges Code states: "All colleges shall obtain and maintain regional accreditation by the Southern Association of Colleges and Schools. The system president, when requested, will provide assistance to colleges seeking regional accreditation" (1B SBCCC 400.96).

It is the responsibility of all college employees to maintain compliance with all core requirements, comprehensive standards, and federal requirements as published in the most recent edition of the SACSCOC Principles of Accreditation: Foundations for Quality Enhancement. Each supervisor should make himself/herself familiar with the specific principles that apply to his/her supervisory area and ensure that area compliance with accreditation standards is maintained.

Some academic programs within the college may hold program-specific accreditation, certification, or licensure from outside agencies recognized by the U.S. Department of Education (USDOE). The college's chief academic officer is responsible for ensuring that the college describes itself in identical terms to these agencies with regard to the college's

purpose, governance, programs, credentials, personnel, finances, and constituencies. The college's SACSCOC liaison is responsible for keeping all institutional USDOE-recognized agencies apprised of any changes in its status with one or another accrediting body.

*APPROVED: April 2016*

## Procedure

In accordance with SACSCOC requirements, the college describes itself in consistent terms with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies to all U.S. Department of Education recognized accrediting bodies. This includes, but is not limited to: submission of initial accreditation documentation and reaccreditation materials.

The college ensures that each program-specific accrediting body has access to a current college catalog and student handbook. Many accrediting bodies prescribe accreditation forms with little room for additional information; therefore, when appropriate, the statement below is utilized to describe the college in program-specific accreditation or reaffirmation submissions:

Central Carolina Community College is a tax-supported, public, non-profit educational institution under the control of its board of trustees. The college is a member of the North Carolina Community College System, which is governed by the State Board of Community Colleges. The college is governed in accordance with the NC General Statutes and State Board of Community Colleges Code. The college serves Chatham, Harnett, and Lee counties as assigned by the authority of the State Board of Community Colleges. The college's Board of Trustees is responsible for ensuring that the college's financial resources are adequate to provide a sound educational program.

The college is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. The college was accredited by the North Carolina State Board of Education in 1970, by the Southern Association of Colleges and Schools in 1972, and reaffirmed in 1976, 1987, 1997, 2008, and 2018. The college offers university transfer and career/technical programs as described in its catalog, which is available electronically at www.cccc.edu/catalog. Each program has appropriately qualified faculty and a program coordinator who reports through an instructional dean to the chief academic officer. The college's operations are guided by its mission to foster individual, community, and economic development by empowerment through transformative lifelong learning.

*APPROVED: April 2022*

# Personnel/Benefits Section

## Benefits and Leave

### ~~Disability Income Continuation~~

~~Policy~~

~~This benefit is provided at no cost to the employee. After one year of full-time permanent service with the State of North Carolina, employees qualify for short-term benefits. Five years of contributory membership in the retirement system are required to qualify employees for long-term benefits. The booklet, Your Retirement Benefits, provides explanation of these programs and may be obtained at www.nctreasurer.com.~~

~~*APPROVED: October 2015*~~

### ~~Employee Assistance Program~~

~~Policy~~

~~The Employee Assistance Program (EAP) has been established to provide information, problem assessment, short-~~

term problem-focused counseling, and referral to community resources for employees and their eligible dependents. The program has also been implemented to support the college's drug-free policy. Employees and eligible dependents may access EAP services to address a variety of problems and concerns (including, but not limited to: marital, family, alcohol/drug related, stressful life circumstances) that may affect employee well-being and/or job performance. Participation by the college in the Employee Assistance Program does not constitute a waiver of or limit on the college's responsibility to maintain standards of discipline and performance or the right to invoke disciplinary measures. Employees participating in the Employee Assistance Program are expected to maintain satisfactory job performance.

**Types of Referrals:**

- Self-Referral: Employees are encouraged to voluntarily make direct contact with the EAP for assistance in resolving a personal concern that poses a threat to his/her personal well-being or job performance.
- Informal Referral: An administrator, colleague, or friend may encourage contact with the EAP for an eligible employee who may be experiencing personal difficulties.
- Formal Administrative Referral: In cases in which an employee is manifesting deteriorating job performance, a referral can be made by an administrator within the context of approved college procedures as a part of a process to address the work performance concern.

**Confidentiality**

Self-referrals and informal referrals are strictly confidential. No information concerning an employee's participation in the EAP will be discussed or released without the expressed written consent of the employee. Counseling sessions are confidential (the EAP does provide the college with periodic reports of utilization statistics which do not identify individual participants). Limits to confidentiality are prescribed by law. If an individual communicates to the EAP staff that he/she is going to harm himself/herself or someone else, and in all cases of child abuse, action must be taken in accordance with the law and professional, ethical standards.

In the case of a formal administrative referral, limited information, as indicated below, will be released to the appropriate college official with the prior written consent of the employee:

- Date(s) that the employee was seen at the EAP
- Whether an assessment was or was not made
- Whether a plan for problem resolution was or was not made
- Whether the employee agrees/disagrees with the recommendations
- Whether the employee is/is not following the recommendations

*APPROVED: April 2016*

# Holidays

## Policy

The college will grant full-time permanent or probationary employees and part-time permanent employees holidays as approved by the Board of Trustees. These holidays will be posted each year on the college's Intranet site.

*APPROVED: October 2015*

# Insurance and Basic Benefits

## Policy

Group health insurance is provided by the State of North Carolina for all full-time permanent employees. Additional coverage may be purchased for dependents at group rates. Part-time staff in permanent positions working 30 hours or more per week are also eligible for the same coverage. Part-time permanent employees with less than 30 hours per week may purchase the health insurance for the total cost. Information about health benefits is available in the Payroll Office.

Term Life Insurance (Death Benefit) is provided by the State of North Carolina Retirement System at no cost for all full-time permanent and part-time permanent employees with 30 or more hours per week. Individuals are eligible after being employed for twelve months. The insured value is equal to the salary of the previous year, with a minimum of $25,000 and a maximum of $50,000.

Term Life Insurance is also provided by the college at no cost for all full-time and permanent part-time employees with 30 or more hours per week, with coverage beginning the month following the initial paycheck. The insured value is $40,000 with additional coverage available for the individual and dependents at the employee's expense.

Supplemental Insurance: Full-time permanent and part-time permanent employees with 30 or more hours per week may purchase additional insurance through payroll deduction, including accident, cancer, dental, term/universal life, and disability income/intensive care insurance, etc. Information is available in the Payroll Office.

*APPROVED: October 2015*

# Retirement

## Policy

Every full-time permanent and part-time permanent employee working 30 hours or more per week is required to participate in the Teachers' and State Employees' Retirement System of North Carolina. The State and employee share the system cost and the State of North Carolina rate is determined annually. The employee rate of 6% is automatically deducted through monthly payroll.

*APPROVED: October 2015*

# Workers' Compensation

## Policy

All Central Carolina Community College employees are covered by the provisions of the North Carolina Workers' Compensation Act. All employees are protected from the first day of work for injuries or illnesses that are deemed compensable under the Act. If said injury or illness is found to be compensable under the Act, the employee is entitled to medical care and compensation based on the North Carolina Workers' Compensation Act and the State Board of Community Colleges.

When the compensated injury or illness is deemed a serious medical condition, the Workers' Compensation absences will run concurrent with the Family Medical Leave (FML) in accordance with the Family Medical Leave Act to provide job protection for the injured or ill employee.

*APPROVED: February 2016*

## Procedure

### What to Do in Case of a Work-Related Injury

#### Employee's Responsibilities

1. Report all injuries to your supervisor immediately and no later than 24 hours from the time of injury.
2. If medically necessary, you will be taken or sent to the nearest medical provider.
3. Obtain a Workers' Compensation Authorization/ Medical Providers form to take to the physician.
4. Seek appropriate medical attention from the list of Workers' Compensation Preferred Providers (Human Resources will provide).

   NOTE: In the case of a life-threatening emergency, dial 911. Notify Human Resources immediately in catastrophic cases, amputations, loss of one or both eyes, or hospitalization of any worker.
5. You must follow all medical restrictions, as your recovery is a major concern to the college.
6. Return to work after your medical treatment unless your authorized physician provides you with a written authorization prohibiting your return to work.
7. All medical notes given to you by the authorized treating physician must be given to your supervisor within 24 hours for submittal to Human Resources.
8. Provide all out-of-work, return-to-work, and/or any other restriction orders from the authorized treating physician to your supervisor within 24 hours.
9. Provide the N.C. Employee's Incident Report and Leave Option form to your supervisor within 24 hours of the injury.
10. Follow any transitional duty assigned to you as a part of the college Return-to-Work Program.
11. Follow safe work practices.

*APPROVED: December 2016*

# Leave

## Policy

Absence from work during scheduled hours will be charged to the appropriate leave account of the employee. The minimum amount of leave which can be taken is one hour, and leave should be reported in hourly increments. It is the responsibility of each employee to report all leave to his or her supervisor by the end of the month in which leave is taken. Leave records are maintained by the Payroll Office and reported to the employee on the monthly check stub. Leave earnings are accurate for the reporting month, but leave taken will always reflect the previous monthly balance. Records of leave for all employees are retained in the Payroll Office for 5 years.

*APPROVED: October 2015*

## Procedure

1. Employee will complete the Electronic Leave form in Etrieve Forms and submit to his/her supervisor for approval.
2. If the supervisor denies the request, he/she will notify the employee.
3. If the request is approved, the supervisor will approve and forward in Etrieve Forms to the payroll inbox.

*APPROVED: December 2016*

# Annual Leave

## Policy

Employees in a leave-earning status who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn annual leave.

The monthly earning rate is based on the length of aggregate state service. Annual leave for employees shall be computed at the following rates:

| Years of Aggregate State Service | Hours Earned Each Month | Days Earned Per Year |
|---|---|---|
| Less than 5 years | 9 hours and 20 minutes | 14 |
| 5 but less than 10 years | 11 hours and 20 minutes | 17 |
| 10 but less than 15 years | 13 hours and 20 minutes | 20 |
| 15 but less than 20 years | 15 hours and 20 minutes | 23 |
| 20 years or more | 17 hours and 20 minutes | 26 |

Annual leave may be accumulated without maximum until June 30 of each fiscal year. Only 240 hours (30 days) will be carried forward to the next fiscal year, and all hours over 240 will be converted to sick leave.

The college will accept the transfer of up to 10 days of annual leave previously earned from qualifying agencies when an individual is initially employed. Any earned amount over 10 days an employee wishes to transfer will be considered on a case-by-case basis and is subject to the president's final approval. The president's

decision is final and is not subject to the grievance policy.

Aggregate State service must be substantiated by the employee to the Payroll Office.

The president may advance annual leave not to exceed the amount an employee can earn during the current fiscal year.

Under special circumstances curriculum faculty may be allowed to take up to three days of earned annual leave each year while classes are in session. Such leave must be requested five working days in advance. The decision as to whether this leave will be granted will be made by the vice president upon recommendation of the appropriate dean and certification by the chief academic officer that such leave would not adversely affect the instructional program.

The minimum amount of annual leave which may be taken is one hour. Saturdays and/or Sundays are charged if they are scheduled workdays.

Annual leave may be used for any absence from work, including but not limited to: vacation, other periods of absence for personal reasons, personal illness (in lieu of sick leave), illness in the immediate family, time lost for late reporting, and donations to an employee for voluntary shared leave.

Annual leave may also be charged to cover a period of absence at the discretion of the president for days when the college is closed.

Unused annual leave may be transferred when an employee transfers to other qualifying agencies. Actual terms of the transfer depend upon policy acceptance for an agency.

Lump sum payment of annual leave will be made only at the time of separation (not to exceed 30 days).

Should an employee be separated before he or she has earned all of the annual leave taken, it will be necessary to make deductions from his/her final salary check for overdrawn leave.

Retirement deduction shall be made from all leave payouts.

Receipt of lump sum leave payment and retirement benefits shall not be considered as dual compensation.

When an employee is on short-term disability they must exhaust all leave before receiving disability benefits. An employee will continue to earn leave while exhausting leave.

In the case of a deceased employee, payment for unpaid salary, leave, and travel must be made, upon establishment of a valid claim, to the deceased employee's administrator or executor. In the absence of an administrator or executor, payment must be made to the Clerk of Superior Court of the county of the deceased employee's residence (note General Statutes 26-68).

Full-time faculty must use eight hours of leave for a full day of absence.

*APPROVED: September 2017*

## Bonus Leave

### Policy

Bonus leave may be awarded by the N.C. General Assembly as a benefit to employees. Bonus leave may be used for

the same purposes as listed under the annual leave and sick leave policies and may only be used in increments of full hours. CCCC does not accept the transfer of bonus leave from other institutions. Lump sum payment for bonus leave is only made in the event of separation of employment from CCCC.

*APPROVED: April 2016*

# Civil Leave

## Policy

Employees who are full-time permanent or probationary employees and reduced-hours full-time permanent employees working less than 40 hours per week appointed in budgeted positions for as much as one-half time, called to serve as juror or as witness for the city, county, state, or federal government in a matter unrelated to official duties, will be granted leave with pay for the actual period of service. Civil leave is neither earned nor accumulated and shall not be deducted from other leave earnings. Employees will be entitled to retain any juror's pay. No leave is required for an employee to attend court when they are under subpoena.

*APPROVED: February 2016*

# Educational Leave

## Policy

Release time from duties to further education may be granted by the Board of Trustees upon review of the respective vice president and recommendation by the president for full-time permanent employees. Note: State Board states must be employed full-time.

Educational leave is accumulated at the rate of two days per each month the employee works with a maximum accumulation of 60 days. Leave must be taken in minimum increments of one-half day.

An employee must be employed by the college for at least six consecutive 16-week terms or three full years before eligibility is established.

Educational leave may be considered for any appropriate amount of time not to exceed 60 work days per fiscal year.

An employee is eligible for educational leave once every three years with a minimum of three full years separating each eligible term. This rule applies for educational leave granted for less than 60 days.

Eligibility for educational leave does not guarantee approval of a request.

Experiences during the leave must be directly related to improving employee competence in regularly assigned duties.

Educational leave will be considered for times and periods least disruptive to the operation of the college.

The employee must be under contract to the college for the next academic year.

An employee who fails to honor the subsequent contract or any part thereof shall be required to repay the full or prorated portion by surrendering annual leave. If annual leave is not enough to cover the cost, the employee will be subject to monetary repayment.

*APPROVED: October 2018*

## Procedure

1. The employee will submit an Educational Leave Request and Agreement Form to his or her supervisor.
2. The supervisor will review the request to confirm that the educational leave will not create a burden on the department..
3. If the supervisor approves the request, he or she will make a recommendation to the vice president with a plan to cover the employee's duties during the absence. The vice president will review the recommendation, verification of eligibility, and a make recommendation to the president.
4. If the president approves, the president will make a recommendation for approval at the next scheduled Board of Trustees meeting.

*APPROVED: September 2017*

# Family and Medical Leave

## Policy

In 1993, Congress passed the Family and Medical Leave Act (FMLA) to help employees balance the demands of their workplace and the needs of their families. In accordance with federal regulations, employees of Central Carolina Community College are eligible for benefits under the Family and Medical Leave Act (FMLA).

Full-time or permanent part-time permanent employees with 30 or more hours per week, who have worked for at least one year with a minimum of 1,250 hours over the twelve months prior to the requested leave period, are eligible for leave under the FMLA. The hours included in this calculation are:

- All normal work days of employee
- All paid leave time taken by employee, including vacation and sick leave
- All paid holidays for which employee is eligible

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance. Eligible employees are entitled to twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster

care and to care for the newly placed child within one year of placement;

- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Eligible spouses who are both employed by CCCC are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- the birth of a son or daughter and bonding with the newborn child;
- the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
- the care of a parent with a serious health condition.

Eligible spouses who are both employed by CCCC are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness (commonly referred to as "military caregiver leave") if each spouse is a parent, spouse, son or daughter, or next of kin of the service member.

When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations for the reasons for leave listed above.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves any period of incapacity. CCCC may require certifications of illness of the employee, spouse, child, or parent to verify the validity of the leave request. The employee requesting leave due to his or her own serious health condition will be required to obtain a fitness-for-duty certification before returning to work.

FMLA runs concurrent with any leave being exhausted. CCCC requires employees to use any accrued leave while taking FMLA leave time. Sick leave may be used only in accordance with CCCC's current sick leave policy. If an employee is exhausting sick and/or vacation leave the pay status will be the same as if he or she was working. If an absence will (or does) last for more than five days, and the reason would otherwise qualify for FMLA leave, the time will be charged against the employee's FMLA entitlement.

Intermittent leave or a reduced leave schedule may be available based on medical necessity or in the event of childbirth or adoption. Intermittent leave is defined as leave taken in separate blocks of time due to a single illness or injury. A reduced leave schedule is defined as leave that reduces an employee's usual number of working hours per workweek. Intermittent leave must be taken in one-hour increments.

Leave to care for or bond with a newborn child or for a newly placed adopted or foster child may only be taken intermittently with the employer's approval and must conclude within 12 months after the birth or placement.

Eligible employees who meet the eligibility requirements and guidelines, a description of FMLA benefits follows:

- If an employee is in pay status, his or her regular benefits will continue
- If an employee is not in pay status, the state will continue to pay the health insurance premium as usual. The employee will be responsible for paying the dependent coverage amount each month to the Payroll Office. CCCC shall recover the premiums for health coverage if the employee fails to return to work after the leave period is exhausted unless the employee has a continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control as defined in the federal regulations.

Up to 26 weeks leave may be granted for an employee with a family member in the uniformed services to care for a seriously ill or injured family member in the military that has not been discharged from the military as disabled. The 26 weeks leave may only be granted in cases where caregivers are granted FMLA for military care giving. Employees can take only 12 weeks for any other FMLA qualifying leave.

The amount of FMLA leave used by or available to an employee will be calculated using a "rolling year" calculation. The college will review the 12 months previous to the leave request, add all FMLA time the employee has used during those previous 12 months, and subtract that total from the employee's 12-week leave allotment. The employee's remaining available balance is 12 weeks less whatever number of days (or hours) the employee used during the 12 months preceding that day. The college cannot change its calculation method to a different method without first giving all employees at least 60 days' notice of the pending change. Employees can take FMLA for more than one qualifying reason in a rolling year, but are limited to a total of 12 weeks (except in the case of military caregiver leave). Eligible employees may take up to 12 workweeks of leave during the 12-month period defined by the rolling year. Unused portions of FMLA leave cannot be carried over between eligibility periods.

When applying approved leave for an employee, the following time is counted:

- An employee's regularly scheduled shift, including extra hours worked, if any
- Holidays that occur within a week when an employee is on FMLA leave for that entire week
- Holidays when an employee was scheduled or expected to work
- Holidays will not be counted if leave is used in increments of less than one week during a week in which a holiday falls.
- If an employee's schedule varies weekly and the college cannot determine how many hours an employee would have worked, the calculation will be based on the average number of hours worked per week in the 12 months prior to the employee taking leave

(including overtime, time on leave of absence, etc.).

- During college closures of longer than one week when employees are not expected to report for work (e.g., Christmas/New Year holiday), the days the college is closed do not count against an employee's FMLA leave entitlement.

At the end of the 12 weeks of approved FMLA leave, the employee will return to his or her same position with the college, or one with the same pay grade, benefits, and other conditions.

After 12 weeks if an employee is unable to return to work, then he or she may be eligible to use accrued leave until exhausted and then apply for a leave of absence without pay.

*APPROVED: October 2015*

## Procedure

Faculty and staff members have the obligation to provide timely notice to their supervisors about the need for FMLA-qualifying leave. Where the need for leave is foreseeable, such as for an expected birth, adoption or foster care placement, or planned medical treatment, 30 days' notice is to be provided to the supervisor before the leave is to begin. If 30 days' notice is not feasible, then notice must be given as soon as practicable. The employee advises the supervisor as soon as practicable if the dates of a scheduled leave change, are extended, or become known.

When planning medical treatment, an employee consults with the supervisor prior to the scheduling in order to work out a treatment schedule which best meets the needs of the employee and the work unit. If an employee fails to consult regarding scheduling, the responsible administrator/supervisor may require that the employee attempt to make different arrangements subject to health care provider approval.

Where the need for leave is unforeseeable, an employee provides notice to the supervisor as soon as practicable under the facts and circumstances of the particular situation. This notice may be given by another responsible person if the employee is unable to do so personally.

An employee's notice about the need for leave should be sufficient to make the supervisor aware that it is for an FMLA-qualifying reason and should include the anticipated timing and duration of the leave. If the leave is due to an FMLA-qualifying reason for which the employee previously had FMLA leave, then the employee needs to mention the need for FMLA leave or the qualifying reason when providing notice. An employee has the obligation to respond to requests from Human Resources for additional information to determine whether an absence is potentially FMLA-qualifying.

If an employee fails to provide proper notice of the need for an FMLA-qualifying need, then FMLA coverage may be delayed for a period of time dependent on the facts and circumstances of the particular situation.

*APPROVED: December 2016*

# Funeral Leave

## Policy

In the event of death in the immediate family, a maximum of ten days of sick leave may be taken by employees. Depending on the employee's need, additional time may be requested as annual leave. In the event of a death outside the immediate family, annual leave may be used.

*APPROVED: September 2017*

# Leave of Absence Without Pay

## Policy

When unusual circumstances affect an employee, the employee may request to be absent from his/her assigned duties without pay. Requests for such leave are subject to the approval of his/her immediate supervisor and the college president. Employees may also be assigned by their supervisor or the Payroll Office to leave without pay status as a result of absence when all other forms of leave have been exhausted.

### Sick Leave Without Pay

Leave without pay may be granted for the remaining period of sickness or disability after sick leave have been exhausted (see sick leave and family and medical leave policies).

### Vacation Purposes

An employee approved for leave without pay for vacation purposes must first exhaust any accumulated annual leave.

### Benefits

Employees who are in an unpaid status other than family and medical leave for more than one-half the number of work days in a given month must pay all of their enrolled benefits, including health insurance, and are not eligible to earn sick and annual leave for that month. An employee does not receive retirement service credit while on leave of absence without pay.

*APPROVED: February 2016*

# Military Leave

## Policy

Military leave with pay shall be granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Full-time and part-time permanent employees with 30 or more hours per week who are members of reserve components are entitled to leave with pay for 96 hours (12 days) per fiscal year when ordered to active duty for annual training or other purposes. Reserve employees who are called to active duty exceeding the 96-hour (12 days) period will be granted leave without pay. Employees must submit a request to take military leave thirty (30) days in advance of the requested leave date. A copy of one's orders or other appropriate documentation evidencing

performance of required military duty will accompany the leave request form. Due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose only, an employee shall be granted an additional 96 hours (12 days) of military leave during the calendar year as required. Reservists returning from extended duty will be returned to the same position or one of like status and pay.

*APPROVED: October 2015*

## Overtime/Compensatory Leave

### Policy

Overtime work is work performed by an employee at the direction of or knowledge of the supervisor or authorized designee, which exceed the normal workweek of the employee. Overtime is defined by the Federal Labor Standards Act (FLSA) as hours worked greater than 40 hours in a normal workweek. Employees in non-exempt positions who submit time sheets and work in excess of 40 hours per week shall receive one and one-half hours for each hour exceeding forty hours per week. Human Resources will consider job descriptions to determine FLSA status.

In lieu of overtime pay, Central Carolina Community College employees who are non-exempt and are required to work overtime will receive compensatory time off. The compensatory time shall be computed at one and one-half (1 and ½) hours for each hour of overtime worked. This leave should be taken within the monthly pay period at the discretion of the immediate supervisor. Work beyond the normal workday shall be determined and approved by the employee's immediate supervisor. Employees in positions determined to be exempt by FLSA are not eligible for this leave.

*APPROVED: February 2016*

## Personal Observance Leave

### Policy

Personal observance leave is available to employees who are in a leave earning status in accordance with the annual leave policy. Full-time employees will receive eight hours of personal observance leave each calendar year. Reduced-hours full-time employees will receive a prorated amount based on their number of hours compared to a full-time schedule.

.Personal observance leave may be used for any single day of personal significance. This includes, but is not limited to: days of cultural or religious importance. The day used for personal observance leave does not have to be a day from the employee's own religious or cultural background. Employees will follow the same procedures as required by the annual leave policy to request use of this leave.

Personal observance leave not taken by the end of the calendar year is forfeited and may not be carried forward to the

next calendar year. Employees will not be paid for unused personal observance leave upon separation from their employment.

*APPROVED: June 2022*

# Sick Leave

## Policy

Employees in a leave-earning status who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn sick leave.

Leave is earned at the rate of eight hours per month or 96 hours per year. Part-time permanent employees who are appointed in budgeted positions for as much as half-time shall earn sick leave on a pro-rata basis.

Sick leave is cumulative indefinitely.

The college may advance sick leave not to exceed the amount an employee can earn during the current fiscal year. In the event of a negative balance at the end of the fiscal year, the negative hours will be recouped from an employee's pay.

The college may require a statement from a medical doctor or other acceptable proof that the employee was unable for work to the end that there will be no abuse of sick leave privileges.

Sick leave may be granted for:

- Illness or injury which prevents an employee from performing usual duties
- Death in the employee's immediate family
- Illness in the employee's immediate family
- Medical appointments
- Quarantine due to contagious disease
- The actual period of temporary disability connected with child bearing as determined by the attending physician. During such a period of disability, the natural father may request sick leave for parental purposes.

Sick leave is nontransferable to any other type of leave.

The minimum amount of sick leave which may be taken is one hour.

Only scheduled work hours shall be charged in calculating the amount of sick leave taken. Saturdays and/or Sundays are charged if they are scheduled workdays.

Employees having accumulated leave from prior service in state employment may transfer sick leave provided all requirements are met.

Sick leave with pay will have no effect on the employee's increment anniversary date; however, sick leave without pay will delay the increment one month for each month he or she is on leave without pay for over half the workdays in the month.

Sick leave is not allowable in leave payment when an employee separates from the college. Deductions will be made from the final check for overdrawn leave.

This leave shall be exhausted before an employee goes on leave without pay.

Employees separated for any reason shall be credited with accrued sick leave if reinstated within five years.

All sick leave shall be transferred to total service as provided under North Carolina Teachers' and State Employees' Retirement System. One month of credit is allowed for each 20 days, or any portion thereof, of sick leave to an employee's credit upon retirement.

During the period of leave without pay an employee ceases to earn leave.

Sick leave without pay may be granted by the Board of Trustees for the remaining period of disability after sick, bonus, and annual leaves have been exhausted.

Full-time faculty must use eight hours of sick leave for a full day taken.

*APPROVED: October 2015*

# Voluntary Shared Leave

## Policy

An employee may donate leave, as outlined in this policy, to an employee who has been approved to receive voluntary shared leave because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period of time. Full-time or reduced-hours full-time permanent employees are eligible for leave. Temporary and part-time hourly employees are not eligible for leave.

For the purpose of this policy, prolonged medical condition or prolonged period of time is defined as 20 consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last twelve months, an exception to the 20-day period may be made. Use of this policy presumes prudent and justifiable past use of earned leave benefits.

An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, or threaten any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. Individual leave records are confidential. Recipients of voluntary shared leave shall not have access to information about individuals who donated leave. The employee donating leave cannot receive remuneration for the leave donated.

### Donor Eligibility

For purposes of this policy, immediate family means: spouse, parent, child, sibling, grandparent, grandchild (including in-laws relationships, step relationships, and other dependents living in the employee's household).

An employee of a community college may donate vacation leave, bonus leave, or sick leave to an immediate family member in any State agency, public school, or community college.

An employee of a community college may donate vacation or bonus leave to a co-worker's immediate family member who is an employee in a state agency or public school provided the employee and co-worker are at the same college.

An employee may donate vacation, bonus, or sick leave to another employee at a community college.

An employee of a community college may donate up to five days of sick leave to a non-immediate family member employee of a community college.

Employees who donate sick leave are put on notice that sick leave can be used for retirement purposes and the donation of sick leave can have State retirement credit consequences.

An employee family member donating sick leave to a qualified family member under this program may donate up to a maximum of 1040 hours, but may not reduce the sick leave account below 40 hours.

The minimum amount of vacation or sick leave that may be donated is four hours.

The maximum amount of vacation leave that may be donated may not be more than the amount of the donor's annual accrual rate and may not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate. Bonus leave may be donated without regard to this limitation.

**Recipient Eligibility**

An employee must exhaust all available leave before using donated leave.

An employee or a member of the employee's immediate family has a prolonged medical condition.

An employee must apply or be nominated and approved to participate in the voluntary shared leave program.

Participation in the voluntary shared leave program shall be limited to 1,040 hours (prorated for part-time employees) either continuously or, if for the same condition, on a recurring basis.

Prospective recipients should request shared leave from qualified relatives prior to soliciting college employees.

The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed 20 days per year. Donated sick leave shall not be used for retirement purposes.

An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in this program, but would be limited to use with the supplemental leave schedule as described in 25 NCAC 01E .0707.

**Non-Eligibility Reasons (non-qualifying conditions)**

An employee who has a medical condition and who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period, provided DIPNC benefits have not begun.

Short-term or sporadic conditions or illnesses will not ordinarily qualify for voluntary shared leave (i.e. short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments). These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.

**Leave Administration**

The administration will allow a two-week period during which leave can be donated.

Leave donated to a recipient's leave account is exempt from the maximum accumulation carry over restrictions at fiscal year-end.

The administration shall establish a system of leave accountability which will accurately record leave donations and recipient use.

Withdrawals from a recipient's leave account will be charged to the recipient's account according to usual leave policies.

Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 60 calendar days to substitute for leave without pay or advanced vacation or sick leave already granted to the leave recipient.

At the expiration of the medical condition, as determined by the administration, any unused leave in the recipient's donated leave account shall be treated as follows:

- The vacation and sick leave account balance shall not exceed a combined total of 40 hours (prorated for permanent part-time employees).
- Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated. Fractions of one hour shall not be returned to an individual donor.
- If a recipient separates due to resignation, death or retirement, participation in the program ends. Donated leave shall be returned to donor(s) on a pro rata basis.

Each approved medical condition shall stand alone and donated leave not used for each approved incident shall be returned to the donor(s). Employees who donate "excess" leave (any amount abosve the 240 maximum allowable carry over) at the end of June may not have it returned. Their prorated share will be lost the same as it would have been at the end of June.

*APPROVED: August 2017*

## Procedure

1. A prospective recipient may make application for voluntary shared leave or may be nominated to participate in the voluntary shared leave program.
2. The request for shared leave must be completed and approved by his/her supervisor and the president to participate in the program.
3. A recipient shall produce medical evidence or doctor's statement along with the application with a description of the medical condition and estimated length of time to support the need for leave beyond the available accumulated leave in order to participate in the program
4. The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for purpose of receiving shared leave, the employee must sign a release to allow the status to be known.

*APPROVED: August 2017*

# Conditions of Employment

## ~~Employee Code of Conduct~~

### ~~Policy~~

~~It is the policy of the college to uphold the following expectations:~~

- ~~The college expects every employee to be courteous, respectful, and helpful to students, fellow faculty, and staff at all times.~~
- ~~The college expects faculty to be sensitive to the coercive nature resulting from the power differences inherent in the teacher/student relationship and to be ethical in the use of this power. The college expects all employees to avoid inappropriate relationships with students.~~
- ~~The college expects employees to be sensitive to cultural differences, to create a harmonious learning environment, and to treat all students equitably and fairly.~~
- ~~The college expects employees to understand the special responsibilities of being a public employee and that they must never use their positions, the resources of the college, or the work of their students for private gain.~~
- ~~The college expects employees to conduct their professional and private lives in a manner that reflects positively on the college and to refrain from any conduct that would result in~~

embarrassment or would lower the esteem of the college in the eyes of the public.

- The college expects employees to be diligent in maintaining all required credentials and to assume ownership for keeping themselves current in their respective discipline.
- The college expects every class session to be a well-planned, well-conducted and effective learning experience for the student.
- The college expects the faculty to be actively involved in professional associations on a local, state, and national level and to contribute to the advancement of the respective disciplines.
- The college expects the faculty to be intellectually honest and to respect the intellectual property of others. Specifically, the faculty is expected to obey all copyright laws and to accord appropriate recognition of all sources in class presentations, publications, and other activities.

Fulfilling these expectations and adherence to principles which might be reasonably inferred by these expectations and by the mores of the education profession will satisfy the process for carrying out duties in a professional, ethical, and collegial manner. A community college must also be sensitive to the ethical and moral standards of the local community it serves.

*APPROVED: September 2016*

# Employee Dress

## Policy

Faculty and staff members will dress in a professional manner, which observes health and safety regulations, appropriateness to respective work environments, and consideration of Central Carolina Community College's position as an institution serving the public. Personal cleanliness and good hygiene are expected of all employees. In general, all employees are expected to dress in appropriate business attire.

*APPROVED: October 2015*

# Employee Drug and Alcohol Testing

## Policy

In certain situations, employees or prospective employees of Central Carolina Community College will be tested for alcohol and/or drug usage or impairment.

- If a prospective employee's essential job functions include the performance of duties that call for a drug screening; for example, driving a type of vehicle for which the Department of Transportation requires or recommends such a screening. In these cases, a prospective employee will be tested at an employer-selected medical site prior to hire and will

not be hired if a positive test results.

- An existing employee with such essential job functions will be sent periodically for a drug test at an employer-selected medical site, without advance notice. An unfavorable test outcome may result in an existing employee being referred to the Employee Assistance Program and/or discipline, including termination. Follow-up tests, either with or without advance notice, may occur after the initial screening, regardless of whether the initial screening is favorable or unfavorable.

- An alcohol or drug screening may also occur when there is reasonable suspicion that an employee is unfit for duty due to alcohol and/or drug usage, or when an employee has been involved in an accident that occurs on college property or otherwise on college time, or which involves college motor vehicles or equipment.

  Reasonable suspicion will be based on direct, first-hand observation and not on rumor, speculation, or unsubstantiated information from others. Reasonable suspicion may result from observation of an employee's behavior or physical symptoms, including erratic behavior, odor of alcohol or illegal drugs, a pattern of abnormal conduct, deteriorating work performance, excessive absenteeism, and/or tardiness. A supervisor or co-worker who observes signs of an employee's possible substance-related impairment while on work time should document the specific observations and notify Human Resources immediately.

  Human Resources will arrange for an immediate drug/alcohol screening at an employer-selected medical site. An employee's refusal to consent to an immediate screening may subject the employee to disciplinary action, including termination. Following the test, if the results are not immediately available, the employee will be on paid leave until the results of the test are available. If the employee is found not to have been impaired due to use of drugs or alcohol, then the employee will be allowed to return to work on his/her normal shift immediately with no deduction of pay or accrued leave. If the employee is found to have been impaired due to drugs or alcohol, then s/he may be subject to a referral to the Employee Assistance Program and/or disciplinary action, up to and possibly including termination.

  If the reasonable suspicion occurs during a work shift when Human Resources is not open, the employee's on-duty supervisor will need to contact the employer-selected medical site/service directly to arrange for the drug/alcohol screening. Other aspects of the testing process will be the same as those noted in the preceding paragraph.

  In all situations where reasonable suspicion of drug/alcohol is present, it is critical that the

employee be provided with transportation to the medical testing site and that transportation from the testing site to the employee's home afterwards, or back to work, be arranged.

- All drug and alcohol testing will be performed in accordance with applicable law. If an employee tests positive, the college, after confirmation of the test, will provide the employee with a copy of the test result, a notice of the employee's right to retest the sample at the employee's expense, a copy of the documents, and a notice of the disciplinary action, if any, to be taken following the positive test result.
- An employee who voluntarily seeks assistance for a substance abuse problem before the problem affects job performance and before a positive test is confirmed will not be subject to disciplinary procedures for reporting such a problem. In such a case, the employee will confidentially be referred to the college's Employee Assistance Program and given reasonable accommodation to treat the problem to the extent required by law.
- All information regarding an employee or prospective employee's testing process, test results, consequences of test results, and/or attempts to obtain assistance in overcoming substance abuse problems must be kept confidential by the supervisor, those in the chain of command above the supervisor, and Human Resources.

*APPROVED: July 2016*

# Exit Process

## Policy

Prior to the last date of employment, employees will return all college property to his or her supervisor and return his or her keys to the college's equipment coordinator. If desired, every full-time employee will have an opportunity to schedule and participate in an exit interview with the appropriate dean/provost or Human Resources.

*APPROVED: October 2015*

## Procedure

It is the intent of Central Carolina Community College to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to ongoing work functions.

**Voluntary Terminations (Resignation, Disability, Retirement)**

A voluntary termination of employment occurs when an employee informs his or her supervisor of the employee's resignation or when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor (job abandonment).

Any full-time or part-time employee who terminates his or her employment should

submit a letter of resignation containing the effective date to his/her supervisor. The supervisor must forward that letter to Human Resources with a copy to the Payroll Office.

The expectation is that the effective date of resignation for administrators, faculty, and professional staff should be 30 calendar days from the date of the notice. All other employees are requested to provide a minimum of two weeks' notice of their intention to separate from the college to allow a reasonable amount of time to transfer ongoing workloads.

The supervisor will coordinate the employee's out-processing. This process will include: an employee returning all company property (e.g., keys, ID cards, equipment). The employee's supervisor manager will complete an Exit Process form and submit to Human Resources.

**Involuntary Terminations (Reduction in Force, Contract non-renewal, Dismissal)**

An involuntary termination of employment, is a management-initiated dismissal.

The supervisor will coordinate the employee's out-processing. This process will include: an employee returning all company property (e.g., keys, ID cards, equipment).

The employee's supervisor manager will complete an Exit Process form and submit to Human Resources.

**Death of an Employee**

Upon receiving notification of the death of an employee, the employee's manager should immediately notify Human Resources and the Payroll/Benefits administrator.

The Payroll/Benefits administrator will process all appropriate beneficiary payments from the various benefits plans.

*APPROVED: October 2018*

# Improper Sexual or Romantic Relationship

## Policy

Central Carolina Community College employees are supported in carrying out the mission of the college through an atmosphere of professionalism, academic integrity, trust, and respect. Professionalism, academic integrity, trust, and respect are diminished when those in positions of power abuse their power. Actions of faculty members, supervising administrators, other employees, or students which harm the college's atmosphere of trust and respect undermine professionalism, damage the academic integrity of the college, and hinder the fulfillment of the college's educational mission.

Relationships between faculty members and students and between supervising administrators and the employees they advise, counsel, supervise, or evaluate impose a special burden of responsibility and accountability. The same is true for clerical, secretarial, maintenance, technical, paraprofessionals, and professional staff, students, and administrators when acting in an advisory, counseling, instructional, supervisory, or evaluative role with respect to students or employees. There are substantial risks for faculty members engaging in sexual

or romantic relationships with students they teach or, in the case of supervising administrators, with employees they supervise or evaluate.

An improper sexual or romantic relationship is defined as any sexual or romantic relationship between a faculty member or employee who engages in advisory, counseling, instructional, or evaluative activities and any student who is enrolled in a course being taught by that person or whose academic work is being supervised or evaluated by that person; any sexual or romantic relationship between a supervising administrator and someone the supervising administrator advises, counsels, evaluates, or directly or indirectly supervises in any way; and any sexual or romantic relationship between any college employee and any student or employee who is less than 18 years of age.

No faculty member or supervising administrator shall initiate, pursue, or be involved in an improper sexual or romantic relationship with any employee or student who is advised, counseled, evaluated by, or supervised directly or indirectly or whose job performance is reviewed or evaluated by that person. The same is true for clerical, secretarial, maintenance, technical, paraprofessionals, and professional staff, students, and administrators when acting in an advisory, counseling, instructional, supervisory, or evaluative role with respect to students or employees supervised directly or indirectly by that person. Friendships or mentoring relationships are not affected by this policy, nor is it the intent of this policy that such non-romantic relationships be discouraged or limited in any way.

CCCC will not tolerate improper sexual or romantic relationships, nor will it tolerate any form of retaliation against any employee or student who has brought good-faith concerns to the attention of the college or who has properly participated in the investigation or resolution of such concerns. A faculty member, supervising administrator, or other employee acting in an advisory, counseling, supervisory, or evaluative role with respect to employees or students who is involved in an improper sexual or romantic relationship or in any retaliatory activity will be subject to discipline up to and including dismissal.

*APPROVED: April 2016*

# Nepotism

## Policy

The college shall not employ two or more persons concurrently who are closely related by blood or marriage in positions which are supervisory or in which substantial influence over employment, salary, or management decisions are factors. "Closely related" is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, step-parent, step-child, step-brother, step-sister, guardian, or ward. With respect to the concurrent service of closely related persons within the same academic department or other comparable college subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

It is the policy of the State Board of Community Colleges that present and prospective employees shall be evaluated on the basis of individual merit without respect to race, sexual orientation, religion, national origin, or any other factors not involving professional qualifications and performance. This policy and its restrictions are adopted to avoid the possibility of favoritism based on family relationships and are based on 1C SBCCC 200.98 of the State Board of Community Colleges Code.

*APPROVED: October 2015*

# Political Activities of Employees

## Policy

### Political Activities

Any employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, and may advocate and support the principles or policies of a civic or political organizations in accordance with the constitution and laws of the State of North Carolina and the constitution and laws of the United States of America.

No employee, official, or president shall take any active part in managing a campaign for political office for himself or others, or otherwise engage in political activity while on duty or within any period of time during which he or she is expected to perform services for which he or she receives compensation from CCCC.

Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs [Hatch Act (5 U.S.C 1501-1508) and Intergovernmental Personnel Act of 1970].

### Political Office

Any employee who decides to run for a public office shall notify the Board of Trustees, through the president, of the intention to run and certify that there will be no campaign or political activities during regular work hours or involvement of the college in such political activities.

Any employee who is elected to a part-time public office shall certify to the Board of Trustees, through the president, that this office will not interfere with the execution of college duties or that the employee will request annual leave.

Any employee elected or appointed to a full-time public office or to the General Assembly shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Board of Trustees.

Any employee who becomes a candidate for public office shall be prohibited from soliciting support during regular work hours. The employee is prohibited from soliciting support on college property unless otherwise authorized by the Board of Trustees. The employee shall not use college equipment or supplies in the campaign.

### Public Funds for Advocacy

Employees of CCCC are prohibited from using public funds or public resources to advocate for passage of bonds. Public funds and public resources include, but

are not limited to: employee work time, college equipment, college supplies, college email, and college social media sites.

**Public Funds for Educational Information**

The use of public funds to distribute or produce educational information about bonds is permissible. Educational information about the bond includes objective, factual information about the impact that the bond money would have on a community. Employees should make every effort to ensure that the information they distribute or produce will not be perceived as advocacy in support of the bond.

**Advocacy as Part of Official Job Duties**

If the Board of Trustees adopts a resolution in support of a bond, the president and vice presidents may use public resources to advocate for passage of the bond in their official duties. Examples of advocacy activities by presidents and senior administrators in support of the bond include, but are not limited to: writing newspaper articles, giving speeches, appearing on news outlets, posting statements on social media, attending rallies, etc.

Any employee violating this policy will be subject to disciplinary action up to and including termination.

*APPROVED: February 2016*

## Procedure

Although prior approval is not required, employees contemplating candidacy for elective political office or appointment to public office should contact their vice president at the earliest opportunity to discuss potential conflicts and work impact.

Any employee who decides to run for a public office shall notify the Board of Trustees, through the president, of the intention to run and certify that there will be no campaign or political activities during regular work hours or involvement in the college in such political activities.

Any employee who is elected to a part-time public office shall certify to the Board of Trustees, through the president, that this office will not interfere with the execution of college duties or that the employee will request annual leave.

Any employee elected or appointed to a full-time public office or to the General Assembly shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Board of Trustees.

*APPROVED: December 2016*

# Secondary Employment

## Policy

Full-time and reduced-hours full-time permanent employees may secure and maintain employment, including self-employment beyond the regular full-time position. The college considers the employment of all full-time and reduced-hours full-time employees to be primary. Any other employment in which the employee chooses to engage is considered secondary. The president shall have prior approval of the Board of Trustees before engaging in any secondary employment. All other employees shall receive approval from the president or the president's designee

before engaging in secondary employment. Any approval of secondary employment may be withdrawn at any time. The following general rules apply to outside employment:

- All work performed must be outside the employee's normal work day. For instructors, this includes the teaching assignment, office hours, preparation time, meeting times, and time required for other duties associated with a teaching position.
- No institutional personnel, supplies, facilities, or equipment are to be utilized in conjunction with outside employment.
- Students, in normal course of their instructional activities, must not perform work for which a college employee receives pay or other tangible compensation.
- Employees must not engage in any activity which would constitute a conflict of interest or damage the esteem to which the college is held by the community.
- Employment at the college shall take precedence over all other work, and outside employment must not interfere with employee duties and responsibilities at the college or adversely affect performance.

Failure to provide accurate information and/or required approvals regarding secondary employment may be considered unacceptable personal conduct and could make an employee subject to discipline up to and including dismissal.

*APPROVED: February 2016*

### Procedure

The president shall have prior approval of the Board of Trustees before engaging in any secondary employment.

All other employees shall receive prior approval from the president or the president's designee before engaging in secondary employment by completing the appropriate form.

Any approval of secondary employment may be withdrawn at any time.

*APPROVED: December 2016*

## Teleworking

### Policy

Teleworking or telecommuting is a voluntary work alternative that is appropriate for some employees and some positions but not all employees or all positions. No college employee is entitled to or guaranteed the opportunity to telework unless otherwise specified as a condition of employment. Such arrangements are made to respond to the operational needs of the college. The adjustments to an employee's customary worksite may include the employee primarily working from an alternate location or a combination of in office and working from an alternate location. The primary basis for such an arrangement is to best meet the business or instructional needs of the college. This policy applies to all teleworking arrangements contemplated or established by the college.

Teleworking may also be considered on a case by case basis as a reasonable

accommodation under the Amercians with Disabilities Act (ADA).

The college may establish teleworking as a condition of employment, based on the college's operational needs. In such cases, the requirement will be included when the position is advertised and in correspondence offering employment. Teleworking as a condition of employment must be in writing.

Supervisors, in consultation with Human Resources, will analyze the nature of their departments and positions to determine if teleworking meets the college's operational needs. This analysis includes determining how the work is performed and then which positions (if any) to recommend to their Vice President/Provost as appropriate to designate or approve for remote working. Several factors will be considered in determining the feasibility of teleworking, including the college's ability to supervise the employee adequately and whether any duties require use of certain equipment, tools, or facilities that cannot be replicated outside the workplace. Other critical considerations include whether there is a need for in-person interaction and coordination of work with other employees;

- in-person interaction with external stakeholders, clients, or customers is necessary;
- the position in question requires the employee to have immediate access to documents or other information located only in the workplace;
- the remote work arrangement will impact service quality, college operations, or workload for other employees;
- the position can be structured to be performed independently of others with minimal need for support and little face-to-face interaction;
- performance can be measured by quantitative or qualitative results-oriented standards, and will be reviewed as part of the performance evaluation process; and
- the ultimate impact upon the college and students.

The college retains full and complete discretion and control to permit or not permit an employee to telework. All requests to telework will be treated equitably. CCCC adheres to all federal and state anti-discrimination laws in approving requests. Teleworking is not an employee entitlement or universal employee benefit. It is, however, an alternative work arrangement for meeting the needs of the college. As such, the college retains the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement with 30 days notice based on employee performance or changes in the college's operational needs.

**General Expectations and Conditions**

Compliance with Policies: Employees must agree to comply with college rules, policies, practices and instructions and understand that violation of such may result in the termination of the teleworking arrangement and/or disciplinary action, up to and including dismissal. Employees who telework will be subject to the same policies as other employees, including policies relating to information security and data protection.

Hours of Work: Absent other arrangements approved in advance in writing by the appropriate supervisor or department head, teleworking employees are required to work normal business hours. Moreover, teleworking employees must attend in-person meetings or

events at the college or other locations as directed by their supervisor or as necessary for the performance of their job duties. The total number of hours that teleworking employees are expected to work will not change, regardless of work location. The college expects the same level of productivity from teleworking employees that is expected from employees at the central workplace. Work performed under a "teleworking agreement" must take place according to the schedule outlined in the agreement.

Fair Labor Standard Act: Teleworking employees who are exempt from overtime requirements of the FLSA will be required to record activities performed during each day of work and to submit a log of said activities on a monthly basis to the employee's supervisor. Non-exempt employees must receive advanced approval from their supervisor for hours worked in excess of those specified in the teleworking agreement.

Work Environment: All teleworking employees must arrange an appropriate and safe workspace at their remote location that ensures their productivity and the security of college information. For example, teleworking employees must be able to take telephone calls and participate in online video meetings with minimal distraction and appropriate professional attire as well as maintaining appropriate confidentiality. Any sensitive or confidential data must be accessed in a secure manner by the teleworking employee. Permission to telework is dependent upon the employee having a suitable work location at the off-site premises, and remaining in compliance with teleworking requirements.

Use of Leave: Employees cannot use teleworking in place of sick leave, Family and Medical Leave, Workers Compensation Leave, or other types of leave. However, the college may determine whether it is appropriate to offer teleworking as an opportunity for partial or full return to work based on the college's return to work policies following an injury or illness and the criteria normally applied to decisions regarding the approval of teleworking.

Liability: The college assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The college also assumes no liability for damages to employee's real or personal property resulting from participation in the teleworking program. Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Employees agree to practice the same safety habits they would use in the college and to maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

Equipment and Materials: The college will provide equipment and materials needed by employees to effectively perform their duties; however, the college will not duplicate resources between the central work place and the alternate work location. Remote work employees may use college-owned equipment only for legitimate college purposes. Remote work employees are responsible for protecting college-owned equipment from theft, damage and unauthorized use. The college will maintain, service and repair college-owned equipment used in the normal course of employment. The college will stipulate who is responsible for transporting and installing equipment, and for returning it to the central workplace for repairs or service. The remote work agreement may also permit employees to use their own equipment, provided the use of such equipment has been approved by the Chief Information

Officer or designee. When employees are authorized to use their own equipment, the college is not responsible for the cost, repair or service of the employee's personal equipment, unless otherwise expressly agreed to in advance in the remote work agreement.

**Costs of teleworking**: The college is not obligated to assume responsibility for operating costs, home maintenance, internet services, or other costs incurred by the employees in the use of their homes as a telework alternate work location. If the employee is required to come to the assigned college site, the college will not reimburse the employee for any costs incurred.

**College Information**: Employees must safeguard college information used or accessed while teleworking in accordance with the Internet Acceptable Use Policy and other applicable information technology policies. The college must grant permission according to college procedures for employees to work on restricted-access information or material, as defined by the college, at telework locations. Telework employees must agree to follow college-approved security procedures in order to ensure confidentiality and security of data.

**Teleworking Agreement**

Remote work must be documented as approved through a remote work agreement. The remote work agreement establishes the specific conditions that apply to employees working in alternate locations. The remote work agreement must be approved by the employee's supervisor and Human Resources.

**Modification or Termination of the Teleworking Agreement**

The supervisor, in consultation with Human Resources, may modify or terminate the remote work agreement early (before the end of the specified term) for performance concerns, changing operational needs, or any other non-discriminatory reason. The employee may also terminate the teleworking agreement at any time, unless it was a condition of employment and provided that the college has the required on-site resources to accommodate the employee's return. Any termination typically will be made with at least 30 days advance notice.

An employee who disagrees with a denial of a request to telework or any other action relating to this policy is encouraged to follow the college's Employee Grievance Policy.

*APPROVED: July 2021*

# Unlawful Harassment

## Policy

Central Carolina Community College (CCCC) strongly supports the rights of all its employees to work in an environment free from all forms of harassment, including harassment on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or genetic information.

Harassment is against the law and is considered a form of discrimination:

- Title VII of the Civil Rights Act (VII) prohibits harassment of an employee based on race, color, sex, religion, or national origin.
- Age Discrimination in Employment Act (ADEA) prohibits harassment

of employees who are 40 or older on the basis of age.

- The American with Disabilities Act (ADA) prohibits harassment based on disability
- The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits harassment of an employee based on genetic information.

Harassing conduct includes, but is not limited to:

- Epithets
- Negative stereotyping
- Slurs
- Threatening, intimidating, or hostile acts that relate to the above characteristics
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the above characteristics, and that is placed on walls, bulletin boards, or elsewhere on the premises, or circulated in the workplace.

All Central Carolina Community College employees are responsible for helping ensure that our workplace is kept free of unlawful harassment. If you feel you have been a victim of harassment, report the behavior to Human Resources (Science Building, 1105 Kelly Drive, Sanford, (919) 718-7493) or to any supervisor, department head, or vice president. If you have witnessed unlawful harassment or received a report of any unlawful harassment action, you also are urged to report the incident to the appropriate authority so that prompt action may be taken.

All of the anti-discrimination statutes enforced by the Equal Employment Opportunity Commission (EEOC) prohibit retaliation for complaining of discrimination or participation in complaint proceedings.

In compliance with the EEOC guidelines and college policy, Central Carolina Community College prohibits harassment of any kind. If the result of an investigation indicates that corrective action is called for, such action may include disciplinary measures up to and including immediate termination of the employment of the offender.

*APPROVED: February 2016*

# Whistle-Blower

## Policy

CCCC will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of CCCC or of an employee of CCCC, or of another individual or entity with whom CCCC has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate or public policy.

CCCC also will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of CCCC that the employee reasonably believes is in violation of a law, or a rule or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health,

safety, welfare, or protection of the environment.

If any employee reasonably believes that some policy, practice, or activity of Central Carolina Community College (CCCC) is in violation of law, or a clear mandate or public policy, a written complaint must be filed by that employee with the director of human resources or the Board of Trustees chair/president.

An employee is protected from retaliation only if he or she brings the alleged unlawful activity, policy, or practice to the attention of CCCC and provides CCCC with a reasonable opportunity to investigate and correct the alleged unlawful activity.

*APPROVED: February 2016*

# Work Schedule

## Policy

The authorized workday hours for the college are Monday through Thursday 7:45 a.m. to 5:00 p.m. and Friday 7:30 a.m. to 3:30 p.m. The Board of Trustees for the college may approve summer (in between spring and fall semester) hours Monday through Thursday 7:00 a.m. to 6:00 p.m. at their discretion. All times include a one-hour lunch daily. At the discretion of an immediate supervisor, an individual or department's work hours may be adjusted to meet department needs. Area supervisors have an obligation to ensure that an individual or department's hours are not altered in a way that would negatively impact the college, the department, the individual, or those they serve.

*APPROVED: October 2015*

# Employee Evaluation and Development

## Faculty Evaluation

### Policy

The job performance of full-time and part-time curriculum instructors shall be evaluated annually utilizing the appropriate evaluation instruments.

*APPROVED: February 2016*

### Procedure

**Purpose of Evaluation**

The purpose of evaluation is to:

- Strengthen the work environment by listening to and recognizing each other, celebrating our achievements, and promoting engagement and interaction
- Help improve the quality of teaching
- Help identify appropriate professional development activities

**SACS Requirements**

Accreditation criteria of the Southern Association of Colleges and Schools requires the institution to evaluate the effectiveness of each faculty member in accord with published criteria and periodic evaluations of the performance of individual faculty members. The college must demonstrate that it uses the results of this evaluation for improvement of the faculty and its educational programs.

**Faculty Evaluation Requirements**

Faculty evaluations are required to:

- Occur at least every two years using a variety of methods. It is recommended that faculty members be evaluated annually.
- Take place for new part-time faculty and new full-time faculty during at least their first semester of teaching (preferred – first two semesters).
- Take place for continuing part-time and full-time faculty at least every two years.

**Tools Used in Evaluation**

Supervisors are encouraged to use a variety of evaluation tools including faculty-student surveys, the classroom observation tool, the distance education course observation tool, individual conferences, comprehensive review of a portfolio of faculty/student work, the Performance Appraisal and Development Plan tool, and the data-informed course evaluation tool. It is recommended that supervisors not use the same tool for each assessment and to select the most appropriate assessments to benefit the faculty member.

A track sheet will be provided from the office of the chief academic officer for chairs/program directors to maintain files on all faculty members in their respective departments. The Performance Appraisal and Development Plan tool is maintained electronically and archived to Human Resources.

**Responsibility**

Full-time faculty members are evaluated by the department chair/program director, and in some cases, the academic dean or designee. Part-time faculty members are typically evaluated by the lead instructor, and in some cases, the department chair/program director.

**Evaluator Training**

Supervisors may receive training from the dean or from Human Resources.

**Classroom Observations**

The college's Classroom Observation tool is available on the Intranet under the Instruction section. It is the most frequently used tool at the college for new part-time and new full-time instructors. It is recommended that after the classroom is observed, the supervisor sits together with the instructor to discuss strengths and weaknesses with the faculty member.

Observations should be used as a means for continuous improvement. Completed Observation tools should be comprehensive and descriptive while avoiding vague language. Follow-up conferences to observations should take place within two weeks of the observation. Action plans should be created between the supervisor and faculty member for major areas of improvement noted on the Observation tool by leveraging the trainings offered through the Center for Teaching & Learning and Organizational Development.

After Observations are completed, signed documents should be sent to Human Resources for the faculty member's file.

**Distance Course Observations**

Many courses at Central Carolina are offered 100% online or via hybrid/web-assisted formats. Supervisors may find the Distance Education Course

Observation tool on the Intranet under the Distance Education section. The same procedures outlined above in the Classroom Observations section should be followed.

**Student Evaluation of Faculty**

Each semester, students are given the opportunity to evaluate faculty members. These surveys are a method by which faculty members and their supervisors receive feedback directly from students about the quality of instruction.

In most cases, surveys are administered in two classes: one class selected by the faculty member and one class selected by the supervisor. In cases where faculty members teach courses with distance components, one of the courses chosen must be a distance section (online, hybrid, or web-assisted).

Curriculum assistants for the department facilitate the electronic survey process. Faculty members will receive the survey link via email from the curriculum assistant and should link in his or her respective Blackboard courses as an announcement with the standardized message provided.

**Performance Appraisal and Development Plan**

Employees are evaluated at least every other year (annually preferred) using the Performance Appraisal and Development Plan tool. This tool allows supervisors and employees to set performance objectives, review progress toward previous performance objectives set, report on and plan professional development opportunities, and recognize achievements in the employee's work. Best practice is for the supervisor to have an initial conference with the employee to review the job description and identify critical job responsibilities.

If a comprehensive professional development plan is needed beyond the five-hour minimum required by the college, the supervisor and faculty member should agree on the professional development plan upon review of items such as the Student-Faculty survey results, classroom observations, reviews of a portfolio of work such as class activities, student work, teaching projects, accrediting agency requirements, etc., or self-assessments. Peer assessments are also available through the Teaching Academy in the Center for Teaching & Learning, as well as learning grants, faculty advancement funds for regional and national travel, and opportunities for focus groups for instructors interested in receiving feedback during an in-class session from their students.

*APPROVED: December 2016*

# Performance Evaluation of Employees

## Policy

The institution evaluates the effectiveness of permanent employees (both faculty and staff) and part-time faculty at least every two years in accord with published criteria.

*APPROVED: February 2016*

## Procedure

The expectation of performance evaluations for permanent staff and faculty and part-time faculty are outlined below:

**Permanent Staff (All)**

Performance Appraisal and Development Plan (via Etrieve Forms) completed at least every two years.

**Permanent Faculty (New)**

At least two of the following should occur during the first semester with all three required by the end of the academic year:

- Classroom Observation and/or Distance Education Course Evaluation (a copy should be sent to the employee's file in Human Resources)
- Student-faculty evaluation survey (via SurveyMonkey)
- Performance Appraisal and Development Plan (via Etrieve Forms)

**Permanent Faculty (Returning)**

Based on the individual's professional development plan and/or supervisor's discretion, at least one of the following should occur during the academic year:

- Classroom Observation and/or Distance Education Course Evaluation (a copy should be sent to the employee's file in Human Resources)
- Student-faculty evaluation survey (via SurveyMonkey)
- Performance Appraisal and Development Plan (via Etrieve Forms)

**Part-time Faculty (New)**

At least one of the following should occur during the first semester:

- Classroom Observation and/or Distance Education Course Evaluation (a copy should be sent to the employee's file in Human Resources)
- Student-faculty evaluation survey (via SurveyMonkey)
- Performance Appraisal and Development Plan (via Etrieve Forms)

**Part-time Faculty (Returning)**

Based on the individual's professional development plan and/or supervisor's discretion, at least one of the following should occur during the academic year:

- Classroom Observation and/or Distance Education Course Evaluation (a copy should be sent to the employee's file in Human Resources)
- Student-faculty evaluation survey (via SurveyMonkey)
- Performance Appraisal and Development Plan (via Etrieve Forms)

**Performance Evaluation Tools**

**Performance Appraisal and Development Plan (via Etrieve Forms)**

Staff are evaluated on an annual basis and faculty are evaluated at least every other year (annually preferred) using the

Performance Appraisal and Development Plan.

This tool allows supervisors and employees to set performance objectives for the upcoming year, review progress toward previous performance objectives set, report on and plan professional development opportunities, recognize achievements in the employee's work, and measure performance across multiple rating sections. Best practice is for the supervisor and employee to review and discuss the evaluation. After the employee and supervisor have reviewed the evaluation, it will be sent to the appropriate dean/vice president for final review and then to Human Resources for archiving in an employee's personnel file.

On an annual basis, Human Resources will provide details as to when the Performance Appraisal and Development Plan form is available in the Etrieve Forms document library, the official appraisal period for evaluations, and the deadline for performance evaluation completion. Published criteria for performance evaluations can be found on the Intranet under the Human Resources section.

**Classroom Observation, Distance Education Course Evaluation, Student-Faculty Evaluation Survey**

Refer to Faculty Evaluation procedures for specific information related to faculty evaluation tools.

*APPROVED: November 2021*

# Professional Development

## Policy

The purpose of professional development is to support the mission of the college by helping employees enhance their job skills, obtain job-related knowledge and information, increase productivity and efficiency, and/or prepare for higher-level positions. In the case of faculty members, it also provides an opportunity for classroom skill enhancement and increased knowledge in their specific academic discipline.

All full-time and reduced-hours full-time employees, including both faculty and staff, are expected to take the initiative in promoting their own growth by identifying and participating in professional development activities that will meet their needs and enhance their performance, as documented by performance evaluations. It is also the responsibility of the employee to keep track of his/her own development hours.

Professional development activities may include, but are not limited to: credit and non-credit courses (classroom or online), workshops, seminars, teleconferences, and audiovisual materials, as long as the activity is pre-approved by the individual's supervisor.

General Guidelines for Awarding Professional Development Credit:

- Professional development credit will be awarded in whole-hour increments. Any activities that are under one hour in duration shall

be tracked and awarded only when they cumulatively total 1 hour or greater.

- Professional development credit will only be awarded for participating in an activity that has been designed to build an employee's skills. The primary purpose of the activity should focus on expanding and enhancing job performance.
- Calculating hours awarded for conferences and similar events should reflect only time spent in actual training activities. For example, a full conference day might only provide four to five actual training hours.
- Viewing recordings of college-conducted professional development sessions will be accepted for professional development credits.
- Employees should consult their supervisors if there is a question concerning an activity's applicability for professional development credit.

**Hour Requirement**

There will be a minimum number of five required hours for full-time and reduced-hours full-time faculty and staff each year. Professional development hours will be based on what the supervisor and employee agree is a reasonable amount of time required to develop identified needs of the individual.

*APPROVED: December 2016*

# Separation, Disciplinary Action, Dismissal, and Appeal

## ~~Contract Renewal and Non-renewal~~

### ~~Policy~~

~~All contract employees are employed annually by the Board of Trustees. Any employee on an annual contract that will not be reappointed will be notified in writing as early as possible, but no later than 30 days prior to the expiration of the employee's regular contract.~~

**~~Non-renewal of Contract~~**

~~At least 30 days prior to the expiration of the employee's regular contract of employment, those employees who will not be tendered a new contract will be so notified in writing from the president's office or designee.~~

~~The college is not obligated to give any employee the reasons that he or she was not offered a new contract. The college employment contract constitutes the only agreement of employment and represents the entire period of employment. In no instance is automatic continuation or renewal of the contract specified or implied in its provisions.~~

~~If the college decides not to tender a new contract to an employee, that employee shall be notified that he or she has no right to a hearing unless he or she can provide prima facie evidence showing that the action was taken based on race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or on the basis of any health or genetic~~

information, or protected First Amendment reasons.

*APPROVED: February 2019*

# Disciplinary Action of Employees

## Policy

Central Carolina Community College shall have the right to discipline up to and including discharge for an employee's failure to meet acceptable standards of performance and/or misconduct or violation of college rules and regulations. Discipline will be based on the severity of an offense, the repetitive nature of an offense, the circumstances surrounding an offense, or the frequency of the current or previous offenses. Disciplinary decisions will be made in the best interests of the college.

The immediate supervisor, in consultation with the director of human resources, shall conduct a thorough investigation of the alleged offense, interviewing observers and parties involved when appropriate. This consultation should take place in privacy to protect the rights of all concerned.

The immediate supervisor, in consultation with the director of human resources, shall determine the seriousness of the offense and the resulting disciplinary action if warranted. The following list are the types of disciplinary actions used at CCCC; however, are not required to be taken in any particular order. Disciplinary actions are to be documented and made part of the personnel records according to North Carolina General Statues.

1. **Oral warnings:** Oral warnings may be used as a way of placing the employee on notice about unacceptable performance or conduct. The primary difference between a warning and counseling is that a warning places the employee on notice that a failure to change or improve behavior will result in further serious discipline.
2. **Written warnings:** All pertinent information shall be contained in the written warning, to include the date and nature of the initial offense, the investigative information, and the decision of the immediate supervisor. There shall be a space where the affected employee shall be given the opportunity to respond in writing to the warning.
3. **Suspension without pay:** Suspension without pay is the temporary removal of an employee from his/her duties without compensation. Deductions from the pay of an exempt employee may be made for suspensions for disciplinary reasons and may only be made in full- day increments.
4. **Disciplinary probation:** Disciplinary probation is a specific time given to an employee to correct specific performance or conduct in order to continue employment. The length and terms of the probationary period will be determined by the employee's immediate supervisor in consultation with the director of human resources and the appropriate vice president. Other than state-mandated salary

increases or other compensation, an employee placed on disciplinary probation is ineligible for salary increases during the term of the probation. Appropriate salary increases will be awarded beginning with the effective date the employee returns to regular status through the ending date of the current employment agreement. Disciplinary probation can and should be used in conjunction with a written warning of an employee who does not meet performance expectations and can be subject to further disciplinary actions up to and including dismissal.

5. **Demotion:** A demotion is the placement of an employee in a position with less responsibility and should include a reduction in pay. Salary decreases will be determined by the director of human resources in consultation with the vice president.

6. **Dismissal:** Dismissal is the permanent removal of an employee from CCCC employment. The president, upon the recommendation of the appropriate vice president, may dismiss an employee during a contract period at any time. The following causes are representative of those considered grounds for dismissal:

    - Incompetent service
    - Neglect of duty
    - Conduct unbecoming a member of the faculty or staff, provided that no such charge constitutes interference with academic freedom of the person charged
    - Physical or mental inability to perform duties as a professional employee
    - Financial exigency or discontinuation of a program or position
    - Participation in or incitement of disruption in the college's operations
    - Insubordination or unprofessional conduct
    - Violation of Central Carolina Community College rules, regulations, policies, and procedures
    - Conviction of a crime involving moral turpitude or of a felony
    - Work performance that fails to meet expectations
    - 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
    - Failure to cooperate with other members of the faculty and staff to the extent that, in the opinion of the president, dissension interrupts the orderly performance of duties
    - Failure of an instructor to meet scheduled classes and

appointments due to absenteeism

- Failure to comply with rules, regulations, and policies of the State Board of Community Colleges, the Board of Trustees, or lawful directions of the president

An employee may be suspended, placed on probation, demoted, or discharged without prior warning if the offense is determined to be serious enough to warrant such action. Any disciplinary action will be taken by the president in consultation with the appropriate parties.

An employee may use employee grievance procedures if he/she wishes to appeal a disciplinary action. The pre-disciplinary procedure shall be available only when disciplinary action results in demotion or discharge for a contract employee.

Employee counseling and warnings are pre-discipline measures, but are not considered formal disciplinary actions and cannot be appealed/grieved. Specifically, counseling is defined as a "coaching" of an employee where a supervisor may bring to an employee's attention employment matters that need improving. A counseling session requires documentation, though it does not need to be as extensively documented as a formal action. All disciplinary and pre-disciplinary actions, with the exception of an oral reprimand, should be noted in the employee's personnel file.

*APPROVED: February 2016*

# Due Process of Personnel Actions

## Policy

Due process applies to employee grievances involving the following personnel actions:

- **Demotion or Dismissal:** When a contract employee appeals the decision to demote him/her or terminate his/her contract during the term of the contract
- **Non-Renewal:** When a contract employee appeals the decision not to renew his or her contract and alleges that decision was based on race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or on the basis of any health or genetic information, or protected First Amendment reasons
- **Appeal for Other Reasons:** When an employee appeals any personnel decision and alleges discrimination based on race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or on the basis of any health or genetic information, or protected First Amendment reasons

Under each of these three previous sections, if the employee chooses to appeal a decision made by the president, he or she shall notify the Personnel Committee of the Board in writing submitted to the president or the president's administrative assistant within

10 days of the aggrieved action. A hearing to receive evidence will be conducted before the Personnel Committee. The employee shall have the burden of establishing a prima facie showing of the alleged aggrieved action.

After being notified in writing by the employee of the grievance the Personnel Committee of the Board shall set a date for the employee to submit written evidence to the committee for review. This date will not be more than 15 days after notification from the employee. Within five days of receiving the employee's written evidence for review, the Personnel Committee shall notify the employee as to whether the evidence presented is sufficient to justify a hearing before the Personnel Committee. If the Personnel Committee does determine that the employee has a right to a hearing, then the employee shall be notified in writing by certified letter, delivered to his or her residence address on record at the college, of the specific date, time and place of the hearing, that date being as soon as practically possible, but nevertheless to be not less than 10 days and no more than 30 days from the official date of the notification of his/her having a right to be heard by the Personnel Committee.

If the hearing is granted, it shall be before the Personnel Committee. The employee shall have the right to present witnesses and evidence and to cross-examine witnesses. Again, the employee shall have the burden of establishing a prima facie showing of illegal actions by the employer. If, in the Committee's opinion, the employee fails to establish a prima facie case, the hearing shall be terminated and the employee will be notified of the dismissal of his or her grievance/appeal. If the Committee determines that the employee has established a prima facie case, the hearing shall resume.

When the hearing resumes, the president, or his or her delegate, shall have the burden of going forward with the evidence and satisfying the Personnel Committee that the decision not to tender a new contract, to demote or dismiss was made for permissible reasons. The president, his or her counsel, or delegate, shall be entitled to present witnesses and evidence and cross examine witnesses. At the conclusion of the president's evidence, the employee shall be given an opportunity to dispute the president's evidence, or to show that the reasons advanced for the personnel actions are a pretext.

Within seven days of termination of the hearing, the Personnel Committee shall make a definitive ruling on the matter and notify the employee of its decision in writing.

If the Personnel Committee rules against the employee, the employee may appeal the ruling to the full Board of Trustees. The appeal request must be in writing and should include all materials presented in evidence before the Personnel Committee. At a time designated by the Board of Trustees chairperson, the full Board of Trustees shall meet in executive session to review the matter and determine whether to grant an appeal hearing to the employee. The employee will be notified in writing as to the decision of the Board of Trustees on whether to grant an appeal hearing. If an appeal hearing is granted by the full Board of Trustees, then notification to the employee and conduct of the hearing shall be in the same manner as for the hearing before the Personnel Committee. The full Board of

Trustees shall serve as the final non-judicial appellate authority.

A non-contract employee is an employee at will and serves at the pleasure of the president. However, if a non-contract employee has reason to believe that he/she was terminated or was subject to any personnel action due to discrimination based on race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or on the basis of any health or genetic information, or protected First Amendment reasons, the employee shall so notify the president of the college in writing within 10 days of being notified of the termination or other improper personnel action. The president shall review the claim and shall render a decision in writing to the employee within 10 days of being notified by the employee.

*APPROVED: April 2016*

# Employment Separation

## Policy

All separations of employees from positions in the service of the college shall be designated as one of the following: reduction in force, resignation, contract non-renewal, disability, retirement, dismissal, or death.

*APPROVED: February 2016*

## Procedure

It is the intent of Central Carolina Community College to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to ongoing work functions.

**Voluntary Terminations (Resignation, Disability, Retirement)**

A voluntary termination of employment occurs when an employee informs his or her supervisor of the employee's resignation or when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor (job abandonment).

The expectation is that the effective date of resignation for administrators, faculty, and professional staff should be 30 calendar days from the date of the notice. All other employees are requested to provide a minimum of two weeks' notice of their intention to separate from the college to allow a reasonable amount of time to transfer ongoing workloads. The employee should provide a written resignation letter or notification to his or her manager.

Upon receipt of an employee's resignation, the manager will notify Human Resources by sending a copy of the resignation letter or notification and any other pertinent information (e.g., employee's reason for leaving, last day of work).

The supervisor will coordinate the employee's out-processing. This process will include: an employee returning all company property (e.g., keys, ID cards, equipment).

The employee's supervisor manager will complete an Exit Process form and submit to Human Resources.

**Involuntary Terminations (Reduction in Force, Contract non-renewal, Dismissal)**

An involuntary termination of employment, is a management-initiated dismissal.

The supervisor will coordinate the employee's out-processing. This process will include: an employee returning all company property (e.g., keys, ID cards, equipment).

The employee's supervisor manager will complete an Exit Process form and submit to Human Resources.

**Death of an Employee**

Upon receiving notification of the death of an employee, the employee's manager should immediately notify Human Resources and the Payroll/Benefits administrator.

The Payroll/Benefits administrator will process all appropriate beneficiary payments from the various benefits plans.

*APPROVED: October 2018*

# Pre-disciplinary Rights

## Policy

Prior to any proposed disciplinary action involving suspension without pay, demotion, or dismissal, a contractual employee will be afforded the opportunity to participate in a pre-disciplinary conference.

During a pre-disciplinary conference, the employee will be provided with notice of the concerns related to him or her (including a description of the nature of the proposed disciplinary action, its recommended effective date, and the reason(s) for the proposed action) and an opportunity to respond to those charges.

Any response by the employee to the charges will be considered by the president or his/her designee that will be participating in the conference prior to making a decision regarding any disciplinary action against the employee.

The employee should be notified in writing of the decision regarding disciplinary action within five days of the offense. A copy of the notice of the disciplinary action should be provided to the director of human resources for the employee's personnel file.

Employees who are not contractual employees are not entitled to a pre-disciplinary conference prior to any disciplinary action.

*APPROVED: February 2016*

# Reduction in Force

## Policy

The Board of Trustees of Central Carolina Community College reserves the right to reduce its personnel in the event of financial exigency, material changes in duties or organization, abolishment of a position or positions, or other related reasons. In the event that a reduction in force (RIF) becomes necessary, consideration shall be given to the quality of each employee's performance as documented by current performance

evaluations, organizational needs, and seniority in determining those employees to be retained.

Employees who are laid off because of a reduction in force shall be given at least a 30-calendar day notice. No full or part-time annually appointed employee shall be separated while there are temporary employees serving in the same class in a department, unless the employee is not willing to transfer to the position held by the temporary employee. Those terminated under this policy will be given consideration for a period of one year on future openings for which they are qualified. CCCC must provide these employees with health insurance coverage for 12 months after the date of the RIF. If the employee gains other employment during this period they must notify CCCC and the health insurance will be terminated.

*APPROVED: October 2015*

# Resignation

## Policy

Any full-time or part-time employee who terminates his or her employment should submit a letter of resignation containing the effective date to his/her supervisor. The supervisor must forward that letter to Human Resources with a copy to the Payroll Office.

The expectation is that the effective date of resignation for administrators, faculty, and professional support staff should be 30 calendar days from the date of the notice. All other employees are requested to provide a minimum of two weeks' notice of their intention to separate from the college to allow a reasonable amount of time to transfer ongoing workloads.

Benefit continuation is as follows: If resignation is prior to the 15th of the month, all coverage will end that same month. If resignation is on or after the 15th of the month, health coverage will continue until the end of the following month and other coverage will end the current month.

*APPROVED: October 2018*

# Grievance

## Employee Grievance

### Policy

It is the policy of Central Carolina Community College to ensure prompt and fair response to employee grievances. This is accomplished by creating an orderly process that will provide a means of communication between supervisors and employees and uniformity in processing a grievance or appeal. CCCC is committed to ensuring that every employee has the right to present a legitimate grievance, free from interference, restraint, coercion, unlawful discrimination, or reprisal. A grievance is any matter of concern or dissatisfaction arising from the working conditions of an employee, including a disciplinary action taken against the employee, subject to the control of the college.

Grievances involving the following may be appealed:

- Suspension
- Dismissal
- Reduction in force
- Reduction in pay
- Disciplinary demotion
- Allegations of discrimination because of race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or on the basis of any health or genetic information
- Academic freedom (grievances to be heard by an established committee)

- Materials in an employee's personnel file (an employee may also place in the file a statement about the material the employee considers to be inaccurate or misleading)

Grievances based on any of the following may not be appealed:

- Performance rating and salary adjustments based on performance ratings except when discrimination is alleged
- Required overtime assignments
- Disapproval of leave requests
- Disciplinary warning (oral or written)
- Job and shift assignments and reassignments that do not affect salary or classification
- Requests for reclassification to equal or higher level
- Departmental functions, programs, and budgets

Employees are encouraged to discuss matters pertaining to their employment initially with their immediate supervisors. The college's goal is to find solutions at the lowest possible level and to keep proceedings relating to employee grievances as informal and confidential as possible. Supervisors and employees are expected to make every effort to resolve any problems as they arise.

An employee's immediate supervisor should be given the courtesy of knowing about his or her grievance and a chance to help resolve it, as the supervisor will be in the best position to handle the employee's grievance satisfactorily.

The college recognizes that not all grievances will be settled satisfactorily between an employee and his/her supervisor, and for this reason has adopted steps to assist in the formal resolution of grievances. Steps 1 and 2 of this grievance process are open to all college employees, except in the case of non-reappointment. Step 3 is available to contractual employees who are appealing a disciplinary action taken against them for which a pre-disciplinary conference is required (demotion or dismissal).

Supervisors are responsible for helping the employees they supervise understand the college's policies. Supervisors should emphasize that employees should feel free to use the grievance process without fear of criticism or action being taken against them affecting the terms and conditions of their employment. All grievances should be given prompt and objective consideration in an atmosphere of mutual assistance.

As to those grievances that cannot be resolved informally, the following steps are established:

**Step 1 (Supervisor)**

Within five days following his or her knowledge of an event giving rise to a grievance, including the receipt of a notice of disciplinary action, an employee must present the grievance to his or her supervisor. The grievance must be in writing, must be signed and dated by the employee, and must include the following:

- A statement concerning the basis for the grievance and the issues to be resolved;
- Information about attempts made to solve the grievance;

- Information about the results of those attempts;
- The remedy or corrective action sought.

Any supervisor who receives a written grievance is responsible for making a careful inquiry into the facts and circumstances of the grievance, including any new information relating to disciplinary action taken against the employee. The supervisor should make every effort to resolve the matter promptly and fairly, generally within ten (10) days of when the grievance is presented. The length of response time will depend in large part upon the nature and extent of the supervisor's review.

**Step 2 (Senior Level Administrator)**

An employee who is dissatisfied with the decision of his or her supervisor may submit the written grievance to the senior level administrator responsible for the employee's division. This must be done within five days after the decision of the supervisor is made known to the employee or the employee with the exercise of reasonable care could have determined the decision. If a grievance in proper form is not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at Step 1 of this grievance process.

If further review of a decision made at Step 1 of this grievance process is appropriate, the senior level administrator will make such investigations as he or she deems appropriate, will make an independent determination on the merits of the grievance, and will inform the employee in writing of his or her findings and decision, generally within 10 days after receipt of the employee's written grievance. The length of response time will depend in large part upon the nature and extent of the senior level administrator's review.

If, for some reason, an employee reasonably believes that he or she cannot present a written grievance to his or her supervisor initially, the employee may submit the complaint directly to the senior level administrator responsible for the employee's division in accordance with this Step 2. However, this should be the process only in extreme cases (for example, where the employee is alleging sexual or other unlawful harassment by his or her immediate supervisor).

If Step 3 of this grievance process is not available to an employee, the decision of the senior level administrator shall be final and binding.

**Step 3 (President of the College)**

If a contractual employee's grievance relates to disciplinary action taken against the employee that involves demotion or dismissal, or at any other time for which a pre-disciplinary conference is determined to be held, the employee may submit his or her written grievance to the president of the college (see pre-disciplinary rights policy).

If, for some reason, an employee reasonably believes that he or she cannot present a written grievance to the senior level administrator, the employee may submit the complaint directly to the vice president responsible for the employee's division or the president. However, this should be the process only in extreme cases (for example, where the employee is alleging sexual or other unlawful harassment by his or her immediate supervisor).

If Step 4 (see below) of this grievance process is not available to an employee, the decision of the president shall be final and binding.

**Step 4 (Board of Trustees)**

If a contractual employee wishes to appeal a dismissal prior to expiration of an employment contract; or a grievance is based on allegations of discrimination because of race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or on the basis of any health or genetic Information, he or she may within 10 days of the president's final decision of dismissal, request a hearing before the Personnel Committee of the Board of Trustees. Thereupon, the procedures outlined under the Due Process Policy shall be followed.

**Other Remedies Preserved**

The existence of this grievance process does not preclude any individual from pursuing any other remedies available under law.

*APPROVED: April 2016*

# ~~Personnel Records and Reports~~

## ~~Personnel Recordkeeping and Reports~~

### ~~Policy~~

~~Full-time permanent and reduced-hours full-time permanent employee files are maintained in Human Resources.~~

~~Part-time curriculum faculty files are also maintained in Human Resources.~~

~~Part-time continuing education faculty files are maintained in the Continuing Education Department.~~

~~All other part-time employee files are maintained in Human Resources. After five years of inactivity, part-time files will be sent to the Business Office for transferral to long-term storage.~~

~~Files for all former full-time employees are maintained in the Business Office.~~

#### ~~Contents of Personnel Files~~

~~The vice president of administrative services is the designated custodian of such files.~~

~~The following items must be submitted by or for new full-time employees in order for personnel files to be complete:~~

- ~~A completed CCCC employment application (which includes required selective service information).~~
- ~~Official transcripts from the college(s) attended (the employee must request that the colleges send transcripts to CCCC) and, if~~

necessary, evidence of required certification or competency.

- A completed salary information form.

The following items must be submitted by or for new part-time employees in order for personnel files to be complete:

- A completed CCCC employment application (which includes required selective service information).
- Official transcripts from the college(s) attended (the employee must request that the colleges send transcripts to CCCC) and, if necessary, evidence of required certifications or competency.
- A completed part-time employment agreement.

Credentials must be kept current and complete in Human Resources. Advanced degrees must be earned, reported, and documented by official transcripts.

Annual additions to the file include: copies of contracts, salary notices, and evaluation reports.

The file may also include copies of letters of recommendation, materials related to job actions, and other appropriate materials.

**Privacy of Employee Records**

Human Resources will maintain personnel records for current and past employees. The vice president of administrative services is the designated custodian of such records. The privacy of employee records is protected by North Carolina General Statutes 115D-27 through 115D-30.

All information in an employee's personnel file not specified in Section 4.34 B. is confidential and is not made available for inspection except to the following persons. Any person requesting access to confidential information will be required to submit satisfactory proof of identity to the vice president of administrative services.

- The supervisor of the employee, which includes any individual or board in the chain of administrative authority above the employee, and members of a hearing panel trying to resolve a grievance of the employee.
- Members of the General Assembly by the authority of G.S. 120-19.
- A party by authority of a proper court order.
- An official of an agency of the federal, state, or local government when the vice president of administrative services determines that the record sought is necessary and essential to the pursuance of a proper function of the requesting agency. However, confidential information from an employee's personnel file shall not be released to a government official to assist in a criminal prosecution or in a tax investigation.
- The employee or a person designated in writing by the employee as his/her agent. However, an employee or his/her agent may not be given access to letters of reference solicited before employment or to information concerning a medical disability that the physician furnishing the information has indicated not be disclosed to the employee.

- An employee may designate, in writing, a licensed physician to whom the medical record can be disclosed.
- Any person needing specified information in an emergency if the employee has consented to emergency release of information.

The following information about each employee is available to any person during regular business hours from the vice president of administrative services:

- Name
- Age
- Date of original employment
- The terms of any employment contract by which the employee is employed
- Current position
- Current title
- Current salary
- Date and amount of each increase or decrease in salary
- Date of each promotion, demotion, transfer, suspension, reclassification, or separation
- Date and general description of the reasons for each promotion
- Date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was a dismissal, a copy of the termination notice.
- The office or station to which the employee is currently assigned

Any person seeking to examine public information shall direct a request to Human Resources. Under normal circumstances, the request will be processed and public information will be compiled and disclosed within a reasonable time frame. If for any reason the requested information cannot be compiled and disclosed in that time, the person seeking disclosure will be notified of such reason within two workdays of the date of request.

Any employee may inspect the contents of his/her personnel file by making a request to Human Resources. Such inspection must take place in Human Resources, and documents may not be removed from the file temporarily or permanently without written permission from the vice president of administrative services.

The employee may examine the file in its entirety except for letters of reference solicited regarding employment and information concerning a medical disability that the physician furnishing the information has restricted from disclosure to the employee.

If an employee objects to material in the file, the employee may seek to have the material removed through the grievance procedure. An employee may also place in the file a statement about the material the employee considers to be inaccurate or misleading.

*APPROVED: April 2016*

# Recruitment and Appointment

## Background Checks

### Policy

~~The results of criminal convictions will be considered in hiring, discipline, dismissal, and other personnel decisions. If an applicant's or employee's criminal history or the resulting additional background check indicates that the person poses a threat to the physical safety of students or personnel or that the person has demonstrated that he or she does not have sufficient integrity, honesty, ethics, or other traits to fulfill his or her duties as a college employee, then the person's offer of employment will be withdrawn or the person's employment will be terminated.~~

~~Each employee is required to notify his or her immediate supervisor and Human Resources within five calendar days after any criminal conviction, guilty plea, or plea of no contest. Any employee who is aware of any conviction, guilty plea, or plea of no contest of another employee should notify Human Resources.~~

~~An applicant's or employee's criminal conviction history may indicate that the applicant or employee is not fit to work for CCCC. Therefore, a criminal records check of an individual's county, state, and/or federal criminal history will be conducted on all applicants who are finalists for employment or reemployment. For this purpose, re-employment is defined as a lapse of employment exceeding 12 consecutive months.~~

~~The refusal to consent to a criminal records check will result in the applicant not being offered employment, or if a conditional offer has been made, the~~

offer will be withdrawn or the employee's employment will be terminated, as applicable.

If a person omits information or gives false information concerning his or her criminal history on his or her employment application, background check form, résumé, or any other required or submitted application-related document, that person may not be offered employment.

*APPROVED: February 2016*

# Diversity

## Policy

Central Carolina Community College believes the college experience is greatly enriched through diversity; therefore, the college encourages diversity of thought within the student body and staff. Furthermore, the college seeks to promote awareness of diversity and the respect for all individuals, and the college pledges to adhere to this mission in its relationship with the community.

*APPROVED: October 2015*

# Employment Authority

## Policy

The Board of Trustees is the employing authority of the contract employees of the college, which include administrators, faculty, and professional staff. The president is authorized to employ all non-contract employees, which include secretarial, bookkeeping, maintenance, and temporary personnel.

Non-contract employees serve "at will." As the term "at-will" implies, the employee or CCCC may terminate employment at any time, either with or without cause, for any reason not prohibited by law. Grounds for termination are listed in this Manual.

*APPROVED: February 2016*

# Employment Categories

## Policy

Each individual employed by the college will be designated using the position types and position classification listed below.

**Position Types**

Full-time Permanent: An employee who works at least 40 hours per week and is employed at will or on an annual contract basis with the expectation of recurring employment. These individuals are eligible to participate in state retirement, receive hospitalization insurance, earn educational/sick/annual leave, and qualify for holidays with pay. They also are typically eligible to earn bonus leave when awarded by the N.C. General Assembly.

Reduced-Hours Full-time Permanent working less than 40 hours per week: An employee who works at least 30 hours per week and is employed at will or on an annual contract basis with the expectation of recurring employment.

These individuals are eligible to participate in state retirement, receive hospitalization insurance, earn prorated sick and annual leave, and qualify for holidays with pay. They also are typically eligible to earn prorated bonus leave when awarded by the N.C. General Assembly.

**Part-time Permanent working less than 30 hours per week:** An employee who works between 20-29 hours per week and is employed at will or on an annual or semester contract with the expectation of recurring employment.

**Adjunct and Part-time Temporary Faculty:** An employee whose primary work is in one of the following capacities:

- Instruction in credit-bearing courses working less than 30 service hours; employed with a course-based contract per academic term with no expectation of recurring employment outside of the contracted hours.
- Instruction in non-credit bearing classes working less than 30 service hours per week or 130 service hours per month; employed on a per class basis with no expectation of recurring employment outside of the contracted hours.

**Part-time Temporary Staff:** An employee who works less than 30 hours per week for a period of time, not to exceed 12 months, with no expectation of recurring employment.

**Position Classifications**

**Senior Administrators:** Senior administrators serve in a senior or executive capacity. These individuals typically include the president or a vice president who report directly to the president of the college.

**Curriculum Faculty:** Curriculum faculty employees perform professional activities in guiding and directing the learning experiences of students in an instructional situation for credit classes.

**Occupational Faculty:** Occupational faculty employees perform professional activities in guiding and directing the learning experiences of students in an instructional situation for non-credit classes.

**Professional Staff:** These individuals are responsible for significant activities for the college. These individuals will often, but not always have some supervisory duties and will report to either a senior administrator or a higher-level staff person. These individuals will typically have at least a four-year college degree.

**Technical Staff:** The job duties of a technical staff position require specialized knowledge or skills. These employees normally report to a professional staff person.

**Clerical Staff:** Clerical staff members provide an infrastructure for the daily office operations of the college. Individuals in this category are generally clerical in nature with an emphasis on correspondence, information storage and retrieval, data entry, and word processing.

**Maintenance Staff:** These individuals contribute to the upkeep and care of buildings, facilities or grounds, and college property. They will typically have specialized knowledge in various building/equipment maintenance or landscaping tasks.

**Custodial Staff:** These individuals contribute to the care of buildings by ensuring the facilities are clean and safe.

*APPROVED: February 2016*

## Equal Opportunity

### Policy

Central Carolina Community College serves the public without regard to race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

*APPROVED: October 2015*

## Foreign Nationals Compliance

### Policy

Central Carolina Community College (CCCC) has the responsibility of withholding and reporting payments to foreign nationals (employees, contractors, vendors, and students) in accordance with the Internal Revenue Service (IRS) Code Regulations Section 1441 and with policies established by the Office of the State Controller. It is the responsibility of CCCC to gather all data for each individual who is to be tracked through Windstar (Tax Navigator) software and forward it to the North Carolina Community College System (NCCCS) using the Foreign National Information (FNIS) Data Gathering Form.

The reporting and withholding of taxes associated with payments made to non-U.S. citizens by universities, community colleges, and other agencies of the State of North Carolina are in accordance with the laws and regulations of the U.S. Citizenship and Immigration Services (USCIS) and the IRS. The USCIS define what payments may be made to aliens who perform services in the U.S. The IRS defines which payments made to aliens are reported and subject to taxes as well as establishes the tax rates for those payments.

A foreign national is "a person, who was born outside of the jurisdiction of the United States, is a citizen of a foreign country and has not become a naturalized United States citizen under United States law. This includes legal permanent residents; also known as permanent resident aliens."

*APPROVED: February 2016*

## Part-time Faculty Employment

### Policy

Department chairpersons and lead instructors will employ part-time instructors with the approval of their dean or provost. Part-time instructors will not be employed until all required materials, paperwork, and other paperwork, including original transcripts are received by Human Resources.

*APPROVED: February 2016*

# Probationary Period

## Policy

Upon their initial hiring or by their promotion or demotion to another position, all permanent employees must serve a probationary period until they have worked for the college for 90 days as staff, or for a class semester as faculty. This includes time worked only; periods of extended leave do not count towards the probationary period.

While employed during the probationary period an employee is serving "at will" and is subject to termination, either with or without cause, for any reason not prohibited by law. Therefore, the employee's employment under either the "employment at will" doctrine or as specified in a written contract may be terminated immediately without penalty to the college.

An employee can be dismissed at any time during the initial probationary period after a determination is made that he or she has not achieved a satisfactory level of performance. The final decision to dismiss a probationary employee is made by the president, upon recommendation of the appropriate vice president. When dismissed for any lawful reason, either with or without cause, an employee serving an initial probationary period is not afforded due process rights in the case of his or her dismissal.

In the case of a probationary period following promotion of an employee, the employee may be demoted in lieu of termination at the discretion of the president.

Contract employees who are past the probationary period may be placed on probationary contracts.

A new employee will be evaluated at least once during the three-month initial probationary period in which the employee will be apprised of his/her progress. The evaluation will be scheduled at the discretion of the supervisor, but must take place prior to the expiration of the 90-day probationary period. At the end of the new employee probationary period, the employee's supervisor will determine whether the employee shall be retained and shall so inform the employee and Human Resources.

*APPROVED: February 2016*

# Recruitment and Selection of Personnel

## Policy

Applications for all positions at Central Carolina Community College, except those for the presidency and temporary personnel in continuing education, will be received by Human Resources. Applications for the presidency will be received by the Board of Trustees. Applications are accepted only for current job vacancies. Applications received for vacancies will be kept for a minimum of two years, in accordance with Equal Employment Opportunity Commission guidelines and become property of the college.

Prior to posting a vacancy, a job announcement will be approved by the

hiring vice president, vice president of administrative services, and president. Human Resources will publicize these opportunities for employment to include the applicable salary ranges and employment qualifications. Individuals shall be recruited from a geographic area necessary to ensure that well-qualified applicants are obtained for college service. Full-time faculty and staff positions will be posted a minimum of 14 days in locations where all candidates will be able to see it. Part-time and temporary staff positions will be posted a minimum of seven days.

For full-time faculty and staff positions, a hiring committee will be selected by the hiring manager that consists of at least three employees. Human Resources will serve as a liaison to the committee. For part-time and temporary staff, the hiring vice president (or designee) will decide a process that could include a formal interview and phone screening or may be less formal depending on the position. The hiring vice president (or designee) will make a decision based on this process. In the event of an emergency, pressing, or temporary need, the hiring vice president can get approval from the college president to bypass the formal process.

With the approval of the president, a vacancy may be announced for five business days through general college communications as "internal only" to prospective applicants who are present employees. If the position is to be filled by administrative reassignment/promotion, an Employee Status Change notice will be submitted to the president for approval.

*APPROVED: February 2016*

## Procedure

### Recruiting Process for Staff & Full-time Faculty

#### Postings

Hiring managers will create a requisition within the online application system following established procedures.

If a new position, the hiring manager will send over the job descriptions prior to requisition for Human Resources to review, determine salary band, FLSA status, and enter the system.

Upon requisition approval by appropriate administrators (dean/vice president and/or president for new positions), Human Resources will create a draft ad and send it to hiring manager for review prior to posting. Effective immediately (April 2020), all positions, including part-time must be approved by the vice president of administrative services and president, in addition to dean and division vice president.

Full-time faculty and staff positions will be posted for typically a minimum of 14 days in locations where all candidates will be able to see it. The exact length of time will be determined prior to advertisement. However, the college reserves the right to close a position without notice.

Part-time and temporary staff positions will typically be posted a minimum of seven days.

Positions will be posted in the following places: the Central Carolina Community College website, North Carolina Community College System website, and other websites determined by Human Resources and the hiring manager. Additional advertisement(s) may be developed by Marketing and Public

Affairs. Human Resources will post positions within three working days of receiving all required information.

The posting must include the following:

- Minimum qualifications:
    - education requirements;
    - number years relevant work experience required;
    - applicable licensure;
    - special skills, if applicable
- Special instructions to applicant, if applicable
- Preferred qualifications, if applicable

### Selection: Full-time Faculty and Staff

A hiring committee will be selected by the hiring manager that consists of at least three employees. Human Resources will serve as a liaison to the committee.

The committee chair will develop interview questions (with recommended adequate responses) that will be turned in to Human Resources prior to the closing date for the position.

Human Resources will review the questions to ensure they are legal and job relevant.

### Selection: Part-time and Temporary Staff

The hiring vice president (or designee) will decide a process that could include a formal interview and phone screening or may be less formal depending on the position. The hiring vice president (or designee) will make a decision based on this process.

The vice president (or designee) will develop interview questions that will be turned in to Human Resources prior to the closing date for the position.

Human Resources will review the questions to ensure they are legal and job relevant.

In the event of an emergency, pressing, or temporary need, the hiring vice president can get approval from the college president to bypass the formal process.

### Interviews

The hiring manager may elect to schedule phone screenings to narrow down the applicant pool.

Face-to-face interviews should be scheduled within two to three weeks following receipt of the qualified applicants.

For full-time faculty positions, candidates are required to provide for the search committee a live demonstration of their teaching skills.

All documentation, including notes, questions, and answers must be submitted to Human Resources with candidate selection form. An interview question template is available in the interview toolkit.

### Approval and Hire

The selection committee will submit a recommendation to the vice president of the department. The vice president will have final hiring authority of candidate selection.

If the position is for faculty, a Credentials form should be submitted to the appropriate dean and the chief academic officer.

A Candidate Selection form will be submitted to Human Resources.

Upon receipt of the selection, Human Resources will conduct a background check, complete the salary recommendation form, and conduct reference checks. This process should be completed within five working days.

If there are any adverse issues concerning the prospective employee, they will be discussed with the vice president.

If there are no issues, an electronic file with all documentation will be submitted to the hiring vice president. He or she will forward to the president for final approval.

Upon approval from the president, Human Resources will make a job offer within two working days.

Once an offer is made, the candidate will be given 48 hours to make a decision.

The hiring manager will be notified of acceptance and start date of the new employee.

If recruiting for a position, Human Resources will prepare a hiring authorization.

Upon notification of acceptance the hiring manager will be responsible for the following:

- Prepare new employee's work area and ensure sufficient office supplies, computer equipment, office keys, and telephone access
- Make sure computer passwords are assigned
- Order name plate, if necessary (takes two to three days; notify the facilities administrative assistant)
- Order name badge (takes approximately one week; notify the equipment coordinator and Laser and Photonics lead instructor)
- Contact IT to set-up an email account and phone (takes approximately one day).
- Provide all needed information for the CCCC directory to Human Resources.

The new employee reports to Human Resources on the first day of employment to complete paperwork.

If eligible, a new employee will enroll in benefits in the Business Office.

**Recruiting Timeline: Full-Time Faculty and Full-Time/Part-Time Staff**

1. Job Posting

   The hiring department will create requisitions in an online application system.

   Human Resources will post the job within three working days of final approval.

   The job will be posted a minimum of 14 working days for full-time and five working days for part-time/temporary. Job is subjected to close at the discretion of college.

   The job will be advertised on the college website, NCCCS website, and others as requested.

   Interview questions should be submitted to Human Resources for review prior to the closing date.

2. Applications Review

   Human Resources will perform

qualifications determination for minimum requirements.

Qualified applications will be referred to the hiring manager/selection committee members within three working days of closing date.

3. Interviews

Interviews should be conducted within two to three weeks after the closing date.

4. Selection

A Credentials form will be completed for faculty.

Candidate selection and interview documents will be submitted to Human Resources.

References and criminal background check will be completed within five working days.

If any negative findings, confer with the hiring official.

5. Approval

Selection to the vice president and president

Human Resources will prepare and send hiring authorization to vice president and president for approval.

Returned to Human Resources

6. Job Offer

Full-time hires: Applicant contacted for job offer by Human Resources within two working days of approval receipt. Applicants have 48 hours to accept a job offer. Human Resources will send the offer letter and notify the hiring manager.

Part-time/adjunct hires: Hiring manager contacts applicant for job offer. Human Resources will prepare and send hiring authorization to vice president or dean for approval.

Human Resources will send out electronic notices to unselected applicants.

**Curriculum Adjunct and Part-Time Hiring Process**

Department determines the need for an adjunct or part-time hire.

For adjuncts, while the credentialing criteria for part-time faculty are the same as those for full-time faculty, department chairs in consultation with their deans or provosts are responsible for selecting part-time faculty.

A Credentials form must be submitted to the appropriate dean and the chief academic officer.

The candidate must complete the appropriate online application.

A part-time/adjunct new hire request Google form must be completed.

Human Resources will complete background check and submit Hiring Authorization through NEOGOV for approval.

Once approved, Human Resources will notify hiring manager.

The hiring manager will be responsible for the following:

- Prepare new employee's work area and ensure sufficient office supplies, computer equipment, office keys, and telephone access
- Make sure computer passwords are assigned
- Order name plate, if necessary (takes two to three days; notify the facilities administrative assistant)
- Order name badge (takes approximately one week; notify the equipment coordinator and Laser and Photonics lead instructor)
- Contact IT to set up an email account and phone (takes approximately one day).

New employee reports to Human Resources on the first day of employment

New employee reports to hiring manager to begin day.

**Continuing Education Adjunct and Part-Time Hiring Process**

Department determines the need for an Adjunct hire.

The candidate must complete the appropriate online application.

A part-time/adjunct new hire request Google form must be completed.

Human Resources will submit Hiring Authorization through NEOGOV for approval.

Human Resources will run background check, create employee file, send appropriate paperwork to payroll, and return file to Continuing Education for filing.

New employee reports to the hiring manager to begin day.

**Student Workers Hiring Process**

Department determines the need for Student Worker (not Financial Aid Work Study).

The candidate must complete the Student Worker appropriate online application.

A part-time/adjunct new hire request Google form must be completed.

Human Resources will submit Hiring Authorization through NEOGOV for approval.

Once approved, Human Resources will notify hiring manager. An appointment must be scheduled with the human resources coordinator for the student worker to complete paperwork.

New employee reports to the hiring manager to begin day.

*APPROVED: April 2020*

# Tenure

## Policy

Employees are not granted tenure, as North Carolina law prohibits it for community college personnel.

*APPROVED: October 2015*

# Veteran's Preference in Hiring

## Policy

In our hiring decisions, Central Carolina Community College will provide an employment preference for veterans and their spouses or surviving spouses, as defined in G.S. 128-15 and per the North Carolina State Board of Community Colleges Code. The college will take into consideration veteran status in accordance with North Carolina state law if two or more candidates are generally equally qualified for the position based upon qualifications and experience.

*APPROVED: February 2016*

# Pay Plan

## ~~Longevity Pay~~

### ~~Policy~~

~~Full-time permanent and part-time permanent employees with 30 or more hours per week will receive an annual bonus payment as they meet the requirements of aggregate qualifying service set forth in 1C SBCCC 400.08 of the State Board of Community Colleges Code. Length of full-time permanent and part-time permanent (equated to full-time) employment is the qualification for this benefit. Payment will be made in lump sum subject to all deductions, and during the pay period in which eligibility has been established. Current service and pay rates are:~~

| ~~Aggregate State Service~~ | ~~Pay Rate~~ |
|---|---|
| ~~10 but less than 15 years~~ | ~~1.50%~~ |
| ~~15 but less than 20 years~~ | ~~2.25%~~ |
| ~~20 but less than 25 years~~ | ~~3.25%~~ |
| ~~25 or more years~~ | ~~4.50%~~ |

~~*APPROVED: October 2018*~~

## ~~Pay Date~~

### ~~Policy~~

~~Employees are paid on a monthly basis, and checks are dispersed on the last working day of each calendar month or a date set by the State Treasurer's Office. The deadline for payroll information to the Payroll Office is typically the 10th~~

day of the month with the exception of June and December.

*APPROVED: October 2015*

# Salary Determination

## Policy

The Central Carolina Community College Board of Trustees seeks to make salary determinations that are fair and equitable to all employees of the college. The intent of this policy is to provide equitable compensation for all positions when considered in relation to each other, to general rates of pay for similar employment in private and public sector in the area, to changes in the cost of living, to financial conditions of Central Carolina Community College, and other factors. The following rules are used to determine salaries for new hires and current employees and allow for an annual review of salaries.

### New Hires

**Full-time Faculty, Full-time Staff, Permanent Part-time Staff, Part-time Staff:** Central Carolina Community College has developed a salary range table based on position classification. The salary range table is used to determine all starting salaries. Employees are placed within these ranges based on education, relevant experience, and other factors for the position they are being considered.

**Adjunct Curriculum Faculty:** Adjunct curriculum faculty members are paid based on the contact hours and office hours required for their courses. The rate of pay takes into account the educational level of the faculty member.

**Part-time Continuing Education Faculty:** Compensation rates for teaching Continuing Education and College and Career Readiness courses shall be paid at negotiated rates by class, based on availability of budget dollars. Salaries will be determined in consideration of market rates, complexity of course topic, course fees, number of times the class meets, educational background, industry experience or credentials, and/or the amount of recruitment and development the instructors perform for respective classes.

**Student Employees:** Student employee salaries are set based on the program in which they are working as well as the type of work that is being performed.

### Current Employees

As per 1C SBCCC 400.94, salary increases shall be granted annually or upon promotion to a higher position. In order to ensure compliance with this requirement, Central Carolina Community College will only grant increases on July 1st of each year unless an employee is promoted to a higher position.

**Approval Process:** Vice presidents of the college will submit a Status Change form to Human Resources by May 31st to document any employees to be considered for a salary increase based on the criteria listed below. The president of the college has final approval of any and all salary increases and all salary increases are subject to budget constraints and rules dictated by the General Assembly.

**Change in Classification:** If a current employee is selected for a position in a different classification, a salary calculation will be performed in the same

manner as if the person was a new employee. The salary ranges for the new position will be used to determine the employee's new annual rate of pay. These increases are allowable throughout the year and not subject to the July 1st date discussed above.

**Additional Responsibilities:** Salary increases may be requested for employees who take on additional job duties and responsibilities. These increases are only for job duties that change the scope of the employee's former job. Increases for additional responsibilities can be made during the year when the scope of an employee's job has been drastically increased. Increases for this reason should be limited to 10% or less.

**Merit:** Increases may be requested for employees who are performing their job above and beyond expectations. These increases can only be granted on July 1st and should be limited to 5% or less.

**Continuity Adjustments:** Increases may be requested for faculty or staff to provide continuity in the various divisions of the college based on responsibility of the employees and the degrees they hold. These increases can only be granted on July 1st.

**Additional Degrees:** Increases may be requested for employees who have completed additional degrees during the preceding fiscal year. An employee must be able to show how the additional degree will benefit the college in the employee's current position. Employees will not be granted increases for degrees acquired outside their subject area which are above a given position's requirements unless they have been approved by the president. The additional degree must also be for a degree that is higher than one currently held by an employee. An employee's salary will be increased by $2,400 annually for completing an associate degree, bachelor's degree, master's degree, or doctoral degree. These increases can only be granted on July 1st.

**Increases above those mandated by the General Assembly:** Increases above those mandated by the General Assembly may be given to any group of employees at the college. These increases will be based on budget availability. These increases can only be granted on July 1st.

**Faculty Minimum Adjustments:** Increases must be given to ensure all faculty members are above the minimum salaries mandated by the General Assembly for the degrees the faculty members hold.

### Annual Salary Review

Central Carolina Community College submits an annual staff information report to the North Carolina Community College System Office. Each year, college staff members will review this report and run a variety of statistics based on employment categories. This information will be shared with the vice presidents and president for review and for their input as to possible salary increases for current employees using the criteria provided above in the "Current Employees" section.

Any employee may request a salary review by first discussing the need for a review with their immediate supervisor. Supervisors should consider the request and have a discussion with the employee. If no resolution is provided, the employee can then make a written request to their divisional vice president. The divisional vice president will provide a written response to the request and provide a

copy to Human Resources. Final approval for all salary increases is given by the college's president.

*APPROVED: October 2015*

## Tax-Sheltered Savings

### Policy

Optional retirement plans are made available to all employees and are administered by the Payroll Office. These plans are administered by the following regulations:

- 401K plans are available to all full-time and permanent part-time employees who are contributing members of the N.C. Retirement System.
- 457 plans are available to all employees, including rehired retirees.

*APPROVED: October 2015*

## Teaching Compensation for Non-Instructional Personnel

### Policy

Qualified, non-instructional employees may receive additional compensation to teach curriculum/continuing education courses.

- Teaching must be approved by the immediate supervisor and performed after normal work hours.
- Extra compensation will be limited to teaching up to nine hours outside of normal job duties.
- Extra compensation will not be paid to senior administrator levels, which includes vice presidents, provosts, and deans.
- Employees will not be paid extra compensation for courses which they organize.

*APPROVED: February 2016*

# Student Services Section

## Academic Sanctions

### Policy

Students who do not earn a 2.0 GPA for any given semester will be placed on academic probation and will be notified of their academic status at the end of each term. A student who remains on academic probation for two consecutive semesters as noted on the official transcript will be suspended for one semester unless the student had a break in attendance for one calendar year or longer. Certain programs may establish additional academic progress requirements and impose sanctions for failure to meet those requirements.

*APPROVED: April 2016*

### Procedure

Probation students who are seeking a degree, diploma, or certificate, will be required to enroll in and successfully complete a zero-level ACA course. A reduced course load is recommended. If, upon receipt of grades, a student learns that they are on academic probation, they must schedule an appointment with their advisor/counselor immediately. The purpose of this conference is to assist the student in assessing academic problems and exploring ways of improving the student's academic status. As long as the student remains on academic probation, their advisor will make recommendations concerning the course load for which the student should register, enrollment in needed developmental courses, or referrals to other college resources.

Academic Probation Exception 1: Probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in a zero-level ACA course. A reduced course load is recommended.

Academic Probation Exception 2: Probation students who have enrolled in and successfully completed a zero-level ACA course during a previous term will not be required to repeat it. Students who are placed on academic probation for subsequent terms will only be permitted to enroll in a maximum of 12 credit hours (12 credit hours for a 16-week term, nine credit hours for a 12-week term, and six credit hours for an eight-week term) during the next term of enrollment. Students can enroll in additional credit hours upon obtaining a 2.0 term GPA during the probation term. Students in selective admissions health sciences programs who are placed on academic probation will be subject to the academic standards and progression policies of their respective program.

A student placed on academic suspension will be suspended from all

coursework and all college activities for one term with the exception of enrollment in a zero-level ACA course. Academic suspension is posted to the student's official transcript for that term. A student may be considered for reentrance after one term of suspension by completing a readmission form and having it approved by the department chairperson/program director, a counselor, and the vice president of student services. A zero-level ACA course will be required during the term of suspension or the term of reentrance.

Academic Suspension Exception: If a student applies to change curriculum programs after two terms with a GPA below 2.0, the suspension may be extended for one term. During this suspension extension term, the student will be required to enroll in and successfully complete a zero-level ACA course. This extension of suspension must be approved by the department chairperson/program director of the new curriculum and by the vice president of student services or designee. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

Exception: Career and College Promise (CCP) students will be held to the academic probation/suspension policies, except for enrollment in a zero-level ACA course. CCP students are not permitted to take a zero-level course and must meet with an advisor. The Cooperative Innovative High Schools (e.g. early college) will be held to the entire standard.

*APPROVED: December 2016*

# Admissions

## Policy

All students are admitted to the college without regard to race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information. Admission policies are in accordance with 1D SBCCC 400.2.

To be admitted to a curriculum program, applicants must have a high school diploma or a high school equivalency. Exceptions to admissions policies may be determined after a conference between the applicant and the vice president of student services or his/her designee.

*APPROVED: April 2016*

## Procedure

1. Complete the NC Residency Determination.
2. Complete MAP Embark Assessment.
3. Complete and return the admission application.
4. Submit an official high school transcript or high school equivalency. Official transcripts are required. A transcript is an "official transcript" when it is received by the college through the mail or secure electronic document provider directly from the high school, college, or other institution. It is the applicant's responsibility to request that transcripts be sent.

5. Students who desire to have the Registrar's Office evaluate any previous coursework for transfer credit evaluation must request transcripts from previously attended institutions of higher education. If transcripts are not requested by the student and received by the college, the student is therefore forfeiting any potential credit and must take all of the prescribed courses in their chosen program of study here at the college.

6. Students must satisfy the placement testing requirement by meeting the state required waiver, submitting official placement test scores, or taking the placement test.

   Note: Applicants who take the placement test, but do not meet the minimum required test scores may be required to take developmental courses. These courses may lengthen the time required to complete the credential. See specific course descriptions and prerequisites/ corequisites. The following students may be exempt from taking the placement test at CCCC:

   - Students who have graduated high school in the last 10 years with a GPA of 2.2 or higher.
   - Students who have acceptable SAT, ACT, Asset, Compass, or Accuplacer test scores within the last five years.
   - Students who have transfer credits for English and mathematics courses required for the curriculum major. (If students switch to a major requiring additional English and/or mathematics courses for which they do not have transfer credits, they may need to take the placement test to determine appropriate proficiency level).
   - Students who enter CCCC under the terms of an articulation agreement with another college, provided they have completed the English and mathematics courses required for the articulated program.
   - Students who have acceptable Advanced Placement (AP) credits for required English and mathematics courses.

7. Students using VA benefits must obtain all college transcripts from all previously attended institutions of higher education.

8. Students applying for all health science programs (Associates Degree Nursing, Dental programs, Medical Sonography, Physical Therapy Assistant, Practical Nursing, Veterinary Medical Technology) must obtain college transcripts from all previously attended institutions of higher education.

9. Students must supply additional information, if requested. The admissions decision for the Associates Degree Nursing, Dental programs, Medical Sonography, Physical Therapy

Assistant, Practical Nursing, Veterinary Medical Technology is made by an admissions committee which selects the most academically qualified candidates for entry guided by college-approved standards. Because these programs have limited enrollment, prospective students are required to apply by the application deadline. You can review additional information on the competitive admissions website

Additional admission procedures and requirements for certain programs are listed in the catalog. The programs are:

- Associate Degree Nursing
- Basic Law Enforcement Training (BLET)
- Cosmetology Instructor Training
- Dental Assisting
- Dental Hygiene
- Esthetics
- Esthetics Instructor Training
- Medical Sonography
- Physical Therapy Assistant
- Practical Nursing
- Veterinary Medical Technology

10. Readmission of service members: The college will promptly readmit a student with the same academic status as he/she had when last attending or accepted for admission if they cannot attend school due to military service. The student must notify the college of his/her military service and intention to return through oral or written notice of such service as far in advance as is reasonable under the circumstances, or by an attestation of military service that necessitated the student's absence from school upon readmission. Notification can be provided to the Admissions Office, Registrar's Office, or the vice president of student services. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice. Notice of intent to return to school must be within three years after the completion of the period of service. If a student is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service, the student must notify the college within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods will be subject to the college's established general practices concerning leave of absence.

11. Recruitment: In compliance with Department of Defense MOU paragraph 3.j.(3), Central Carolina Community College does not participate in high pressure recruitment tactics of military students including, but not limited to: providing commissions, bonuses, or other incentive payment programs to employees or contractors for the

purpose of securing Service member enrollments.

All 58 campuses of the North Carolina Community College System operate under an "open door" admissions policy. This means that any person, whether a high school graduate or non-graduate, who is eighteen years old or older and who is able to profit from further formal education, will be served by the institution. An "open door" policy; however, does not mean that an applicant will not have to meet additional admissions requirements set for specific, individual curriculum programs. Such requirements can be found in the college catalog (available online), a curriculum guide sheet, or from an admissions counselor. Students that withdraw from such programs must meet these specific program admissions requirements, plus any new or modified ones, again should they wish to attempt to re-enter the program. The college reserves the right to limit enrollment in a curriculum program to a number that can be accommodated by the resources of the college and to satisfy accreditation standards.

The college may refuse admissions to applicants who meet at least one of the following exceptions:

1. Admissions may be denied to any applicant during any period of time that he/she is suspended or expelled from any other educational entity.
2. Admission may be denied to any applicant to protect the safety of the applicant, student body, faculty/staff, and library patrons when there is an articulable, imminent, and significant threat by documenting (a) the detailed facts supporting the rationale for denying admission, (b) the time period within which the refusal to admit the applicant shall be applicable, and (c) the conditions upon which the applicant would be eligible to be admitted.

The dean of admissions, working through the admissions staff, will recommend to the vice president of student services if an applicant should be denied admission based on safety concerns. The vice president of student services, who is designated as the chief admissions officer of the college, will then notify the applicant in writing of the college's admissions decision. Any appeals of admission denials should be made in writing directly to the office of the college president.

*APPROVED: October 2021*

# Alternative Credit

## Policy

The Student Learning and Student Services Divisions collaboratively ensure appropriate procedures and guidelines exist for granting and recording the amount and level of credit for each course. At least 1/4 of credit for a certificate, diploma, or associate degree required for graduation must be an earned grade at Central Carolina Community College.

*APPROVED: February 2019*

## Procedure

### Amount of Alternative Credit Allowed

At least 1/3 of credit for a certificate, diploma, or associate degree required for graduation must be an earned grade at Central Carolina Community College. No more than 20% of credit for a certificate, diploma, or associate degree required for graduation may be earned through credit by experience.

A student may earn alternative credit in the following ways:

### Resident Transfer Credit

When a student transfers from one curriculum to another within the college, all courses applicable to the new program for which the student has earned credit will transfer as resident credit depending upon the curriculum guidelines and academic policies in effect at the time of transfer. Some courses may be ineligible for transfer based on time limitations set by specific curriculum programs.

### Transfer Credit from Another Institution

CCCC accepts transfer credit from regionally accredited institutions under the following rules:

- Higher education institutions (colleges) transfer credits may be accepted only from regionally accredited institutions. The credit must have been earned while the institution was regionally accredited.
- A course grade of "C" or better is required for all transfer credit.
- Students must request official transcripts to be sent to the Registrar's Office for evaluation.
- When deemed necessary, a student must provide course descriptions and/or course syllabi if they are needed to determine credit eligibility.
- Some courses may be ineligible for transfer credit based on time limitations as set by specific curriculum programs.
- Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted. Transferred credit will not be calculated in the grade point average.

### Advanced Placement (AP), CLEP, DANTES

Students may request credit for subjects tested under advanced placement exams, such as AP, CLEP, and DANTES. Subjects must be applicable to the student's current curriculum program requirements and test scores must meet American Council on Education (ACE) recommendations. Such credit must be supported by official test score reports. The following rules apply:

- Students must request that official score reports be sent to the CCCC Registrar's Office for evaluation.
- Credit will be granted only for scores earned within the last 10 years unless approved by the chief academic officer.
- Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted.

- An exam score of 3 or better is required to receive credit for an AP course.
- Recommended ACE cut-off scores will be used for CLEP and DANTES.
- Advanced Placement credit will not be calculated into the GPA.

**Credit by Examination**

Students with prior proficiency in a course due to previous educational or work experience may apply for credit by examination. This option is available for selected courses as determined by the department chair/program director. A proficiency demonstration may be a written exam, oral exam, shop exercise, or lab exercise. The following procedures for the student apply:

- Student shows evidence of preparedness for a proficiency demonstration (e.g., high achievement in secondary school, military service, and/or work experience) that must be submitted to and approved by the department chair/program director.
- Student registers and pays tuition for the course.
- Financial aid will not pay tuition for proficiency courses.
- Student takes the proficiency exam administered by the instructor of record during the first week of the term.
- Student must earn a grade of 85% or better on the proficiency exam.
- Instructor of record submits a Student Termination form to signify proficiency; reason for termination will be "Passed by Proficiency."
- The Records Office creates a proficiency section, processes a Student Termination form by dropping original course, adding the proficiency section and assigning a grade of "CE" (Credit by Examination) to the "OP" (Proficiency) section.
- Credit granted through a proficiency exam will not be calculated in the grade point average.
- Proficiency demonstrations may only be attempted for initial enrollment for any course.
- Credit for proficiency demonstration may not be granted for a course being audited by the student.
- The instructor will complete a Student Termination form and assign a grade of "CE" (Credit by Examination).

**Articulated CTE High School to Community College Credit**

Students may request articulated credit based on CTE courses completed from a N.C. public high school and who meet the following criteria:

- To receive articulated credit, students must enroll at the community college within two years of their high school graduation date.
- Student must have earned a final grade of B or higher in the high school CTE course.

- Student must have earned a score of 93 or higher on the standardized CTE post-assessment.
- Student will complete Articulated Credit form received from the admissions counselor and submit to registrar.
- Registrar will verify high school graduation date, CTE course taken, course grade, and post-assessment grade.
- Awarded credit will be issued tech prep non-course credit with a grade of CE which will not be included in GPA calculations.

**Credit by Experience**

Students may request credit for work experience, skills, or professional licensure or certification that directly correlate with competencies required in a specific course. The following procedures for the student apply:

- Requests for credit by experience must be properly made and acted upon prior to the 10% point of the class and must be made in writing on the Request for Credit by Experience form.
- Credit by experience may not be granted for cooperative work experience courses.
- The department chair/program director or lead instructor will guide the student in determining the appropriate documentation necessary to evaluate the request. Documentation required will vary depending upon the field of study.
- For guidance, the following are examples of the appropriate documentation: official work history with job responsibilities and proficiency ratings verified by supervisors and human resource officers within the company; active licensure or certification in an industry-recognized profession or para-profession and granted by a state-authorized regulatory agency or similar government agency; a completed thesis verified by an official transcript could serve as verification that a student should receive credit for a technical writing course; electronically-recorded presentations (taped presentations could be evaluated to determine credit by experience for an oral communications class); and brochures announcing a pottery exhibit and displaying the creations of the student could be used for an art class.
- Experiences which may require a demonstration of one's ability must be approved by the student's curriculum department chair/program director or lead instructor, the subject area department chair/program director, the appropriate curriculum dean, the chief academic officer, and the dean of enrollment/registrar or designee.
- Experiences must be officially documented per the college's request.
- Veterans may apply credit for training received under the armed forces college training programs and some specialized and technical training completed under the auspices of the armed forces. Appropriate documentation must be provided.

- The approved credit recommendation should be submitted to the Registrar's Office.
- The registrar or designee will record a grade of "EL" on the transcript with credit hours; however, no quality points will be assigned.
- Documentation shall be kept on file for five years in the Registrar's Office.
- Credit granted for experience will not be calculated in the grade point average.

**Bridge Programs**

Through the curriculum review process, faculty may create and gain approval for non-credit to credit bridge programs to provide opportunities for students who have earned continuing education credits and/or third-party credentials/licensure to gain credit for prior learning toward curriculum degrees, diplomas, and/or certificates. These bridge programs are exempt from the alternative credit maximum, but must meet the standard of at least ¼ of credit to be an earned grade at Central Carolina Community College.

**EMS Bridge**

Students who graduate from a continuing education program accredited by NCOEMS (or similar out-of-state program) will receive curriculum credit for the following courses:

- EMS 122: EMS Clinical Practicum I
- EMS 130: Pharmacology
- EMS 131: Advanced Airway Management
- EMS 150: Emergency Vehicles & EMS Comm
- EMS 160: Cardiology I
- EMS 210: Advanced Patient Assessment
- EMS 220: Cardiology II
- EMS 221: EMS Clinical Practicum II
- EMS 231: EMS Clinical Practicum III
- EMS 235: EMS Management
- EMS 240: Patients with Special Challenges
- EMS 241: EMS Clinical Practicum IV
- EMS 250: Medical Emergencies
- EMS 260: Trauma Emergencies
- EMS 270: Life Span Emergencies
- EMS 285: EMS Capstone

**Internal Articulated Credit**

Students may be granted articulated curriculum credit for non-credit courses that have an approved internal articulation agreement on file in the Registrar's Office.

**Internal Articulated Workforce Continuing Education to Curriculum Credit**

This procedure will be used to award curriculum credit from approved continuing education units. Continuing education courses will be approved by the chief academic officer through a faculty-led process for curriculum education course equivalency when:

- The continuing education course requires at least the same student learning outcomes as the

curriculum course as documented on the course syllabus.

- The continuing education course requires assessment of course work, evaluation of performance by exam, and attendance as documented on the course syllabus.

**Condition**

- Seventy-five percent of a degree, diploma, or certificate may be earned with continuing education units that have been accepted as curriculum credit; the final twenty-five percent of any credential must be earned by completing CCCC curriculum education credit courses.
- Articulated curriculum credits may only be applied to pre-approved associate in applied science degrees, diplomas, or certificates.
- No course substitutions are permitted. These continuing education courses will only be applied to their curriculum equivalent and may not be used to substitute for required coursework in any program.
- Only continuing education courses that have been pre-approved will be considered for curriculum credit equivalency through the articulated process.
- Only continuing education units, with a grade of S (satisfactory), that have been earned within the last five years, or at the discretion of the academic dean, as documented on a Central Carolina Transcript will be considered for articulated equivalency.
- Students who register for curriculum credit will pay curriculum tuition and fees. Students who register for continuing education units will pay continuing education registration fees. Students may not change their registration type beyond the posted schedule adjustment period.
- Students who register for curriculum credit may be eligible for financial aid and/or veterans benefits. Students who register for continuing education units may not be eligible for federal financial aid and/or veterans benefits. Students will not be retroactively awarded federal financial aid for continuing education courses converted to credit

**Required Actions and Assigned Responsibilities**

**Student**

In order to apply for evaluation of continuing education units for credit equivalency, the student:

- Must meet admissions requirements and be admitted into an associate in applied science degree program of study.
- Must be currently enrolled in at least one curriculum course in the degree program past the census date (10% date of the semester)
- Must use form titled Request for Evaluation of CE Units to Curriculum Credit to apply for the conversion of continuing education unit to curriculum credit within five (5) years of earning each applicable unit. Forms submitted

after midterm of the semester will not be considered until the next semester. Submitting the forms in the first curriculum semester is strongly recommended.

**Continuing Education Services**

Continuing education deans/directors will hire instructors for this program whose credentials meet the curriculum education standards as approved by the appropriate curriculum dean and documented on the faculty Roster Data Bank form.

**Faculty**

- When advising students in programs with approved articulation, faculty and staff will review and discuss prior continuing education coursework with students and will recommend students complete the Request for Evaluation of CE Units to Curriculum Credit form by midterm of their first curriculum semester if prior coursework is approved for curriculum articulation.
- When continuing and curriculum education students are combined in one continuing education class, the continuing education instructor will complete and submit to the appropriate registrars, continuing education and curriculum education attendance and final grade rosters. Continuing education students will earn grades of S, to represent satisfactory, or U to represent unsatisfactory completion, based on the grading scale outlined in the course syllabus. Curriculum students will earn letter grades as detailed in the College catalog and outlined in the course syllabus. The instructor will maintain all assignment and assessment grades used in the calculation of the final grade for all students in a designated location for five (5) years.
- When continuing and curriculum education students are combined in one curriculum education class section, the curriculum education instructor will complete and submit, to the appropriate registrars, continuing education and curriculum education attendance and final grade rosters. Continuing education students will earn grades of S, to represent satisfactory, or U to represent unsatisfactory completion, based on the grading scale outlined in the course syllabus. Curriculum students will earn letter grades as detailed in the college catalog and outlined in the course syllabus. The instructor will maintain all assignment and assessment grades used in the calculation of the final grade for all students in a designated location for five (5) years.
- When continuing education students are participating in a continuing education course that is approved for potential curriculum credit equivalency, the continuing education instructor will assign grades of S, to represent satisfactory, or U to represent unsatisfactory completion, based on the grading scale outlined in the course syllabus. The instructor will maintain all assignment and assessment grades used in the

calculation of the final grades in a specified location for five (5) years.

*APPROVED: October 2020*

# Athletic Participation

## Policy

All students participating in the intercollegiate sports program must meet the eligibility requirements of the college and the National Junior College Athletic Association. Where standards differ, the strongest standard will be used.

*APPROVED: April 2016*

## Procedure

Students trying out or selected as members of an athletic team must have an acceptable physical form on file with the director of student activities and athletics prior to participation in any physical activity. Students who do not have medical insurance or the financial resources to pay for the physical examination should contact the director of student activities and athletics. Completed physical examination forms will be kept on file for three years by the director of student activities and athletics.

Student-athlete transcripts will be evaluated for eligibility at the beginning of the term prior to participation by the director of student activities and athletics. The student-athlete transcript will also be evaluated by the director of student activities and athletics at the end of the academic term for continued compliance with NJCAA regulations

All curriculum students, except non-high school graduates may, if eligible, participate in athletic programs. For purposes of NJCAA participation, a full-time student must be taking at least 12 credit hours. Part-time students may participate only if they meet the NJCAA part-time student eligibility standards. The director of student activities and athletics will confirm student's enrollment status prior to participation in athletic programs.

At the end of a term, if a student-athlete does not satisfactorily complete the term with the minimum GPA and number of credit hours for NJCAA regulations, the director of student activities and athletics will suspend the student-athlete from practice and competition until the student regains eligibility.

At the end of the season, an evaluation of the athletic program will be made available to the student-athletes for the athletic program in which they participated. This information will be used to determine the successful and unsuccessful components of the program for future improvement. The evaluation process will be conducted by the director of student activities and athletics.

**Notifications of Competitions**

Prior to each season, the director of student activities and athletics will distribute to all academic department chairs a list of student-athletes, the competition schedule, and the approximate departure time for "away" competitions. Student-athletes are responsible for personally informing instructors of upcoming absences and for making up work.

**Funding**

The source of funding for the CCCC athletic program is student activity fees and donations designated for athletics made to the CCCC Foundation. The director of student activities and athletics will prepare, maintain, and control the budget for each program. The head of each athletic program will be provided the budget allotment prior to the beginning of the season.

**Equipment**

All equipment requests must be made by the head of each athletic program to the director of student activities and athletics or his/her designee.

The director of student activities and athletics will maintain an inventory of all athletic equipment.

**Personnel**

The director of student activities and athletics, with approval from the dean of student support services and Human Resources, will contract personnel for each sport. Each program head will schedule practices, competitions, secure facilities, supervise student-athletes, and maintain equipment/first aid supplies.

*APPROVED: December 2016*

# Attendance

## Policy

The college shall establish attendance requirements and instructors shall maintain accurate records of membership/attendance in accordance with state, federal, and third-party regulatory guidelines.

*APPROVED: July 2016*

## Procedure

Central Carolina Community College values a philosophy that supports the attainment of education, skills, and competencies integrated with a strong awareness of a workplace ethic of responsibility and commitment to excellence. Regular attendance is required and demonstrates a commitment to educational achievement and good workplace ethics.

Procedures guiding student attendance in curriculum classes are as follows:

1. All work missed during absences must be made up to the satisfaction of the instructor, and failure to make up work may adversely affect the student's final grade. Acceptance of missed work and assignment due dates are at the discretion of the instructor.
2. Faculty members should enter attendance data at least on a weekly basis into the appropriate college data tracking system. Best practice is to enter real-time during each class session, or daily.
3. Students who miss a class more than two consecutive weeks prior to the 75% mark of the term (or 20% cumulative) with no contact should be subject to an instructor-initiated withdrawal within one week of the final absence using the Registrar's Office's Student Withdrawal Form located on the college

Intranet. This will allow the Financial Aid Office to return Title IV funds to the Department of Education within the required 45-day window.

4. Central Carolina Community College authorizes two absences from classes each academic year for religious observances required by the faith of a student. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Absences due to religious observance are in addition to allowed absences set forth by 80% attendance requirement. Students requesting absence from class for religious observance must obtain prior approval to the date of the absence. Students who miss class for religious observance will be granted the opportunity to make up work missed due to the absence.

5. Faculty members are encouraged to work with students in cases of family/medical/personal emergencies. Best practice is to encourage the student to also contact the Financial Aid Office if they expect to be out of class for an extended period(s) of time. However, making up absences is at the discretion of the instructor or may be guided by internal procedures determined by individual departments or programs when necessary to comply with guidelines prescribed by accrediting or licensing agencies. Allied Health, Barbering, Basic Law Enforcement Training (BLET), Cosmetology, and Esthetics are examples of such programs and courses where external agency requirements may influence attendance guidelines.

6. At the discretion of the instructor, a student may be referred to the Student Services Department or to the College Success Center for counseling relative to absenteeism. The visit must be documented prior to re-entry to the class.

7. In all cases of withdrawals initiated by the instructor, instructors are required to maintain timely accurate attendance records.

8. Absences due to late registration shall be counted as regular absences. If a student has been in attendance prior to the 10% census date, but has been absent, the instructor should not initiate student withdrawals until the 20% or two-week mark has been met. Students who have never attended class should be flagged for non-attendance in the college data tracking system. When the instructor decides to withdraw a student, the instructor will notify the student through the student's official college email in a timely manner.

9. If a student wishes to appeal an instructor's decision to withdraw him for absences, the student should follow the grade appeals procedure guided by the form posted on the Registrar's web page.

10. Students who anticipate an absence should contact their

instructor before the class meets. Should this prior notice to the instructor be impossible, the student should expect to explain his/her absence upon return to class. Faculty should place this requirement into their respective syllabi.

11. Excessive tardiness may be dealt with in a manner similar to that for absences. Three tardies constitute one absence. Students who are late by 10 minutes or more may be marked absent for that hour of class. Note: A grade of "W" may adversely affect third-party payments (e.g., financial aid, VA benefits).

12. Disciplinary withdrawals may be appealed through the procedures outlined under student rights (disciplinary procedures).

**Distance Education Attendance**

Attendance or participation in distance education courses is defined as completing and submitting academic work. At the term start, students must complete the course-specific orientation, including a required orientation quiz by the deadline (or submit other academic work) to remain enrolled in the course. Failure to meet this orientation requirement will result in being withdrawn from the course at the student's expense. Simply clicking into a Blackboard site or related application does not constitute attendance. Students should reference distance education materials and their course-specific syllabi for more detailed requirements for active and appropriate participation in distance education courses.

When students do not meet attendance standards in distance education courses as set forth in distance education materials and course-specific syllabi, students will be dropped from the course with the outcomes as described for all students.

A student may be suspended from a course for disciplinary reasons at any point during a course. If a student wishes to appeal an instructor's decision to withdraw him for absences, the student should follow the grade appeals procedure guided by the form posted on the Registrar's web page. Disciplinary withdrawals may be appealed through the procedures outlined under student rights (disciplinary procedures).

*APPROVED: October 2017*

# Community Service Class Enrollment

## Policy

Students may enroll in community service classes an unlimited number of times.

*APPROVED: April 2016*

## Continuing Education Course Audit

### Policy

Students may audit a course on a space available basis, determined by the college, without receiving a satisfactory grade, continuing education units, or a certificate of completion. A student who audits a course section shall not displace students registering to receive a grade, continuing education units, or a certificate of completion in the course. The audit status must be declared at the time of registration, and the student is required to pay the applicable registration and local fees associated with the course. The student's transcript will reflect a grade of AU for the course.

*APPROVED: February 2021*

## Continuing Education Senior Citizen Course Audit

### Policy

Any student who is at least 65 years old may audit courses without payment of any required registration fee on a space available basis and where there is no cost to the state. The student must request a senior citizen audit and provide proof of age through a driver's license, state identification card, or other government-issued document at the time of registration. Students are responsible for any local fees associated with the course. Senior citizens who audit a course will not receive a satisfactory grade, continuing education units, or a certificate of completion. Their transcript will reflect a grade of SR for the course. Self-supporting course sections are not eligible for the senior citizen audit option.

*APPROVED: February 2021*

## Continuing Education Student and College Records/Retention

### Policy

As part of the North Carolina Community College System, student records are kept in accordance to the Public Records Retention and Disposition schedule. A copy of this schedule can be found at the following location: www.stateschedules.ncdcr.gov. The college president will set records/retention requirements not established by the North Carolina Community College System's Records Retention Manual.

*APPROVED: April 2018*

## Course Substitution

### Policy

Central Carolina Community College may allow courses to be substituted in a

curriculum for a student only under extenuating circumstances and only if the substitution is within the North Carolina Community College System's curriculum standards.

*APPROVED: April 2016*

### Procedure

1. The course(s) used as a substitute must have credit hours that are at least equal to the number of credit hours of the original course.
2. The substitute course(s) must have relevance to the curriculum and to the course for which the substitution is made, unless the course is being used as a free elective.
3. Required core course as outlined in North Carolina Community College System curriculum standards may not be substituted without review and approval of the chief academic officer.
4. Requests to substitute courses that were completed at institutions other than a North Carolina community college, must be accompanied by a full course description and accreditation status at the time the course was completed from the institution from which the course is being transferred. If necessary, the department chair/program director may request a course syllabus if the course description is not detailed enough. It is the responsibility of the student to provide all requested documentation.
5. Course substitutions must be submitted and processed prior to the census date of the substituted course.
6. The Registrar's Office requires documentation in order to process the substitution in the student information system.
7. The Course Substitution form must be used.

*APPROVED: December 2016*

## Credit Hour Policy

### Policy

CCCC follows the requirements of the North Carolina State Board of Community Colleges in awarding curriculum credit hours for instruction. The amount of credit hours awarded for each course at CCCC is determined by the North Carolina Community College System and listed in the combined course library.

*APPROVED: April 2016*

## Curriculum Course Repetition

### Policy

A student may repeat a course to eliminate a failing grade, to attempt to earn a higher grade, or earn credit for

which transfer credit has not been granted. All course grades will be recorded on the transcript; however, the highest grade will be used for computing total credit hours attempted and passed, total grade points, and grade point averages. No course may be counted more than once for graduation. No course, except developmental courses, may be attempted a fourth time without dean approval. CCCC will follow all and federal requirements and policies related to course repetition.

*APPROVED: April 2016*

### Procedure

A student may repeat a course to eliminate a failing grade, to attempt to earn a higher grade, or earn credit for which transfer credit has not been granted. All course grades will be recorded on the transcript; however, the highest grade will be used for computing total credit hours attempted and passed, total grade points, and grade point averages. No course may be counted more than once for graduation. No course, except developmental courses, may be repeated more than twice. An exception may be granted for courses that receive a "W" grade. They may be repeated more than twice with approval of the dean.

Certain regulations may prohibit veterans and other financial aid recipients from receiving financial aid for repeating courses previously passed. It is the student's responsibility to determine status in regard to financial aid.

*APPROVED: December 2016*

## Curriculum Student and College Records/Retention

### Policy

A student's official transcript is considered his/her permanent record and is maintained in the college's computer system. As a safekeeping measure, microfilmed copies of student records are kept in a fire proof cabinet in the college Registrar's Office and off-site in a leased bank vault. The college president will set records/retention requirements not established by the North Carolina Community College System's Records Retention Manual.

*APPROVED: April 2018*

### Procedure

The college follows the requirements for curriculum student and college records/retention found in the North Carolina Community College System's Records Retention Manual.

*APPROVED: December 2016*

## Curriculum - Tuition Refund

### Policy

Central Carolina Community College complies with North Carolina State Board

of Community Colleges Code 1E SBCCC 900.1 Curriculum Tuition Refunds.

*APPROVED: April 2016*

# Developmental Courses

## Policy

Developmental courses are designed to give students the prerequisite skills to be successful in subsequent credit courses. Students who do not meet the minimum requirements to take the mathematics and English composition course in their curriculum will enroll in the appropriate non-credit developmental course(s) to learn the skills necessary to enroll in the general education course(s) required.

*APPROVED: April 2016*

# Drop/Add/Withdraw

## Policy

Students may drop, add, and withdraw from courses by using the adopted procedures and forms.

*APPROVED: April 2016*

## Procedure

Students can add through the first 5% of the course session and drop through the first 10% of the course session by using the drop/add form. No grade designation will be assigned for dropped courses. Students will be refunded 75% of tuition for courses dropped/withdrawn within the first 10% of the course session.

A student may be dropped/withdrawn when they have been absent from class for two consecutive weeks without making personal contact with the instructor indicating intention to continue in the course. Absence must be for a valid reason and the student must make personal contact with the instructor to give or receive information or assignments relative to the course. All work missed during the period of absence must be made up to the satisfaction of the instructor.

A student dropped/withdrawn for two consecutive weeks of absences without contact or for any other reason may be readmitted through the Student Services Department. Permission to re-enroll will be given only with approval of the instructor. All work missed must be made up. A student may be dropped from a course for disciplinary reasons.

A student may withdraw from a course within the first 75% of the course session and receive a grade of "W." After the 75% date, as specified in the college academic calendar, withdrawal from a course will result in a final grade of "WF" (withdraw failing). A "WF" is treated as an "F" and affects the grade point average. All courses withdrawn after the first 75% of the course will be assigned a "WF" except for medical withdrawal from the college. A medical withdrawal must be documented and filed with the registrar before the end of the term.

*APPROVED: December 2016*

# Family Educational Rights and Privacy (FERPA)

## Policy

CCCC protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Act"), as amended, enacted as Section 444 of the General Education Provisions Act. This policy is applicable for all students, regardless of the mode of instructional delivery for the courses in which the students are enrolled.

Under this Act, students have the right to:

- Inspect and review their education records;
- Seek amendment of their education records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights;
- Consent to disclosures of personally identifiable information contained in their record, except to the extent that the Act (and in particular Section 99.31) authorizes disclosure without consent; or
- File with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the college to comply with the requirements of the Act.

CCCC allows disclosure of education records to administrative officials, faculty, and staff, who are determined to have a legitimate educational interest. Administrative officials and faculty/staff are considered to have a legitimate educational interest if they might reasonably need to access information to advise or assist a student with any college-related matter.

CCCC may disclose directory information without consent. Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. CCCC has designated directory information to be the following:

- Name
- County of residence
- Academic major
- Enrollment periods
- Hours earned
- Degrees awarded
- Awards received

A student has the right to refuse to let CCCC designate any or all types of information about him/her as directory information.

*APPROVED: July 2016*

# Graduation Requirements

## Policy

A student is scholastically eligible for graduation when he/she has completed all required courses in the respective

curriculum with an overall GPA of 2.0 and a 2.0 GPA in the major area of study.

*APPROVED: April 2016*

## Procedure

Graduation exercises are held annually for an academic year at the close of the spring term. A student who graduates or anticipates graduation during the academic year may participate in the ceremonies held on graduation day. Students who complete graduation requirements and apply for graduation in the fall or summer term when a ceremony is not held for degrees to be conferred, will have credentials released after the Board of Trustees meets during that subsequent quarter and confers students' credentials. The student must apply for their degree, diploma, or certificate by the midterm of the term in which coursework is scheduled for completion. An $18.00 graduation fee will be charged to students who participate in graduation exercises. Graduation fees are used to cover costs for degrees, diplomas, certificates, caps, gowns, honorariums, flowers, etc. In compliance with the Student-Right-To-Know and Campus Security Act of 1991, the college's graduation rate and annual crime statistics are available on request from Student Services.

*APPROVED: December 2016*

# High School Dual Enrollment

## Policy

Central Carolina Community College will allow high school students to enroll in dual/concurrent enrollment programs per policies set by the General Assembly/State Board of Community Colleges and guidelines from the North Carolina Community College System.

*APPROVED: April 2016*

## Procedure

Session Law 2011-145, the Appropriations Act of 2011, authorizes the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012. The State Board of Community Colleges continually approves the Career and College Promise operating procedures. The operating procedures document includes operating procedures for the College Transfer Pathway, the Career and Technical Education Pathway, and Cooperative Innovative High School programs.

The Career and College Promise (CCP) procedures include the following:

1. The student must be enrolled in a North Carolina public, or registered private or registered homeschool, and must be making appropriate progress toward graduation.
2. The student must complete the college's CCP admissions application and have

authorization from their respective high school principal.

3. The student may enroll to enrich their program for personal benefit, or to obtain credits for transfer to a college or university. A certificate, diploma, or degree cannot be awarded to a "non-high school graduate." Students who complete the requirements to earn a certificate or diploma will have their credential released once a final high transcript with a graduation date is submitted.

4. Developmental courses are not approved for CCP enrollment.

5. College transfer pathway (CTP) students must be juniors or seniors in high school, have a weighted GPA of 3.0 or higher, and appropriate test scores to be eligible. Provisional admission is possible if the student does not have appropriate test scores. In order to qualify for provisional admission, a student must have a weighted GPA of 3.5 or higher, have completed two years of high school English with a grade of C or higher, have completed high school Algebra II or Math III (or a higher-level math class) with a grade of C or higher, obtain written approval of the high school principal or his/her designee, and obtain written approval of the community college president or his/her designee. Once provisional admission is met, a student is only permitted to take the English and math courses as part of the pathway. Once the student has earned a C or higher in the gateway English and math courses, the student may be removed from provisional status.

6. Career and technical education pathway (CTE) students must have a high school weighted GPA of 3.0 or higher or have the principal's signature (or designee) indicating his/her belief that the CTE courses will benefit the student.

7. Students may enroll in two CTE pathways, or one CTP and one CTE pathway. Students may not register in two CTP pathways. If enrolled in one CTP pathway and one CTE pathway, the CTP pathway must be primary. Students must have permission of high school principal (or designee) and president of the college (or designee) to participate in more than one pathway.

8. Students may only take courses in their approved pathway.

9. Students must maintain a college GPA of 2.0 after six credit hours and thereafter to continue in the CCP program. A student who falls below a 2.0 GPA after completing six credit hours will be subject to the college's academic sanctions policy.

10. Adult High School students are not eligible to participate in the CCP program.

11. Home school students are required to submit further documentation.

*APPROVED: December 2016*

# Highest Academic Award

## Policy

The Highest Academic Award in four categories: A.A., A.S./A.E., A.A.S. and Diploma will be presented to participating graduates at the annual graduation ceremony who have the highest academic average. These graduates must have completed 75% of their course work and their last term of study at the college. Only graduates with a minimum grade point average of 3.5 will be eligible to receive this award.

*APPROVED: April 2016*

# Honors

## Policy

The college will honor all students who achieve academic excellence.

*APPROVED: April 2016*

# Independent Study

## Policy

Under extenuating circumstances, a student may enroll in a course through independent study.

*APPROVED: April 2016*

## Procedure

A student must adhere to the following steps for an independent study course:

1. The student must complete the Independent Study form.
2. Approval is acquired by obtaining the signatures of the instructor of record, the department chairperson/program director, and the appropriate curriculum dean.
3. The student enrolling in an independent study course must also complete regular registration procedures.
4. The student and instructor of record must meet for a minimum of 10 contact hours for any independent study course.

5. Course requirements must be completed in the same term as registered.

*APPROVED: December 2016*

# International Students

## Policy

CCCC is not currently accepting international applicants who do not reside in the United States. Central Carolina Community College does not issue F-1 non-immigration student visas.

*APPROVED: April 2016*

# Prerequisite/Corequisite Waiver

## Policy

Central Carolina Community College and each student are responsible for ensuring that prerequisite and corequisite requirements have been satisfied.

*APPROVED: April 2016*

## Procedure

Prerequisites and corequisites serve as safeguards to successful course and program completion in that they ensure proper knowledge and background for higher-level courses. In the case of corequisites, the goal is to ensure a proper educational experience when two courses depend upon one another for coherence and knowledge application.

In rare cases, prerequisites or corequisites may be waived using the appropriate form upon review and recommendation by the department chair to the dean or provost and in consultation with the chief academic officer. Permissible reasons for waiver of local prerequisites (course taken prior to another course)/corequisites (course taken at the same time or prior to another course) are limited to the following:

- Grade of at least "C" in a course judged of similar or higher-level content to that of either the prerequisite/corequisite or the requested course.
- Demonstrated competency in the content of the prerequisite/corequisite obtained through professional application. In this case, the student must request credit by experience.
- Life experiences that are deemed equivalent to or that supersede the prerequisite or corequisite; a formal review of course level outcomes would occur and be maintained in the student's records.
- Transfer in of a course that has a prerequisite or corequisite (for example, a student transferring in with the local prerequisite of DRE-098 would not have to take DRE-098).
- Satisfactory completion of proficiency exams administered by CCCC (when such exams are available).

- Enrollment in another course deemed suitable to satisfy the corequisite.
- Student engaged in a job experience during the duration of the course that would provide a similar purpose of the corequisite.
- An associate or higher-level degree when enrolling in beginning college-level courses (e.g. ENG 111; PSY 150), or other reasons as approved by the academic dean and chief academic officer.
- For visiting students, written documentation from their college/university to enroll in a specified course that has a prerequisite.

*APPROVED: December 2016*

# Registration

## Policy

All curriculum students must register at the beginning of each term. All students are expected to register during the time specified on the college calendar. Each returning student is encouraged to pre-register for the subsequent term.

Registration in certain courses may be restricted to students meeting certain criteria established by the North Carolina Community College System or Central Carolina Community College's chief academic officer.

No separate fees or costs are associated with verification of student identity.

Students in select distance education courses who reside outside the three-county service area may elect, at instructor permission and their own expense, to utilize a proctoring service.

*APPROVED: April 2016*

## Procedure

1. Registration is decentralized and initiated by the student after an academic plan has been approved.
2. Returning students must have their advising hold removed prior to registration by a faculty advisor, success coach, or admissions counselor.
3. New students should register with an admissions counselor or designee.
4. Course registration is subject to program, state, and federal guidelines.
5. Registration will end prior to the first day of class.
6. Registration periods are identified in the student handbook, academic calendar, and on the college website.

*APPROVED: December 2016*

# Registration Refund - Continuing Education

## Policy

A refund shall not be made except under the following conditions:

- A 75% refund shall be made upon request of the student provided the refund is requested prior to the 10% date of the occupational classes, or the 20% date of community service classes. Refund requests will not be considered after these points in the class.
- Students that prepay and request a refund prior to the first day of class are eligible for a full refund.
- Students are eligible for a full refund if the class is canceled by the college.

*APPROVED: April 2016*

# Removal of Course Incomplete

## Policy

Instructors may assign, with discretion and in accordance with North Carolina Community College System guidelines, a grade of "I" (Incomplete) to any student who needs additional time to complete a course requirement.

## Procedure

For each grade of "I" ("Incomplete"), the instructor must fill out a "Requirements to Remove Incomplete" form indicating what the student must do to earn a final grade, attach a copy to the grade report submitted to the registrar, and send a copy to the appropriate dean. The student must take the initiative to remove the "Incomplete" by the midterm date of the next semester (fall, spring, or summer) as specified in the college calendar.

Unusual and extenuating circumstances may be cause for allowing extended time to remove an "Incomplete." These circumstances must be determined by the instructor and student with notification of the extended time to the registrar. A student cannot graduate with an "I" on his record if the course is required for graduation.

If the student fails to complete requirements necessary to remove the "Incomplete" when prescribed and/or the instructor fails to turn in a final grade on an "Instructor's Grade Change" report by the midterm date of the next (fall, spring, or summer) semester as specified in the college calendar, a grade of "F" will be assigned by the registrar and computed in the student's cumulative grade point average.

*APPROVED: December 2021*

# Residency Status Appeal

## Policy

To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his classification as a resident. Every applicant for admission shall be required to make a statement as to his/her length of residence in the state. Should an applicant wish to appeal the college's determination of residency status, such an appeal will be sent to the college's Residency Committee for a decision. Should the ruling be contrary to the applicant's expectation, he/she may appeal using prescribed procedures (Ref. G.S. 116-143.1).

*APPROVED: April 2016*

# Services to Students with Disabilities

## Policy

No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interest.

*APPROVED: April 2016*

## Procedure

Students must complete the following to be provided accommodation:

1. Students not previously identified must self-identify to the Special Populations Office and complete the intake process. Returning students should submit a request prior to each semester or expect delays in receiving adjustments. A Schedule Request form must be submitted each semester of enrollment.

2. The student must provide medical documentation of the disability for which accommodations are requested. Accommodations will not be granted until documentation of the disability is on file in the Special Populations Office. Acceptable forms of disability documentation include: medical report, physician's statement, psychological or psycho-educational evaluation, and records from the Division of Services for the Blind, Services for the Deaf and Hard of Hearing, and Vocational Rehabilitation. The previous list of sources is not intended to be totally inclusive. Notes on a prescription pad are not acceptable.

3. Once documentation is received, the student will meet with the special populations coordinator to establish accommodations appropriate to determined

disability. Then, the coordinator will email the accommodation plan to the student's instructor(s), success coach, and advisor.

4. The student and instructor(s) will meet to discuss, agree to, and sign the accommodations plan. All changes to the plan must go through the Special Populations Office. Accommodations are not retroactive and begin the day in which the faculty receives the accommodations plan. All accommodations must come from the Special Populations Office. Faculty are discouraged from allowing undocumented accommodations.

*APPROVED: December 2016*

# Special Credit Student

## Policy

Any individual who has submitted an application to the college but has not declared an educational objective will be classified as a special credit student.

*APPROVED: April 2016*

# Student Activities

## Policy

The college shall attempt to enrich the academic and social growth of the students and promote a vibrant, positive student life experience by offering a wide range of student activities under the supervision of the Student Services Division.

*APPROVED: April 2016*

# Student Advisors

## Policy

Each curriculum student will be assigned an advisor when the application is processed. The advisor is to serve as primary contact with the student for his or her total academic and extracurricular activities.

*APPROVED: April 2016*

## Procedure

Department chairs and program directors inform the dean of admissions and the registrar which faculty and staff members in program areas are assigned to academic advising duties. Students are assigned to academic advisors upon enrollment based on a variety of reasons: student's last name, campus location, day or evening student, etc. Students, faculty, or staff can initiate a change in advisor assignment if deemed necessary or desired by contacting the Registrar's Office.

The role of the advisor is to serve as the primary contact with the student for his or her total academic activities while enrolled at CCCC. The student is expected to confer periodically with his/her advisor and/or to visit a success coach for an appointment (at least twice each semester) regarding academic

standing, early registration, or any other areas of concern.

*APPROVED: December 2016*

## Student Course Load/Prerequisites

### Policy

Students enrolled for 12 or more semester credit hours during the fall and spring semesters are designated as full-time students. Normally, the course load range is from 15-18 semester hours; however, students may take additional hours with permission from the vice president of student services or his or her designee.

*APPROVED: April 2016*

## Student Insurance

### Policy

The college maintains a group student accident insurance policy that covers all curriculum students and some continuing education students. The cost of this accident insurance is included in the student fee. The college also maintains accident insurance associated with intercollegiate athletics. Students in many of the healthcare fields are covered by a malpractice insurance policy

purchased by the college through fees these students pay.

*APPROVED: April 2016*

## Student Orientation

### Policy

All new students are expected to participate in an orientation program conducted by the administration, student services, the faculty, and the Student Government Association.

*APPROVED: April 2016*

## Student Rights, Responsibilities, and Judicial Procedures

### Policy

The college acknowledges and provides rights to its students to ensure access and participation in the educational process, and it further ensures that students are protected by all federal, state, and local laws.

*APPROVED: April 2016*

### Procedure

**I. Preamble**

Freedom to teach and freedom to learn are inseparable facets of academic

freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations, which accrue to them by virtue of this membership. When a student's violation of the law adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

**II. Student Rights**

A. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

B. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner. (Students may refer to the Free Speech and Public Assembly policy for details).

C. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college officers.

D. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Only directory information will be released without the written consent of the student. Directory information includes name, county of residence, academic major, enrollment periods, hours earned, degrees awarded, and awards received. However, a student may request in writing to the vice president of student services that directory information be withheld. The college will not sell mailing address lists of any current students, previous students, or graduates.

E. No disciplinary sanctions other than temporary removal from class or an activity may be imposed upon any student without due process (see Section IV, A.). Due process procedures are established to guarantee a student accused of a student code of conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the

accuser(s), the right to counsel, and the right of appeal.

F. Grade Appeal: Students have the right to appeal any grade within 15 business days after the posted date of the grade. Students must follow the student appeal process outlined under Section VI. Student Grievance Procedure and Section VIII. Appeals Procedure–Grade Appeal.

G. All lost and found items may be turned in to any campus reception area to then be forwarded to the Campus Security Office. Students who have lost an item should inquire with the director of campus security and safety about making a claim on turned-in items. Items are kept by the Campus Security Office for 60 days and any unclaimed items are then donated to a local charitable organization.

H. Students have the right to make a referral to the campus Behavioral Assessment Team (BAT) concerning any student that is exhibiting potentially concerning behavior. The Behavioral Assessment Team is committed to improving campus safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to situations that pose (or may reasonably pose) a threat to the safety and well-being of the campus community, while addressing the diverse psychosocial needs and concerns of students. Referrals are made to the BAT when students, faculty, or staff members observe disturbing, confusing, or potentially threatening behavior from a student(s) and are unsure of what issues might be developing or are presently involved. The committee has full authority to request documentation regarding the student and will make an assessment to the best of their ability of the student's current status regarding continued enrollment at the college. Their assessment and recommendation, when completed, will then be given to the vice president of student services for possible administrative action. This approach addresses:

- Identification
- Prevention
- Assessment
- Intervention
- Management

### What type of behaviors warrants a referral?

Any self-injurious behaviors, suicidal ideation, erratic behavior that disrupts or threatens to disrupt the daily operations of the college and its activities, or behaviors that might compromise campus or personal safety should be referred. When in doubt, make a referral. The BAT hopes to be proactive in addressing a possible threat to the campus and providing assistance to a student in need if possible. Disruptive or threatening behaviors that have occurred and violate the student Code of Conduct should continue to be dealt with in the established procedural manner by notifying security, the campus security authority, and the vice president of student services.

## III. Student Code of Conduct

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct is a clear and substantial disruption or clearly threatens to create a substantial disruption to the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and behavior. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V.

This code should not be considered an exclusive list of acceptable and unacceptable behavior.

A. Academic Dishonesty: Central Carolina Community College expects every student to be committed to honesty and academic integrity. To ensure that all students understand CCCC's expectations, specific examples of cheating and plagiarism, two common forms of dishonesty, are outlined below. The lists are representative, but not all inclusive of various types of academic dishonesty.

   Cheating includes copying tests, assignments, projects, presentations, and similar work; submitting work that was previously submitted in another course or at another institution without instructor approval; changing grades without the instructor's knowledge; using unapproved sources (print, electronic, or web materials, etc.) during tests; receiving and giving assistance with tests or other assignments without instructor approval; and any action which misrepresents or defrauds.

   Plagiarism includes representing others' work (papers, tests, assignments, projects, etc.) in any form, print, electronic, web, etc., as your own; not giving credit to work created or composed by another author (refer to The Publication Manual of the American Psychological Association, the MLA Handbook for Writers of Research Papers, or other approved style guides); or submitting a purchased paper, project, or presentation as your own original work.

   Other academic honesty violations include allowing others to copy your work, providing your work to others for submission as their own, lying to improve your grade or others' grades, changing a graded work and submitting it for regrading, stealing or destroying others' work, collaborating on work without instructor approval, and impersonating another by taking their examination.

   If a student commits an act of academic dishonesty, the consequences may include one or more of the following at the discretion of CCCC administrators:

receive a zero grade on that assignment, receive an "F" in that course, and/or be suspended or expelled from the college.

B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours are violations of behavior.

C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles is prohibited. Possession, use, or distribution of any illegal drugs, except as expressly permitted by law is prohibited. Any influence, which may be attributed to the use of drugs or of alcoholic beverages, shall not in any way limit the responsibility of the individual for the consequences of their actions.

   Furthermore, no one with the smell of alcohol on him/her, or whose observable behavior leads a college official to believe he/she is under the influence of alcohol or other drugs, will be allowed at the college or any college activity. Note: Parents are notified when students under age 21 violate drug and/or alcohol laws.

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous material is prohibited.

E. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons by committing severe, pervasive acts from both a subjective (i.e., a recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from one of the college's programs or activities is prohibited.

   Note: A student who poses a serious risk of imminent harm (i.e., threat of a violent act against students/or staff), will be expelled immediately. Personal combat will not be tolerated.

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and is/are severe, pervasive acts(s) from both a subjective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from one of the college's programs or activities is prohibited.

G. Intentional obstruction or disruption of teaching, research, administration, or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises is prohibited.

H. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use is prohibited. In addition to usual disciplinary measures, violation of this rule will result in revocation of all scholarships and grants.

I. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress, or egress of college facilities; which is harmful, obstructive, or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff are prohibited.

J. Possession or use of a firearm, incendiary device, explosive, or any weapon, except in connection with a college-approved activity is prohibited. This also includes unauthorized use of any instrument capable of inflicting serious bodily injury to any person.

K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment is prohibited.

L. Illegal gambling is prohibited.

M. Smoking (and/or using other forms of tobacco products), eating, or drinking beverages in classrooms, shops, and labs or other unauthorized areas is prohibited.

N. Vehicles must be parked in designated areas and the parking permit must be visible. Vehicles will be operated safely, moderately, and courteously. The speed limit on all campuses is ten (10) miles per hour. Vehicles must be registered with the Business Office (Lee Main Campus) or the front office (Chatham and Harnett Main campuses) at the first occasion they are used on campus grounds. Violators of traffic and parking regulations are subject to a fine for each violation. Student records may be withheld until fines are paid.

O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive is prohibited.

P. Failure to comply with instruction of college officials acting in performance of their duties is prohibited.

Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation is prohibited.

R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is prohibited.

S. Violation of local, state, or federal criminal law on college premises or while attending college activities is prohibited.

T. Students are expected to dress appropriately for the occasion. This includes covering the torso and wearing shoes or sandals.

U. Students are not to bring children to the campus while attending classes or other activities or using the library. Children should not be left unattended in cars while parents attend class or conduct campus business.

V. Students are permitted to carry pagers and cellular phones on their persons provided that they comply with all the following:

- No texting or emailing during class.
- Cellular phones must be set to silent or vibrate mode or be turned off completely during class time.
- Students will not exit class to respond to messages or calls. If it is an emergency situation, students must notify their instructor prior to exiting class.
- If a student's pager or cellular phone becomes a classroom disruption, they will be asked to remove the pager or cellular phone from class.

College personnel shall retain the right to remove pagers or persons that become disruptive to the learning process. All students choosing to carry pagers or cellular phones must abide by the procedures as outlined above or face disciplinary measures from the college.

W. Students must follow the Library Computer Use policy. This policy states that library computers are provided to conduct research and to communicate with others in support of the college's educational mission. Students, faculty, staff, public patrons, and campus visitors are expected to use computer resources in an ethical, legal, and responsible manner. By logging onto library computers, users acknowledge that they are aware of and agree to the CCCC Internet Acceptable Use policy. Any use of library computers that violates college policy, violates federal, state, or local laws, alters computer and/or network settings, promotes commercial activity, intends harm or distress to others, or is obscene or malicious in nature is prohibited. Computer access is a privilege, not a right. Violations may result in loss of access and/or disciplinary action.

X. Students must follow the college's Pets policy. This policy states that pets of any type may not be brought on campus or into any college building. This policy is in no way intended to restrict access to the campus for animals specifically trained to aid individuals with disabilities, police dogs, or those pets that are part of the college's Veterinary Medical Technology program. Pets cannot be left unattended in vehicles while parked on CCCC property.

Y. The college strictly prohibits and condemns any form of sexual misconduct on any of its campuses or sites, as well as at any college-sponsored activities off-campus. Such misconduct includes sexual harassment, gender-based harassment, sexual violence, sexual assault, stalking, domestic violence, dating violence, and

intimate partner violence. Students, faculty, and staff are advised to report any such incidences immediately to any member of the Campus Security Office, the vice president of student services, or their campus security authority.

Z. Engaging in any form of sexual activity on any campus or site of the college (whether closed or during operating hours) is strictly prohibited.

**Student Due Process Procedure**

1. Incident/Infraction occurs
2. College official may suspend immediately
3. Notify vice president of student services
4. Vice president of student services investigates and informs student in writing of decision
5. Student may appeal in writing to Judicial Committee
6. Vice president of student services informs student of hearing
7. Judicial Committee hearing
8. Decision sent to student
9. Student may appeal to president
10. President informs student in writing of decision

## IV. Disciplinary Procedures

**A. Immediate Suspension:** If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, the instructor or administrative officer may then suspend them from the class, the activity, or the college until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the vice president of student services in writing of the individuals involved and the nature of the infraction as soon as possible following the incident. The vice president of student services shall resolve the matter in a timely fashion utilizing the steps outlined in Section IV. C. Disciplinary Procedures.

**B. Responsibility for Implementation:** The vice president of student services is responsible for implementing student discipline procedures.

**C. Disciplinary Procedures:** In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges: Any administrative official, faculty member, staff member, or student may file charges with the vice president of student services against any student or student organization for violations of college regulations. The individual(s) making the charge must notify the vice president of student services in writing stating: name of the student(s) involved, the alleged violation of the specific code of conduct, the time, place, and date of the incident, names of person(s) directly involved or

witnesses to the infraction(s), any action taken that related to the matter, and desired solution(s).

2. Investigation and Decision: After the charge is filed, the vice president of student services shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the vice president of student services may act as follows:

    a. drop the charges.

    b. impose a sanction consistent with those shown in Section V. Sanctions.

    c. refer the student to a college office or community agency for services.

3. Notification: The decision of the vice president of student services shall be presented to the student in writing following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the vice president of student services or where the student refuses to cooperate, the vice president of student services shall send a certified letter to the student's last known address providing the student with a list of the charges, the vice president of student services' decision, and instructions governing the appeal process (Section VII. Appeals Procedure – Sanctions or Disciplinary Actions).

**V. Sanctions**

A. Reprimand: This written communication gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

B. General Probation: An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important implications. First, the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; second, if he/she errs again, further action will be taken. This probation will be in effect for no more than two terms.

C. Restrictive Probation: Restrictive probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility within the college or with a student organization, publication, or activity. This probation will be in effect for no less than two terms. Any violation of restrictive probation may result in immediate suspension.

D. Restitution: This requires paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.

E. Interim Suspension: This results in exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

F. Loss of Academic Credit or Grade: This is imposed as a result of academic dishonesty.

G. Withholding Transcript, Diploma, or Right to Register: These are imposed when financial obligations are not met.

H. Suspension: This results in exclusion from the college and all activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific, written permission from the vice president of student services before returning to campus.

I. Expulsion: This is dismissing a student from the college and all activities of the college for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the president.

Note: A student who poses a serious risk of imminent harm (i.e., threat of a violent act against students/or staff), will be expelled immediately.

J. Group Probation: This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

K. Group Restriction: This is removing college recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

L. Group Charter Revocation: This is removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the president.

## VI. Student Grievance Procedure

A. Purpose: The purpose of the student grievance procedure is to provide a system to channel student complaints against a college employee. Such complaints include academic grades, alleged discrimination, and alleged harassment.

B. Procedures:

A. First, the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. If the grievance is related to an academic grade, the student must follow the steps outlined in the Grade Appeal form as indicated in VIII. Appeals Procedure – Grade Appeal. In extreme cases such as alleged sexual harassment, the student may go directly to the vice president of student services or any other college official with whom the student feels comfortable.

B. If the grievance related to discrimination or harassment is not resolved in step one, the student may appeal to the department chair or dean responsible for the student's curriculum. The department chair or the dean will attempt to resolve the conflict.

C. If the grievance related to discrimination or harassment is not resolved in step two, the student may appeal to the responsible vice

president who will attempt to resolve the conflict.

## VII. Appeals Procedure-Sanctions or Disciplinary Actions

A student who disagrees with the decision of the vice president of student services may request a hearing before the Judicial Committee. This request must be submitted in writing to the vice president of student services after the receipt of the vice president of student services' decision. The vice president of student services shall refer the matter to the Judicial Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student or college employee against whom the charge has been filed, and the relevant facts revealed by the vice president of student services' investigation.

### A. Committee Composition:

Membership of the Judicial Committee shall be composed of the following:

- Three faculty or staff members appointed by the chief academic officer of the college.
- Three student members who are unfamiliar with the student or the complaint, appointed by the student activities coordinator. New students may be selected for each hearing. A college faculty or staff member appointed by the president to serve as committee chairperson will vote only in case of a tie. A new chairperson may be appointed for each hearing.
- The student activities coordinator is an ex officio, non-voting member serving as an impartial observer to ensure that the student's rights are protected.

Note: At least two faculty/staff members and two students, plus the chairperson must be present in order for the committee to conduct business.

### B. Procedures for Hearings Before the Judicial Committee

A. Procedural responsibilities of the vice president of student services include the following:
   - The Judicial Committee must meet after receipt of a request for a hearing, unless the student (the defendant) requests additional time. Prior to the date set for the hearing, the vice president of student services shall send a certified letter to the student's last known address providing the student with the following information:
     - A restatement of the charge or charges.
     - The time and place of the hearing.
     - A statement of the student's basic procedural rights.

B. Basic procedural rights of students include the following:
   - The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. If the student opts to bring counsel, the student must inform the

vice president of student services of this intention when the request for the hearing is filed. If the student brings counsel to the hearing without so informing the vice president of student services, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing.

- The right to request that the committee chair-person disqualify any member of the committee for prejudice or bias. If a member is disqualified, the committee must still have five members (see note below VII. A.) 4.) to conduct business. Additionally, if a faculty or staff member is the defendant, the faculty or staff member also has the right to request that a committee member be disqualified for prejudice or bias.
- The right to present evidence (including witnesses).
- The right to face the person(s) bringing the charge(s).
- The right to hear witnesses on behalf of the person bringing the charges.
- The right to testify or to refuse to testify without such refusal being detrimental to the student.
- The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made after completion of the hearing.

C. The conduct of the committee hearings is as follows:

- Hearings before the committee shall be confidential and shall be closed to all persons except the following:
  - The student. (absence of the student will result in adjournment of the hearing and no further action will be taken).
  - The faculty or staff member bringing the charge against the student or being accused by the student.
  - Counsels (see VII. B. 2. a. The Right to Counsel).
  - Witnesses who shall:
    - Give testimony singularly and in the absence of other witnesses.
    - Leave the committee meeting room immediately after

completion of the testimony.

- The vice president of student services will keep copies of all correspondence and rulings surrounding the hearing for three years.
- The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
- The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
- Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.
- Decisions of the committee shall be made by majority vote.
- After the decision of the committee, the vice president of student services shall send a certified letter to the student's last known address providing the student with the committee's decision.

### C. Appeal to the President

A student who refuses to accept the findings of the committee may appeal in writing to the president within ten (10) working days after receipt of the committee's decision. The president shall have the authority to:

- Review the findings of the proceedings of the committee.
- Hear from the student, the vice president of student services, and the members of the committee before ruling on an appeal.
- Approve, modify, or overturn the decision of the committee.
- Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

## VIII. Appeals Procedure – Grade Appeal

A. The purpose of the grade appeal procedure is to provide a system to address student complaints regarding grades awarded for specific assignments and/or courses.

B. Procedures:

- The student initiates the appeal of an individual grade or course grade by completing the biographical and descriptive information prompted on the first page of the grade appeal form. The student then submits the completed form to the instructor of the class in which the grade was assigned.
- The instructor reviews the description of the problem and any related supporting evidence documented on the form by the student and then renders a decision to

either uphold or amend the grade. The instructor records information related to the decision on the form and reports this information to the student. Based on the instructor's decision, the student indicates on the form whether to accept the instructor's decision or to continue the appeal process.

- If the student wishes to continue the appeal process, then the student has the right to appeal the instructor's decision to the appropriate supervising department chair who will, in turn, respond with a decision to uphold the original grade or to overturn the instructor's decision. If, after completing this step, the student feels that the issue is still unresolved, then the student has the right to appeal the department chair's decision to the appropriate supervising academic dean who will respond with a decision to uphold the original grade or to overturn the department chair's decision. If the issue is still unresolved, the student may continue the appeal process based on the time frames and sequence specified on the grade appeal form.

*APPROVED: August 2019*

# Student Role in Decision-Making

## Policy

The student body shall have representation in institutional decision-making.

*APPROVED: April 2016*

# Time Provisions for Completing a Curriculum Program

## Policy

The catalog of record is the catalog that is current at the time a student enrolls at CCCC in his/her program of study. If a student changes his/her program of study, then the catalog of record becomes the catalog that is current at the time of that change of program. To graduate under a program of study, a student must meet the requirements of his/her catalog of record or any catalog in effect within the next five years as long as the student has been continuously enrolled.

If a student breaks enrollment for one academic year (fall and spring consecutively), the catalog of record will become the catalog that is current at the time of re-entry. From that point of re-entry, the rule of continuous enrollment will apply. The assigned faculty advisor and/or registrar have/has the authority to

choose a catalog within a five-year period of continuous enrollment that best suits the student's needs for his/her particular program of study at the time of graduation.

Exceptions to this policy must be approved by the chief academic officer or designee(s). External agencies, accrediting agencies, and the North Carolina Community College System may make changes which impact program requirements.

*APPROVED: April 2016*

# Transcripts

## Policy

A student may request via electronic request that an official copy of his or her transcript be sent to another institution, an agency, or employer. A student may request a copy of his or her transcript in person, but will be responsible for submitting any such transcript to a third party. Central Carolina Community College does not accept third-party transcript requests. Curriculum transcripts are the responsibility of the Registrar's Office and non-credit transcripts are the responsibility of the Continuing Education Department.

*APPROVED: April 2016*

## Procedure

An official curriculum transcript is a copy of a student's entire curriculum-level academic record for Central Carolina Community College. In recognition of the confidentiality of student records, an official transcript will be released only at the request of the student except under due process of the law. Central Carolina Community College retains the right to not issue an official transcript under the following circumstances: 1) the student owes an outstanding balance to the college, 2) the student owes outstanding materials to the college, and 3) the student has not obtained a verified residential status for tuition purposes.

To request a transcript in person, please visit the Registrar's Office at 1105 Kelly Drive, Sanford, NC between the hours of 8:00 a.m. and 5:00 p.m. Monday-Thursday or 8:00 a.m. to 3:30 p.m. on Fridays. Summer hours may vary. In-person requests will be charged a $5.00 fee for each transcript requested. Please bring a picture ID when picking up your transcript.

For electronic requests, the student's Central Carolina student ID number is required for this service, not the social security number. If you place an order without using your student ID number, the order will be canceled. Please contact the Registrar's Office at (919) 718-7201 to obtain your student ID number. Online requests will be charged a $3.75 fee for each transcript and must be paid with a debit/credit card. All online transcript fees are collected by a third-party agency that provides the transcript management and certification system. Through this service, students can order:

- A paper transcript sent via USPS first-class mail
- Electronic transcript that is delivered to any valid email address as a secure PDF

Note: For students that attended prior to 1997, electronic transcripts may not be available. Please contact the Registrar's Office at (919) 718-7201 to inquire before

placing an order. Students wishing to order end of term transcripts, please wait two days after the semester has ended to submit your request. Students waiting for degrees to be posted, please submit your request after graduation.

The Registrar's Office will process orders within one to two business days.

Central Carolina Community College certifies that an electronic transcript (e-transcript) issued by Parchment/AVOW Systems is an official college transcript. The acceptability of an e-transcript will be determined by the receiving institution/recipient in accordance with their policies and procedures.

*APPROVED: December 2016*

# Tuition and Fees

## Policy

The North Carolina General Assembly and the State Board of Community Colleges sets the tuition rate for curriculum classes and the registration fee amount for occupational extension courses. This rate is subject to change and is not under the control of Central Carolina Community College. All tuition and registration fees must be paid prior to attending class.

The North Carolina General Assembly and the State Board of Community Colleges also approves waivers of tuition and registration fees for certain groups. These waivers are subject to change and are not under the control of Central Carolina Community College.

The college's Board of Trustees approves all local fees annually in accordance with North Carolina Community College System requirements. The Board delegates to the president of the college the responsibility for establishing new fees on an interim basis when needed. All approved fees are located on the Business Office page of the college's website.

*APPROVED: April 2016*

# Uniform Grading Scale

## Policy

The college operates on a uniform grade point system in curriculum areas. All subjects must be completed satisfactorily for academic credit. This grade system is followed for all subjects in curriculum areas except where an alternate grading scale is prescribed by an external regulatory agency.

*APPROVED: April 2016*

## Procedure

CCCC operates on a required-subject grade point system in the curriculum areas. All subjects must be completed with satisfactory grades if the student is to be awarded a certificate of completion, diploma, or degree. This grade system is followed for all subjects in curriculum areas. Students enrolled in a course that includes integrated and/or corequisite lecture and lab components will earn a single course grade. A cumulative grade point average is maintained which includes all courses taken. If a course is re-taken, only the highest grade will be

averaged in the cumulative grade point average; however, both grades will be recorded on the transcript.

| Letter Grade | Meaning | Quality Points per credit hour |
|---|---|---|
| A (90-100) | Excellent | 4 |
| B (80-89) | Above Average | 3 |
| C (70-79) | Average | 2 |
| D (60-69) | Below Average | 1 |
| F (59 and under) | Failure | 0 |
| I | Incomplete | 0 |
| W | Withdrew | 0 |
| WF | Withdrawal/ Failing | 0 |
| AU | Audit | 0 |
| P/R | Developmental Pass/Repeat | 0 |
| P/F | Pass/Fail | 0 |
| CE | Credit by Exam | 0 |
| * (Grade) | Indicates Grade Not Applicable | 0 |
| EL | Learning by Experience | 0 |
| TR | Transfer credit | 0 |

*APPROVED: November 2016*

# Willful Destruction of College Property

## Policy

Students will reimburse the college for breakage, damage, or loss of college property due to their negligence or carelessness. Instructors shall report such breakage, damage, or loss to the vice president of administrative services. The vice president of administrative services will assign a reimbursement fee to be collected from the student and notify the vice president of student services. The vice president of student services will determine if the student will also be subject to disciplinary action.

*APPROVED: April 2016*

# Withdrawals

## Policy

A student who initiates a withdrawal from a curriculum course should complete an official Withdrawal form with appropriate personnel. An instructor may initiate a student withdrawal in accordance with the college's attendance policy. If after withdrawing, a student has a break in enrollment for one academic year (fall and spring or spring and fall consecutively), then the student will enroll under the provisions of the current catalog at the time of re-entry. Withdrawals follow all state, federal, and third-party requirements.

*APPROVED: July 2016*

## Procedure

A student who wishes to withdraw from a curriculum course should complete an official Withdrawal form with an admissions counselor. Students are required to have approval from the Financial Aid Office if they are receiving funding and withdraw to zero hours. The

~~last date of attendance (including withdrawal resulting from disciplinary suspension or expulsion) from a course can affect the final grade for that course. Distance education students who cannot physically come to campus can initiate withdrawal from a course by phoning or emailing an admissions counselor. The completed form is submitted to and processed by the Records Office. When a student withdraws from the college, they may apply for readmission at the beginning of the subsequent term for which they are eligible.~~

~~A student may withdraw within the first 75% of the course session or semester and receive a "W" as long as they do not return to class. After the 75% point as specified in the college calendar, withdrawal from a course results in a final grade of "WF." A grade of "WF" is treated as an "F" and affects the grade point average.~~

~~Withdrawal after the 75% point of the course will be designated with a "WF" except in the case of hardship/medical withdrawal from the college. A hardship/medical withdrawal may be requested from the vice president of student services and documented and filed with the registrar before the end of the term.~~

~~When a student has not attended class for two consecutive weeks, has not contacted the instructor, and has not completed an official withdrawal form, the faculty may complete and submit to the registrar a "student termination" or the online withdrawal form. The grade assigned to the student on the Termination form or Withdrawal form will be determined by the last day of attendance; i.e., a "W" if the last day of attendance was on or before the 75% date or a "WF" if the last date of attendance was after the 75% point of the course session.~~

*APPROVED: December 2016*

# Library Section

## Borrowing Materials

### Library Cards

#### Policy

Library patrons must possess their own CCCC library card to borrow materials. Any library materials that are checked out on a library card are the responsibility of the card owner.

*APPROVED: April 2016*

#### Procedure

1. Register at the circulation desk for a library card. Chatham campus patrons should let the Chatham Community Library staff know that they are a CCCC student or faculty/staff at the time of registration.
2. The student ID is used as a library card after student information is entered into the library system. Chatham patrons are issued a separate library card.
3. Persons not enrolled in classes or employed by the college must present a current driver's license or other valid municipal, state, or federal photo ID, and must be over 16 years of age to obtain a

library card. Only residents of the three- county service area (Chatham, Harnett, and Lee counties) will be issued a community patron library card.

**Rules**

The first community card is free.

Each community replacement card is $2.00.

The patron's CCCC library card must be presented when checking out materials.

One cannot use another person's card to check out materials.

The loan period may vary for different types of materials.

Patrons who have not checked out any materials within the last five years will be purged from the system annually.

*APPROVED: December 2016*

# Student and Employee ID Cards

## Policy

Students and college employees are required to obtain a college ID card.

*APPROVED: April 2016*

## Procedure

Request a student ID or employee ID card at the library circulation desk. On the Chatham Main Campus, the ID should be requested in the admissions advisor office in the main building.

Proof of CCCC enrollment is required. Students will provide registration documentation containing their student ID number (i.e. registration form or receipt for current semester).

College employees are verified in the ID system and/or in the Datatel system.

**Rules**

Replacement of a student ID is $5.00 if the last ID issued was created within the past year. If the last ID issued was created over one year, the replacement ID card is free. College employees are not charged for a replacement ID.

Current semester registration stickers are required for student ID cards. Students should present proof of enrollment as described in step 2 of the above procedures to receive a registration sticker for the current semester at the library circulation desk or in the Business Office.

*APPROVED: December 2016*

# Use of Other Libraries

## Policy

The library has established cooperative agreements with Lee County Public Library, Harnett County Public Library, Chatham Community Library, and Campbell University Library. These libraries provide supplementary resources for students, faculty, and staff at Central Carolina Community College. Students and faculty must have a current CCCC library card to obtain a borrower's card at these libraries. At Campbell University, a valid photo ID is also required. Policies

and procedures vary greatly for different libraries. Before utilizing these services and library resources, faculty and students should inquire about their policies.

*APPROVED: April 2016*

# Privacy of Library Circulation Records

## Policy

The college adheres to a policy of confidentiality of circulation records. In accordance with the General Statutes of North Carolina, Chapters 125-18 and 125-19, the circulation records of the college libraries are confidential. Circulation records shall not be made available to anyone except when necessary for the reasonable operation of the library; upon a written request of the user; or pursuant to subpoena, court order, or where otherwise required by law.

*APPROVED: April 2016*

# Circulation

## Policy

### Loan Periods

All library patrons are granted the same loan privileges. There is no differentiation made among faculty, staff, students, or community patrons. Extended loan periods for faculty may be granted by special request.

### Books

General collection books and best sellers are checked out for a three-week loan period.

One renewal is permitted for general collection materials.

Books designated for 24-hour loan may be checked out overnight. One renewal is permitted.

Non-circulating reference books and law books cannot be checked out.

### Periodicals

Back issues of magazines and newspapers may be checked out for one week. One renewal is permitted.

Current issues of periodicals may not be checked out.

### Audiovisuals

Audio books, language CDs, and music CDs may be checked out for three weeks with one renewal.

DVDs may be checked out for three days with one renewal. There is a limit of three DVDs that may be checked out at one time.

### Returns

Library materials should be returned at the circulation desk during library business hours.

When the library is closed, a book drop is available outside the library.

### Reserve Materials

Instructors may request that personal items or items in the library collections be placed on reserve. The instructor determines the loan period for check-out or the restricted status of "library use only." Students must have their library card in order to use reserve items. To place items on reserve, please contact the designated library staff at your campus.

### Overdue Library Materials

When materials are kept out beyond the due date, two overdue notices are sent as a reminder to return the item(s). The third notice is sent as a bill for the replacement cost of the item(s) if there has been no response from the borrower. No additional materials are loaned until overdue materials are returned. The library does not charge overdue fines for books, periodicals, and audiovisual materials. Overdue fines are charged for reserve materials at a rate of $1.00 per day. If a borrower has a record of consistently keeping materials beyond the due date, the library staff may place a block on the account record restricting the number of items that can be loaned at a time. The block may be removed when the borrower establishes an improved record of returning library materials on time. Students must clear their library records before registering for classes or receiving grades, transcripts, and their diploma or certificate.

### Lost or Damaged Library Materials

For library materials that are lost or damaged, the purchase price is charged. If a student fails to pay for lost or damaged materials, grades, transcript, and the diploma are withheld and registration for classes is blocked until the library record is cleared. Faculty, staff, and community patrons are also responsible for charges incurred for lost or damaged material.

*APPROVED: April 2016*

## Interlibrary Loans

### Policy

Interlibrary loan (ILL) services are offered to all students, faculty, staff, and community patrons who need additional resources other than those found in the three campus libraries. Services are provided through the Loan policy of the CCLINC Consortium (available online) or through the OCLC interlibrary loan service. Loan periods are determined by the lending library and renewals may or may not be granted. The service usually requires one week for a request from a CCLINC member library and a minimum of two weeks for response to a request from OCLC libraries. Borrowers are allowed no more than 10 active ILL requests at one time. If a borrower is delinquent with ILL materials three times within the same semester, then they forfeit their ILL privileges for the remainder of the semester.

*APPROVED: April 2016*

### Procedure

1. CCLINC requests are placed directly in the system by the patron or by the library staff.
2. If needed materials are not available from a CCLINC library, the interlibrary loan request is placed through OCLC. The CCLINC catalog should be

checked first to verify availability ~~before placing an OCLC request.~~

3. ~~Requests for OCLC library materials are placed by library staff through the OCLC WorldShare system. Patrons should complete the online Interlibrary Loan Request form to submit a request.~~
4. ~~The library that owns the material sends it to the borrowing library. When the material arrives, the library notifies the patron that it is available for checkout.~~

**~~Rules~~**

~~When lending materials to a CCLINC library, the CCLINC Interlibrary Loan policy is followed.~~

~~When lending materials to OCLC libraries, see Appendix E: CCCC Interlibrary Loan policy details.~~

~~Items that are lost or damaged while on loan to another library must be replaced or paid for as soon as possible. Items that are lost or damaged while on loan to the college will be paid for by the person borrowing the materials.~~

~~Interlibrary loan services are offered as a means of providing supplementary collection materials and are not meant to avoid responsibility for providing adequate and readily accessible library resources and services in the CCCC libraries.~~

~~*APPROVED: December 2016*~~

# Library Collections

## Library Collection Development

### Policy

In support of the college's mission, the CCCC libraries serve as a catalyst for personal development through education and training in the use of information resources. The libraries' goal is to provide information resources in a variety of formats, including print, audiovisual, and electronic, to support instructional programs, diverse patron needs, and varying aptitudes, while fostering personal growth and cultural enrichment. The director of library services, with assistance from the other librarians and the faculty, is responsible for the development and maintenance of the library collections. Faculty members in specific subject areas are asked to evaluate their collection areas on a regular basis. Based on faculty evaluations and library staff input, outdated materials are discarded and new titles added as the budget allows.

Additionally, students and community patrons may recommend materials for purchase consideration. Established guidelines are applied in the selection of all library materials, in weeding and maintenance of the collections, and in the receiving of gifts.

The library welcomes gifts of books, CDs, or DVDs published within the last 10 years that will benefit the collections and the college curriculum. Gift materials will be added to the collection based upon the same guidelines as apply to the purchase of materials. The donor may specify the disposition of items not

selected for the collection. Disposition options include being offered for sale, discarded, or returned to the donor. Monetary donations to the Central Carolina Community College Foundation Library Needs Fund for the purchase of library materials are encouraged. Library materials are defined as books, periodicals, audiovisuals, and electronic/online resources.

*APPROVED: April 2016*

## Guidelines

### A. Purpose

The purpose of these guidelines is to aid in the selection of library materials and to inform library users about the criteria used for selection. These guidelines provide a framework which supports the systematic development of the collection. Collections must be carefully developed and maintained in order to meet the needs of library patrons. The following guidelines have been established to direct this selection process.

### B. General Selection Guidelines

The library's first budget priority is to support the needs of the college's curriculum programs. Within the limits of the budget, the library also seeks to serve the college community through the acquisition of general informational, recreational, and cultural materials for personal growth and enrichment.

The following selection criteria are applied to all library materials, including books, periodicals, audiovisual materials, and electronic resources:

- Relevance of subject matter to the educational programs of the college
- Faculty recommendation
- Lasting value of the content
- Depth of subject coverage
- Strength of present holdings in the same or similar subject areas
- Ease of use
- Appropriateness of reading level
- Currency and timeliness of information
- Format available
- Authoritativeness of the author, or reputation of publisher or producer
- Price
- Availability of budget funds

### C. Other Guidelines

Other guidelines that are applied to the selection of materials include the following:

- Textbooks are not purchased. Exceptions may be made in the case of landmark or standard works in a field, or when a textbook is the only or best source of information on a topic. Textbooks currently used in courses taught by the college are not purchased by the library.
- Duplicates for a single campus are purchased only where the expected use justifies.
- When considering the purchase of expensive material with an expected low use, the availability of the item through interlibrary loan at other academic libraries and/or at public libraries throughout the state will be a determining factor.

- When there is an option of paper or cloth editions of a book title, the selection will be based on expected use, lasting value of the content, and difference in cost.
- The majority of selections are current publications. Purchase of significant retrospective titles may be made to fill gaps in the collection and in the development of a collection to support a new program.
- The library staff does not promote nor endorse particular beliefs or viewpoints. Some materials are selected to represent the various sides of controversial issues.
- Bibliographies are not purchased unless they are needed to aid in the development of the collection.

**D. Selection Guidelines by Format**

Books: In selecting books, the following criteria are also used: positive reviews in professional journals; inclusion in published bibliographies; and inclusion of an index for reference and similar print materials.

Periodicals: In selecting periodicals, the following criteria are considered: coverage and indexing in online databases; demand by users; recurring/ongoing costs; audience level; and program accreditation requirements.

Audiovisual Materials: In selecting audiovisual materials, the following criteria are also considered: a positive professional review; awards received; a preview when available; unabridged versus abridged material; patron demand; low to moderate cost; and format.

Electronic Resources: In selecting electronic resources, the following criteria are considered: set-up costs and hosting fees; purchase costs; ease of use; extent of coverage; number of concurrent users; emphasis on full-text resources; availability of remote access; emphasis on perpetual access; mobile device compatibility; proxy server compatibility; and Americans with Disabilities Act (ADA) accessibility.

**E. Maintenance of the Collection**

Lost items and replacements: Materials lost or withdrawn from the collection due to wear are not automatically replaced. They are replaced based on the following criteria:

- Importance of the item to the collection and to the college curriculum
- Demand for the material
- Availability through book vendors or publishers
- Funds available

Weeding: The professional librarians, with input from faculty, remove outdated materials from the curriculum collections. The decision to withdraw an item is based on the following criteria:

- Currency and accuracy of the information
- Usage of the item as indicated by the circulation record
- Importance of the item to the collection
- Physical condition of the item

*APPROVED: December 2016*

# Ordering and Processing of Library Materials

## Procedure

### Books

Books are ordered through the library using the guidelines provided in the collection development guidelines. Purchases are made from the library book budget. If books are needed for a particular term, they should be requested a minimum of eight weeks in advance to allow for ordering, processing, and cataloging. If materials are back ordered, this process may take longer.

Every effort is made to purchase materials recommended by faculty members. Instructors on the Lee Main Campus and the Chatham Main Campus should send requests for books to be ordered to the director of library services. For the Harnett Main Campus, requests should be given to the librarian.

Requests may be submitted in one of three ways:

- Using the Library Book Request form available on the library home page under "Faculty Library Services," and also on the college's Intranet under the "Helpful Files by Department" for the library.
- Publisher catalogs, brochures, etc. may be submitted as long as pertinent ordering information and instructions are included. Such information includes: ISBN, price, complete title, author, date, publisher information, list price, order priority for multiple book requests, etc. Requesters should also include their contact information. Publishers' catalogs may be sent to faculty for book selection use upon request.
- An Excel spreadsheet may be submitted for a larger number of requests (10 or more). At a minimum, the information needed for ordering should include ISBN, list price, complete title, author, and requester's contact information.

When requested books arrive and are processed and cataloged, an email notice will be sent to the requester that the items are ready for circulation.

### Periodicals

Periodicals are ordered through the library using the guidelines provided in the collection development guidelines. Periodical subscriptions are evaluated annually by curriculum departments. Each spring the library assistant sends a list of periodicals by curriculum to the lead instructors at all campuses for evaluation purposes. A decision is made by the lead instructor for each title on whether to keep or cancel the subscription. The lead instructor reports his/her decisions to the library assistant assigned to his/her campus.

New subscriptions are also requested during this time. In general, due to budgetary constraints, a subscription is dropped to add a new one. Expected or historical use of a print subscription, as well as accreditation requirements, is also considered in continuing, cancelling, or adding a subscription. Instructors are encouraged to cancel print subscriptions of periodicals that are available as full-text in library databases.

As a result of subscription periods running from January to December, the

spring periodical evaluation occurs early. Two factors affect this decision-making time: (1) some faculty members are on a 10-month schedule, and (2) the renewal invoice for library subscriptions arrives in early summer.

Departments who want subscriptions to come directly to their department must order and pay for the subscription out of their departmental funds. This is not handled by the library.

**Audiovisual Materials**

Audiovisual materials are ordered through the library using the guidelines provided in the collection development guidelines. Audiovisuals purchased from library funds include general interest educational videos such as documentaries, popular movies when cost is low to moderate, audio books, music CDs, and other general interest audio and visual titles on CD or DVD for individual viewing, listening, or personal enrichment. All audiovisual materials are cataloged, added to the library collection, and checked out to students and other library users. Requests for DVDs and CDs to be added to the library collection are handled in the same manner as book requests as described previously in this section.

Audiovisual materials intended for classroom instructional use are purchased with departmental funds and are housed within the respective departments. Audiovisuals purchased for the library collections cannot be guaranteed to be available at the time of an instructional need.

**Electronic Resources**

Electronic resources such as eBooks and online databases are ordered through the library using the guidelines provided in the collection development guidelines. One-time purchases of eBooks are purchased from the library book budget. Online subscription databases are purchased from student technology fees and must receive final approval by the vice president of administrative services. Due to budgetary constraints, a subscription database is dropped to add a new one.

Faculty may recommend new electronic resources to the director of library services. EBook order requests will be processed following the same method as books as described previously in this section. Selection criteria for both books and electronic resources are applied as described in the collection development guidelines. Priority is given to eBook titles available for existing eBook hosting platforms.

For online databases the director will contact the database vendor to set up an online demonstration and/or a free trial for evaluation purposes, as well as to obtain pricing information. Upon determination that the recommended online database meets selection criteria and curricular needs, the director of library services will submit a memo to the vice president of administrative services to secure financial approval to add the new resource. Upon approval, the director will proceed with ordering the resource. Once the resource has been ordered and filled by the vendor, the access link will be added to the library web page under "Research Databases."

**Expensive Materials (over $200)**

Due to library budget limitations, the purchase of materials or subscriptions over $200 must be reviewed by library administration. To initiate a review for this

type of request, the requester should complete the online "Library Materials Justification Form for Items over $200" found in the faculty section of the library web page under "Collection Development." When requesting high-cost materials, faculty are asked to consider potential usage, reliability, currency, and longevity of the suggested resource, as well as availability online or via interlibrary loan. Faculty should also consider that if the material is checked out by a user (student or faculty/staff) and it is lost, the user will be responsible for the replacement cost of the material.

Careful judgment is required in establishing new journal subscriptions as journals represent an ongoing commitment of fiscal resources. Journal prices increase much more rapidly than the library's budget, resulting in less money for other resources. New subscription requests will be reviewed to assess potential use, availability of indexing, and alternate means of access.

*APPROVED: December 2016*

# Cataloging Library Materials

## Procedure

1. Bibliographic records in MARC format are used to describe library materials in the integrated library system (ILS).
2. Library of Congress (LOC) classification is the call number system used for the majority of library materials. Local call numbers may be used for special collections to enhance user browsing. (i.e. public AV and early childhood)
3. Matching MARC records for collection materials are sought first in the Community College Libraries in North Carolina (CCLINC) consortium catalog. Records are shared with 50 community college member libraries. If a matching record is found in the ILS, then library staff attaches the item to this MARC record.
4. If a matching record is not found in the CCLINC catalog, then the Online Computer Library Center (OCLC) catalog is searched for a matching record. If a matching record is found, then library staff imports the OCLC MARC record into the CCLINC ILS system and attaches the item to this new record.
5. If a matching record is not found in the CCLINC or OCLC catalogs, then a CCLINC Work form is completed and sent electronically to the North Carolina Community College System (NCCCS) Office for cataloging, or the item itself is sent to the System Office for original cataloging in keeping with CCLINC cataloging procedures.
6. Inventory of library collections at each campus is completed at least triennially.

*APPROVED: December 2016*

# Challenged Library Materials

## Policy

Occasional objections to a collection resource may be made by patrons despite the care taken to select valuable materials for student and instructor use. In the event of a challenge to materials, the freedom to read and the right to access materials will be defended. The Central Carolina Community College Libraries support the Library Bill of Rights and the Freedom to Read statements adopted by the American Library Association, which are available at: www.ala.org.

*APPROVED: April 2016*

## Procedure

If a complaint is made, the procedures are as follows:

1. The person with the complaint will be asked to file written objections by completing the Request for Reconsideration of Library Material form available at the circulation desk.
2. The director of library services, the vice president of student services, and the Library Standing Committee will be notified of the complaint.
3. The challenged items will be secured for reconsideration by the Library Standing Committee. If the complaint is upheld by the committee, the materials will be withdrawn from circulation. If the committee rejects the complaint, the material will remain in circulation.
4. The committee's decision will be conveyed to the complainant and to the vice president of student services.
5. The decision on the complaint may be appealed to the college president and to the Board of Trustees.

*APPROVED: December 2016*

# Archival Acquisitions

## Policy

The library staff has the primary responsibility for archives collection development and management. Acquisition of materials is both an active process of soliciting for particular materials and a passive process of accepting materials which are brought into the archives. The library staff depends upon the involvement of CCCC administration, faculty and staff, the Sanford and Lee County community, the regional community, and archives patrons in collection development efforts.

Newly acquired materials must be relevant to the Archive's function and scope, as determined by the library staff. Any potential donations must be examined and officially accepted by library staff. Potential donors should not drop off materials outside of regular library hours, or send them via interdepartmental mail. All materials received will be registered, numbered, and cataloged. To facilitate this work,

donors will be asked to complete an archives donation form before their donation can be accepted.

Recognizing that the archives may face future resource and space limitations, the library staff will periodically review all acquisitions to determine whether or not they should remain within the archives. Should the library staff determine that a particular collection warrants deaccessioning, the library staff will make every effort to transfer ownership to another repository, a more appropriate department of the college, the donor or the donor's heirs, or to digitize the materials prior to the collection's disposal.

**Gifts**

It is library policy to encourage donation of materials which are in keeping with the subject scope of the archives collection, specifically those materials related to the history of the college.

Gifts of materials with mixed historical values may be accepted on the condition that the library may discard or otherwise remove unwanted items if deemed inappropriate to the collections.

These decisions will be made by the library staff, with final approval from the director of library services. The library will refer donors or potential donors with collections that do not fit within the guidelines of this collection policy to a more appropriate repository. The library staff reserves the right to decline donations which carry stringent donor restrictions.

After determining that a gift fits within the guidelines of this collection, the library staff must determine that the donor has the right to make the donation, and that the donation is not encumbered by ethical and legal problems. All donations must be represented on a Legal Donor form which includes a description of the materials; name, address, and signature of donor; date of donation; description of any restrictions attached with the donation; and signature of the library staff member accepting the donation.

Once donated, gifts become the property of Central Carolina Community College and the library.

**Access**

The archives will provide complete access for faculty, staff, and students of Central Carolina Community College to all historical collections, but access to the physical documents will be restricted to in-house use. Digitized materials will be made available online. Materials will not be loaned to individuals for use outside the library except to college employees as approved by the director of library services on a case-by-case basis.

*APPROVED: April 2019*

## Procedure

**A. Introduction, Definition, and Scope**

The primary function of the Central Carolina Community College archives is to collect, organize, describe, make available, and preserve primary and secondary resource materials documenting the history and development of the college, its growth and activities within the community, its classes and programs of study, as well as the contributions of individuals and groups associated with the college. These records are unique and irreplaceable assets of the college. In order to maintain them, the library must provide adequate facilities for the retention and preservation of such

records; implement records management by formulating policy and procedures that will ensure the collection and preservation of college archival materials; and make its collections available to and encourage their use by college faculty, staff, and students.

By maintaining and developing the archives, Central Carolina Community College not only promotes its own history, but also ensures that information resources are readily available to support the work of its staff and meet the research needs of its faculty, students, alumni, and the general public.

**B. Mission Statement**

The mission of the archives is to preserve a historical record of the educational programs and activities of Central Carolina Community College, and to ensure ongoing access to items of unique historical and educational significance to the college community. In so doing, the archives support the mission of the Central Carolina Community College libraries: to provide information access and to promote information literacy in supporting the educational programs and mission of the college.

**C. Size, Conditions, and Location**

The archives is projected to remain limited, selective, and focused in the areas defined by the scope. The collection's size will be limited by adherence to the acquisitions policy and by the amount of physical space available to house and protect the collections appropriately.

Because the library has limited preservation and conservation resources and a finite amount of storage space, it is archives policy to only acquire materials in the best possible physical condition. Exceptions may be made in instances where the scarcity of an item in any condition warrants accepting a less-than-perfect specimen.

To maintain the archives in the best possible condition, they will be located and stored in a dedicated archives room. Exceptions will be made for materials that remain on permanent display in the library or other common areas of the college, get significant use as the basis for marketing or promotional materials, or add value to displays and exhibits for special events.

All efforts to preserve the collections will be made, including the use of archival quality storage materials, and storage facilities that keep materials clean, dry, and away from direct light sources as much as possible. Materials for which the library staff anticipates high demand will be digitized as a means to preserve the original and increase access.

**D. Arrangement, Description, Digitization and Preservation of the Records**

The library staff is responsible for creating and upholding standardized processing procedures and arrangement plans for the archives.

Materials are arranged so as to maintain provenance and original file order when possible and reasonable. Reorganization is recommended when the original order impedes the description and potential access to the materials, such as sorting photographs by subject to allow visual browsing. Materials are arranged in as few separate records series as possible without doing harm to the descriptive scheme and potential access. New materials will be assigned to existing records series whenever possible, and will be numbered accordingly.

The archives are described based on the Multi-Level Description rules as defined by the International Council on Archives in their publication, General International Standard Archival Description (2000). Descriptions reflect a part-to-whole relationship of the entire archives, move from broad to specific, and accurately represent both the context and content of the materials being described. All efforts to identify individuals related to archival materials, including authors of written documents and subjects of photographs, are made.

To the extent possible, and with preservation as a priority, scanning of materials will be allowed. Collection digitization, with the goal of making the archives more accessible, will be prioritized as funding opportunities, such as through grants or programs like the N.C. Digital Heritage Center, and demands dictate.

*APPROVED: December 2016*

# Library Collection Review

## Procedure

The collection review process is completed once triennially during the third year of the curriculum program review. Lead instructors or their faculty designee evaluate library collections to determine if materials are up to date, if they are being used by faculty and students, if there are gaps in subject coverage, and if scholastic levels are appropriate for student learning levels. The process facilitates strategic withdrawal of library materials from the collections and enables faculty to recommend appropriate selections which support their curriculum. The steps to the collection review process are:

1. **Program Review Notification:** Library director is provided a list of the programs completing a curriculum program review (three-year cycle) by Institutional Effectiveness and Research at the beginning of the review year, along with the curriculum review contact persons.
2. **Report Creation:** Library staff generates reports of library holdings for each program. Reports include title lists of books, reference books, audiovisual materials, periodicals, and online databases relevant to the program. Circulation and usage statistics are included where applicable. Holdings at all relevant library locations will be included.
3. **Report Distribution:** Library holdings reports (spreadsheets) are sent via email by the director of library services to curriculum review faculty, lead instructors, and/or their designee.
4. **Report Review:** Faculty review holdings reports and contact library director to schedule a library visit to examine materials in person and compare items with those listed on the report.
5. **Collection Review:** Faculty visit the library to evaluate program materials, compare items with report, and complete a Library Collection Evaluation Form. The evaluation addresses currency, usefulness, coverage, and

scholastic level of materials. This also allows for making recommendations for discarding materials or suggesting new purchases.

6. **Collection Report Survey:** A survey reporting answers from the Library Collection Evaluation form is then completed by faculty along with the curriculum program review documents in Compliance Assist.

7. **Collection Update**: Library Collection Evaluation Forms are filed in the library, and collection report surveys are kept in Institutional Effectiveness and Research. Survey results are also provided to the director of library services. Recommended discards are withdrawn from library collections. Recommended purchases are ordered as funds are available. Faculty are notified as new purchases are received and added to the collections.

*APPROVED: December 2016*

# Library Services

## Library Instruction and Orientation

### Policy

Central Carolina Community College is dedicated to providing an information literacy instruction program designed to teach users how to find, evaluate, and utilize library resources in order to effectively complete their assignments. Resource formats include print, audiovisuals, and online databases. A variety of instructional methods are available.

Library instruction is encouraged and available upon request for an entire class or for a single student or patron with a special need. The ultimate goal of library instruction is to help each library user become knowledgeable, comfortable, and independent in accessing information through online databases and other library resources utilizing contemporary library technologies and research methods.

Faculty should request an instruction session for their class a minimum of two weeks in advance with the librarian. The instructor or a suitable replacement must remain with their class for the duration of the instruction session. If this is not possible, an alternate date for the library session should be arranged. Library instruction sessions are most effective when linked to a class assignment.

Distance education students have access to library instruction through online instruction sessions with a librarian, as well as online tutorials and research guides available on the library web page.

*APPROVED: April 2016*

## Reference Services

### Policy

Reference services are provided for students, faculty, staff, and community patrons by the librarians and other library staff. Individual assistance is given to users in finding, evaluating, and using information materials, and in answering reference questions. Assistance is available in person, by telephone, via email, or through a state-wide chat reference service called NCknows. CCCC students are given first priority in receiving reference services.

*APPROVED: April 2016*

## Instructor Led Library Research Sessions

### Policy

Instructors may wish to bring a class to the library when students need to use library resources for a class assignment, but do not need formal library instruction. A minimum of one-week advance notice will assure the instructor of adequate library space for the class and availability of librarians to assist the students. Ideally, the best location for instructor led research sessions is in the library computer lab. The instructor is asked to remain with their class while it is in the library. Due to space and staff limitations, only one class may be scheduled for a research session in the library at any given time.

*APPROVED: April 2016*

## Library Computer Use

### Policy

Library computers are provided to conduct research and to communicate with others in support of the college's educational mission. Students, faculty, staff, public patrons, and campus visitors are expected to use computer resources in an ethical, legal, and responsible manner. By logging onto library computers, users acknowledge that they are aware of and agree to the CCCC Internet Acceptable Use policy. Any use of library computers that violates college policy, violates federal, state, or local laws, alters computer and/or network settings, promotes commercial activity, intends harm or distress to others, or is obscene or malicious in nature is prohibited. Computer access is a privilege, not a right. Violations may result in loss of access and/or disciplinary action.

*APPROVED: April 2016*

# Library Internet Access

## Policy

Access to the Internet is available on the libraries' public access computers. Wireless access is also available. Assistance in using the Internet is available from the library staff. Children under the age of 16 may not use the Internet workstations unless they are CCCC students. The college's Internet Acceptable Use policy governs the use of these computers.

*APPROVED: April 2016*

# Library Computer Lab Use

## Policy

A computer lab with workstations and an instructor station is available in the Lee Main Campus library, and a computer lab with workstations and an instructor station is available in the Harnett Main Campus library. Librarians have first priority in lab use for library instruction. The lab also serves as an open computer lab for students when not being used for library instruction sessions. The computer lab may be reserved for occasional use by instructors who wish to demonstrate an Internet website or online resource, conduct class research or online testing, or some similar application by contacting the library staff in advance. The lab is not available for class use without a reservation.

*APPROVED: April 2016*

# Study Room Use

## Policy

Study rooms are available for use in viewing audiovisual materials, for group collaborative study, or for individual study. Study rooms may be reserved in advance through an online room reservation system or by contacting library staff. Students should sign in at the circulation desk to use the study rooms. Study carrels are also available for quiet individual study on a first-come, first-served basis. CCCC students have first priority in using study rooms and carrels. Study rooms are not intended for use by classes.

*APPROVED: April 2016*

## Procedure

To reserve a study room at the Lee or Harnett library:

1. Select the appropriate link on the library web page to see available study rooms.
2. Select the appropriate day and times for the room you would like to reserve.
    - **Desktop**: Use the calendar to select the appropriate day, and the hourly slider to select your desired time slot (click each 30-minute slot needed). Hovering your

mouse over the "i" next to each room will provide you with specifics as to the room setup.

- **Mobile:** Select the appropriate day from the dropdown and then select the desired room to see available time slots (click each 30-minute slot needed). When you have selected the room you will see specifics as to the room setup. If you would like to see a different room, simply click the room name again and select another room.

3. Complete the form and submit to book the space.
4. Arrive on time and check-in at the information desk; a staff member will unlock the room.

If you are more than 15 minutes late, your reservation will be canceled.

To reserve a study room at the Chatham Community Library:

Reserve a study room in person or by phone ((919) 545-8084), or sign in at the designated first-come, first-served study rooms when you arrive.

*APPROVED: December 2016*

# Library Services to Off-Campus Sites and Distance Education Students

## Procedure

### A. Off-Campus Sites

Assistance is available:

- **In-person:** Library liaisons provide basic reference assistance. If more in-depth assistance is needed, the liaison refers the individual to a librarian at one of the three main campus libraries either by phone, email, chat, web conference, or in person. Assistance at the library is available for drop-in visits or by appointment for in-depth research consultations.
- **Phone:** Students can call the library for assistance during regular business hours.
- **Email:** Students can email the library for assistance any time using the email form on the library web page.
- **Online Chat via NCknows:** Students can chat live with a librarian any time day or night using the NCknows chat box on the library web page.
- **Online Research Guides and Tutorials:** These guides and tutorials give students an overview of resources available by course or by subject and instruction on how to access and search the online resources.

Books and materials are available via the library catalog, library staff, and library liaisons:

1. Students find the desired item in the library catalog and clicks on the "I Need Material" link to request the item. A library card is required to make the request. Materials may be requested from any CCCC campus library or any library in the CCLINC consortium. Library staff and liaisons can assist students in making requests for materials.
2. Once the requested material is received, library staff checks the item out to the borrower, contacts the person to let them know when and where it will be available for pickup, and sends it via the campus courier to the library liaison at the instructional site where it was requested.
3. The library liaison receives the material and gives it to the borrower when they come to get it.
4. To return the material, the borrower gives it back to the library liaison to return to the library via the campus courier, or they may return it directly to the library if they choose.

**B. Distance Education Students**

Assistance is available:

- In-person: If students live near a CCCC library, they can stop by for a drop-in visit or schedule an appointment for in-depth research consultations.
- Phone: Students can call the library for assistance during regular business hours.
- Email: Students can email the library for assistance any time using the email form on the library web page.
- Online Chat via NCknows: Students can chat live with a librarian any time day or night using the NCknows chat box on the library web page.
- Online Research Guides and Tutorials: These guides and tutorials give students an overview of resources available by course or by subject and instruction on how to access and search the online resources.

Books and other library materials are available to distance students through a direct mail service.

- The student must have a CCCC library card.
- Books may be requested by phone, by email, or by the online request form.
- Once the request is received, library staff checks out the material to the student's account and mails the item(s) to the student.
- The student is responsible for returning the materials on time. Return postage is also the responsibility of the student.

**C. Availability of Online Resources**

Access to online resources is available using a password for off-campus users.

The password is made available to off-site users by:

- **Email:** The director of library services emails the password to all students at the beginning of each semester.
- **Instructors:** Instructors may share the library password with students in Blackboard and in seated classes through class announcements and/or including it in their syllabi.
- **Library Staff:** The password may be requested from library staff via phone or email.
- **Online Password Request Form:** The password is sent to the student automatically via email upon submitting the online form.

*APPROVED: December 2016*

# Library Privacy

## Procedure

### Commitment to Our Users' Rights to Privacy and Confidentiality

Central Carolina Community College (CCCC) Libraries are committed to protecting user privacy when library resources are used and personally identifiable information is collected. CCCC Libraries considers the right to privacy to be the right to open inquiry without having the subject of one's interest examined or scrutinized by others. The Libraries' privacy and confidentiality policies are in compliance with applicable federal, state, and local laws, specifically the Family Educational Rights and Privacy Act (FERPA), General Statutes of North Carolina, Chapters 125-18 and 125-19: Confidentiality of library user records, and CCCC's institutional policies related to privacy. CCCC Libraries is a member of the Community Colleges in North Carolina (CCLINC) consortium, and consortium policies are also in compliance with FERPA guidelines..

### Data Integrity and Security

CCCC Libraries gather information about library users for the sole purpose of providing library services. It is our goal to gather only the minimum information necessary and to retain that information for only as long as it is needed to complete a particular transaction. We avoid creating unnecessary records or retaining records not needed for the fulfillment of the mission of the Libraries. We permit only authorized library staff with assigned confidential passwords to access personal data stored in the library computer system for the purpose of performing library work. Some web and computer application usage is tracked on the open-access computers to allow the library to identify usage trends; however, no personally identifiable information is collected in the course of this tracking. As the Information Technology (IT) department has the ability to remotely access any library computer at any time, there is no reasonable expectation of privacy when using library computers. Surveillance tape viewing is restricted to relevant CCCC administrators, and tapes are retained for 30 days before being erased.

### Retention of Information

We protect personally identifiable information from unauthorized disclosure. Once it is no longer needed to manage

library services, we regularly purge, shred, or anonymize personally identifiable information about library users, library resource use, material circulation history, and security/surveillance tapes and logs. We will not share, sell, license, or disclose personal information to any third party without your consent unless we are compelled to do so under the law or to comply with a court order. We will not make library records available to any agency of federal, state, and local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form.

### Choice and Consent

If you wish to receive certain library services, we must obtain information about you in order to create a library account. By completing a Library Registration Form, you consent to allow library staff to use your information for the purpose of borrowing library materials. CCCC Libraries use and link to resources owned and operated by third parties, including integrated library systems, databases, and electronic journals. Because the use of these websites and resources is not governed by CCCC, we strongly recommend that you review the privacy policies of the websites that you visit. Privacy concerns may be alleviated by not using the service or product in question.

### Enforcement and Redress

Library users who have questions, concerns, or complaints about our handling of their privacy and confidentiality rights should submit a written complaint with the director of library services. We will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures. All library staff and volunteers refer law enforcement inquiries to the director of library services. We confer with CCCC administration before determining the proper response. CCCC Libraries keep all personally identifiable information confidential.

*APPROVED: November 2017*

# Library Conduct

## Library Conduct and Quiet Policy

### Policy

The library staff makes every effort to maintain an atmosphere conducive to study. Library users should be mindful of others by speaking in subdued tones, turning off cell phones, and refraining from the use of iPods and other similar devices while in the library. In the event disruptive behavior is observed, a request for quiet will be made by a library staff member. In some cases, a disruptive patron or patrons will be asked to leave the library. If the patron refuses to leave, campus security will be called. Discipline problems are referred to the vice president of student services.

*APPROVED: April 2016*

## Children in Library

### Policy

College policy is that students are not to bring children to campus while attending classes, other activities, or while using the library. If a parent brings a child under age 16 into the college library for a brief visit (i.e. to return or to check out materials), then the child must be accompanied at all times by the parent. The parent must closely supervise the child to ensure that he/she does not disturb others. If the child is creating a disturbance, the parent will be asked to leave with the child. It is

not permissible to bring children into the college library for extended periods of time while doing research, writing a paper, or studying.

*APPROVED: April 2016*

## Food and Drink

### Policy

The library maintains a policy prohibiting food and drinks. This policy does not apply to staff offices located in the library building. All patrons entering the library with food or drinks will be requested to take them outside. Patrons may leave food or drink items on the small tables by the entrances.

*APPROVED: April 2016*

# Joint-Use Library

## Chatham Procedures for CCCC Students, Faculty, and Staff

Procedure

**Background**

The CCCC Chatham Campus Library merged with the Pittsboro branch of Chatham County Public Libraries in September 2010 to form the new joint-use Chatham Community Library (CCL). The library combined the two collections into one. CCL is staffed by Chatham County employees. Facilities are owned by Chatham County. The land is owned by CCCC. CCCC pays for 1.5 librarian positions to assist students and faculty with research needs.

CCL uses a different ILS system from the CCCC library. CCCC library is a part of a state-wide library consortium for N.C. community colleges called Community College Libraries in North Carolina (CCLINC). As a result, college library collections must be cataloged in both ILS systems for CCCC to maintain membership in the consortium and to provide students with access to library materials at other community colleges through CCLINC interlibrary loan.

**I. Circulation**

**A. Library Cards**

CCCC curriculum students and faculty/staff may register for a CCL library card with the receptionist in the main building on campus after getting their student/employee ID card made.

(Note: continuing education students do not get student IDs and should register with CCL as a public patron as they do at the main campus). The receptionist enters new borrowers into the CCCC ILS system and gives them a new library card with a CCCC barcode on it. New borrowers must also register their card at the CCL circulation desk and let the staff know that they are a CCCC student or faculty/staff. CCL staff adds the CCCC barcode number in the CCL patron record; however, the CCL barcode is scanned for checking out materials. CCCC Chatham borrowers follow CCL circulation policies.

If the receptionist is unavailable, the reference librarian on duty at CCL will issue the library card and place a CCCC barcode on it. The librarian will also email the staff at the CCCC library with the borrower's information, including:

- Full name
- Student/Employee ID number
- CCCC library barcode number
- Mailing address
- Email address
- Phone number

The CCCC staff will then enter the new borrower into the college's ILS system.

### B. Circulation Transaction Reports

Automated daily circulation transaction reports are provided by CCL to the CCCC staff via email. The report includes the checkout date, item status (in, out, or lost), CCCC barcode of item (from the funding source field of the item record), title of the material, and CCCC patron name, if applicable. CCCC staff then enters these transactions into the college's ILS system to update item statuses in the college's online catalog. Transactions include both check-outs and check-ins. College materials borrowed by all patrons at CCL are charged to a "CCL Community Patron" account in the college's ILS system.

### C. Reserves

CCCC Chatham faculty may request that library materials or personal materials be placed on reserve for their classes. Faculty determine the check-out period for reserves, or items may be designated for library use only. This is arranged with the CCL reference librarian or may be requested using the online reserve request form. Reserve items are held at the CCL reference desk for student access.

### D. Overdues

While the CCCC library does not charge overdue fees (except for E-Readers), CCL does. CCCC students, faculty, and staff are responsible for any overdue charges accrued at CCL. However, student accounts are not blocked in Datatel to prevent them from registering, requesting transcripts, or getting diplomas as they are at the other campus libraries. The debt for overdue fees is owed to the county and not the college.

### E. Lost and Damaged Materials

Fees for lost or damaged CCCC materials are owed to CCL. The original purchase price is charged for lost or damaged materials. Upon collection of these fees, CCL sends the money to the CCCC main library so that a replacement item can be ordered.

### F. Equipment Check-outs

The CCCC Chatham collections also include two sets of headphones and four

charging cables for mobile devices. Headphones and charging cables are for library use only and are kept at the circulation desk. Other AV equipment is available for CCCC faculty/staff use and check-out with the receptionist in the main building.

## II. Interlibrary Loans (ILL)

### A. Consortium (CCLINC) Loans

CCCC Chatham curriculum students, faculty, and staff may request an ILL from a CCLINC library through the college's online catalog or by using the online ILL request form. When the item is received at the Lee Main Campus library, it is sent via the courier to the Chatham campus and to CCL for the patron to borrow. Since continuing education students are treated as public patrons by CCCC, they should request any CCLINC items through OCLC interlibrary loan through CCL.

State materials in the CCCC Chatham collections may be requested by another CCLINC library. When CCCC library receives these requests, the library staff notifies the reference librarian at CCL to pull the book and send it to the Lee Main Campus library via the courier. The item is then loaned to the borrowing library and is returned to CCL via the courier after it is returned to the Lee Main Campus library.

### B. OCLC Loans

CCCC Chatham curriculum students, faculty, and staff may request an ILL from a non-CCLINC library through the CCCC library's online ILL request form. The main library processes the request and sends it to CCL when it is received so that the borrower can pick it up on the Chatham Main Campus. Once the item is returned by the borrower, a CCL librarian returns it to the Lee Main Campus.

Articles not found in online databases may be requested through OCLC ILL as well. These may be requested using the online ILL article request form. These are sent to CCL for the borrower to pick up once received.

Items requested from the CCCC Chatham collections through OCLC ILL follow the same procedures as items requested by CCLINC libraries.

Public patrons and continuing education students at CCL should request OCLC loans through CCL.

## III. Collection Development

### A. Materials Purchased by CCCC

The Lee Main Campus library in Sanford purchases library materials and miscellaneous equipment (see Section I.F.) which support the programs offered on the Chatham Main Campus for the college circulating collections at CCL. CCL staff makes all CCCC collection materials and equipment readily available to Chatham students to provide them with equal access to the same library materials, equipment, and services as the other campuses. Such materials include print non-fiction books, reference books, periodicals, audiovisual materials, electronic resources, and miscellaneous equipment. Fiction is purchased on a limited basis due to budgetary constraints. Upon receipt of purchased materials for Chatham, items are cataloged at the Lee Main Campus and sent to CCL for cataloging there.

## B. Faculty Order Request Procedures

Faculty members may request materials to be ordered for the CCCC Chatham collections using the online Library Order Request form found on the CCCC library web page under faculty library services. Requests may also be sent directly to the CCCC library director.

## C. Periodicals and New Periodical Requests

Current CCCC curriculum periodicals are mailed directly to CCL by the publisher. Back issues are kept for one year. Weeded issues are distributed to CCCC instructors who teach in the respective subject area. Requests for new CCCC periodical titles are submitted annually in the spring by the program's lead instructor during the CCCC library's renewal period. During this time, a memo is sent via email to all lead instructors at all campuses with a list of periodical titles for the program. The lead instructor decides if each title should be continued, dropped, switched to online, or if new titles should be added. Responses to the memos are recorded by the Lee Main Campus library to act upon accordingly. Faculty who would like to request a new periodical title should let their lead instructor know so that it may be requested during the renewal period.

## D. Online Resources

The CCCC Lee Main Campus library staff makes decisions on which online resources will be provided at all campuses based on need and support of college programs. Online resources may be accessed on the CCCC library web page from off campus and in CCL (since the library is on a separate network from the college) using the college's proxy server login. The CCL reference librarian has the login information.

## E. Deselection of CCCC Materials

Periodically, CCCC librarians go through the college materials at CCL for deselection and weeding. Deselected materials are placed on carts for the CCL staff to withdraw in their ILS system. The materials are marked withdrawn in the CCL catalog and then sent to the Lee Main Campus for withdrawal in the college's catalog, and for disposition according to State laws. Between deselection visits, the CCL branch manager and/or reference librarian notify the CCCC library director of any damaged materials that are recommended for withdrawal. The CCCC library director decides if the material will be withdrawn and/or replaced.

As caretakers of the CCCC collections (State materials), CCL staff follow the guidelines below in making recommendations for deselection and withdrawal. The following constitutes justified reasons for deselection based on item condition:

- Heavy soil that makes the item unusable
- Damage such as missing or torn pages that cannot be repaired, broken binding, mold, significant water damage, or scratches on a disc that make it unplayable
- Heavy shelf wear

The following do not constitute reasons for deselection based on item condition:

- Missing dust jacket
- Missing artwork for AV materials
- Light to normal shelf wear
- Missing volumes/items in a set (CCCC staff will look for replacements)

- Loose or torn pages, or broken binding that can be repaired (CCL staff will send the item to CCCC staff for repair)
- Broken case for AV materials (CCCC staff will provide a new case)

CCL staff consult CCCC staff first prior to making a recommendation for deselection based on these item condition guidelines. If the content of the materials is in question, only CCCC library staff can determine if the item should be withdrawn based on content. This is done in regular weeding visits by CCCC librarians as previously described.

### F. Inventory

The CCCC library conducts inventory of state materials in CCL at a minimum of once every three years. CCCC library staff scan all state materials and work with the CCL staff to resolve any discrepancies. In addition, bi-monthly reports of state materials held at CCL are sent to the lead library assistant at the Lee Main Campus via email. These reports serve as a shelf list between inventories and include the call number, barcode, and title of the material.

## IV. Cataloging

### A. Call Numbers

Dewey call numbers are used with CCL collections. CCCC Chatham materials are cataloged using Dewey classification. (CCCC normally uses Library of Congress call numbers).

### B. Processing

New materials received at CCCC for Chatham collections have a CCCC barcode and property stamp added. Laminate Kapco covers are applied to paperback materials at the Lee Main Campus whenever possible. Mylar covers are also added to book dust jackets. The remainder of the processing is done at CCL. This includes, but is not limited to, a CCL barcode, security tag, call number label, and green label protector over call number label. The green label protectors over the call number labels distinguish CCCC library materials from CCL materials on the shelf.

### C. Catalog Records

The CCCC library uses MARC format catalog records. Records are shared with other community college libraries in the CCLINC ILS system. New records are imported from OCLC. CCL provides their own catalog records for use in their ILS system.

### D. Item Records

Item records for CCCC materials in the CCL ILS system have an item type of "State Material" and appear as such in the CCL online catalog. The CCCC barcode is also added to the item record for the purposes of providing the daily circulation report to CCCC staff (see Section I.B).

## V. Reference and Library Instruction

The full-time reference librarian at CCL is the designated liaison for CCCC students and faculty in providing reference services and library instruction to support class assignments. The librarian works closely with CCCC librarians at the Lee Main Campus to maintain consistency in library instruction services and content. The librarian also promotes CCCC library resources, such as online databases, to Chatham students and faculty.

## VI. Study Rooms and Reservations

CCL study rooms may be used by students to provide quiet and/or collaborative group study areas in the library. Several study rooms can be reserved through the LibCal room reservation service provided by the CCCC Lee Main Campus library. Three study rooms have been designated to receive large dry erase white boards to convert these into collaborative study spaces. Dependent on budget funding, these rooms may be equipped with large touch-screen computers to facilitate group work and research for class assignments in the future.

*APPROVED: December 2016*

# Instructional Section

## Academic Freedom

### Policy

Central Carolina Community College is committed to the principle, practice, and protection of academic freedom for members of the college community. Academic freedom is essential to the dissemination, transmission, and advancement of knowledge and the development of skills. CCCC recognizes that the free and open exchange of ideas is essential to the integrity of the college as it fulfills its place in the higher education system and in society. CCCC supports and encourages academic freedom so that members of the college may responsibly pursue scholarship without internal and external constraints that would unreasonably restrict instruction and the objectives and the values of the college.

Central Carolina bases its commitment to the principle of academic freedom as defined and described by the 1940 Statement of the Principles of Academic Freedom and Tenure (American Association of University Professors), which recognizes the right of academic staff to explore fully within the field of the subject as they believe to represent the truth. This principle also includes the right of a member of the academic staff to exercise the ordinary rights of an American citizen in speaking, writing, and action outside the college, but it does not decrease the responsibility and accountability which the academic member bears to the college and the community. Academic freedom comes with it the responsibility not to introduce controversial matter which has no relation to the subject. While academic staff is afforded the right to teach and inform, members of the college community are expected to do so ethically and to use reasonable judgment. As a person of learning and an educational officer, he or she should remember that the public may judge the profession and the institution by one's utterances. Hence, he or she should at all times be accurate, should exercise restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not an institutional spokesperson.

Academic freedom is, therefore, guaranteed and protected by the due process policies of the CCCC Board of Trustees with the requirement that employees exercise responsible judgment as that freedom is used to accomplish the mission, goals, objectives, and values of the college.

*APPROVED: October 2016*

## Procedure

1. A Faculty and Staff Professional Relations Committee will be appointed to serve as the grievance committee and shall consist of five full-time employees of the college: one faculty member from each of the three curriculum divisions, one faculty member from the continuing education division, and one member from the professional staff. The chief academic officer shall recommend the committee appointees to the president. The committee will meet only when requested by a petitioner to consider a grievance regarding academic freedom. No officer of administration with supervisory responsibilities for faculty members shall serve on the committee. For purposes of this section, officer of administration shall be deemed to include department chairpersons and program directors.

2. The committee shall be authorized to hear, mediate, and advise with respect to the adjustment of academic freedom grievances of college employees. The power of the committee shall be solely to hear representations by the persons directly involved in a grievance and members of the administration, to mediate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate.

3. "Grievances" within the province of the committee's power shall include only those matters directly related to an employee's academic freedom. No grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of an employee, or that is within the jurisdiction of another standing committee, may be considered by this committee.

4. If any employee feels that he/she has a grievance, he/she may petition the committee for redress. The petition shall be in writing to the chair of the committee and shall set forth in detail the nature of the academic freedom grievance and against whom the grievance is directed. The petition shall contain any information that the petitioner considers pertinent to his/her case. The committee shall decide whether the facts merit a detailed investigation so that submission of a petition shall not result automatically in an investigation or detailed consideration of the petition.

5. Once reviewed by the committee, the committee will communicate to the petitioner if the case does or does not merit a hearing. If the employee's petition is found by the committee to have merit, the committee will meet to hear evidence presented by both the aggrieved employee and member(s) of the administration. From this hearing, the committee will make recommendations of action to be presented to appropriate vice president who will then make a recommendation to the

president of the college. The president has final review and decision after a recommendation is made from the committee's action.

6. The president's decision may be appealed to the Personnel Committee of the Board of Trustees in accordance with its policies and procedures regarding such actions as set forth in the Board of Trustees of Central Carolina Community College.

**Due Process Procedure for Students**

Students wishing to address an academic freedom grievance should consult the Students Rights, Responsibilities, and Judicial Procedures in this Manual.

*APPROVED: December 2016*

# Advisory Committees

## Policy

The college administration shall appoint advisory committees to assist with planning/direction. These committees will provide feedback regarding college activities and programs in our service area.

*APPROVED: April 2016*

# Alternate Assignments

## Procedure

Canceled instructional time due to unforeseen circumstances must be documented by the instructor using one of the following options: a) alternate assignment relevant to course objectives; b) schedule extra class sessions; c) holding conferences with individual students; d) extend scheduled class time (requires dean approval); or e) transition course modalities (requires dean approval and under extenuating circumstances only). For any of the procedures above, instructors must ensure identical learning outcomes would be achieved. The appropriate form should be submitted to the department chair/program director, and proper notation should be made on the class roster submitted to the Registrar's Office.

*APPROVED: March 2020*

# Annual Program Planning and Review (APPR)

## Policy

Each unit of the college will complete an annual outcomes-based planning and evaluation process that will (a) review and affirm the connection between the unit and institutional mission, goals, and outcomes; and (b) document efforts made to effect continuous improvement

within the unit and the institution. Each unit will identify expected outcomes, assess achievement of these outcomes, and provide evidence of improvements made. The president will be responsible for leading a thorough annual planning and review process for all units under his direct supervision. Each vice president will be responsible for leading a thorough annual planning and review process for all other college units under his/her supervision. Specific duties and responsibilities may be delegated to unit heads. It is the college's philosophy and method of operation to make fiscal planning an integral part of the planning cycle.

*APPROVED: April 2016*

### Procedure

1. Each unit of the college will submit a completed electronic APPR document to the appropriate administrative supervisor (e.g., deans or provosts for instructional programs) annually.
2. The president will be responsible for leading a thorough annual planning and review process for all units under his/her direct supervision.
3. Each vice president will be responsible for leading a thorough annual planning and review process for all other college units under his/her supervision. Specific duties and responsibilities may be delegated to unit heads.
4. The APPR will include an outcomes-based review of the prior year, an outcomes-based plan for the coming year, applicable budget/resource considerations, key indicators of performance, conclusions reached and improvements made, and supporting documentation.
5. Each APPR will be reviewed by the division administrators and revised as necessary each year.
6. Budget requests made through the APPR process will be considered during meetings by the President's Council.
7. The annual budget for the coming academic year will be determined after receipt of the State budget and will be linked to the strategic plan, the priorities of the President's Council, and the APPR process.

*APPROVED: December 2016*

## Audiovisual Equipment

### Policy

It shall be the responsibility of the Information Technology Department to identify, inventory, maintain, and distribute all audiovisual equipment.

*APPROVED: April 2019*

### Procedure

CCCC faculty and staff may check out audiovisual (AV) equipment through the Center for Teaching and Learning (CTL). The full catalog and checkout procedures for available audiovisual equipment can be found on CTL's web page in the resources section.

In general, checkout procedures are as follows:

1. Contact the CTL coordinator by email or by phone at (919) 718-7322. Please include the AV equipment needed, your campus, and date of pickup and return.
2. The CTL will confirm your request or follow up as needed.
3. Visit the CTL to pick up your equipment on the designated date and time. If AV equipment is to be delivered via courier, it will arrive at your campus on the agreed upon date.
4. Faculty and staff are responsible for the timely return of all AV equipment in the same condition as received. Please notify the CTL coordinator if there are any issues with the AV equipment.
5. Training by request on any equipment is available.

*APPROVED: December 2016*

# Bookstore Operating Profits

## Policy

Central Carolina Community College will follow the State Board of Community Colleges policy for use of bookstore operating profits as found in the North Carolina Community College System's Accounting Procedures Manual. The college's Board of Trustees will review expenditures from bookstore profits on a quarterly basis.

*APPROVED: April 2016*

# Class Roster / 10% Reporting

## Policy

Each instructor is required to maintain an accurate record of attendance in accordance with State Board Code.

*APPROVED: April 2016*

## Procedure

1. Faculty will maintain an accurate record of attendance for each course roster.
2. Census attendance is recorded by the end of the business day following the course census date.
3. Distance education attendance is recorded based on academic work submission.
4. The Registrar's Office will evaluate roster submission and notify curriculum and financial aid of missing documentation.
5. Faculty reporting responsibilities and instructions are emailed at the beginning of each semester to all faculty by the registrar.

*APPROVED: December 2016*

# Complimentary Textbooks and Other Instructional Materials

## Policy

Complimentary, desk, and instructor copies of textbooks and other instructional materials are property of the college. All sales and disposal of this property will be handled by the college's Purchasing Office. The proceeds of such sales shall become property of the college.

*APPROVED: April 2016*

# Continuing Education Accountability

## Policy

Continuing education programs offered at CCCC are consistent with state statutes regarding program management, accountability, faculty hiring, and services to minors as noted in SBCC 300.4, Program Management.

The creation of new courses offered through continuing education are consistent with course standard guidelines noted in SBCC 300.5, Course Standards.

*APPROVED: April 2016*

# Curriculum Course Identification by County

## Policy

Each curriculum course section number shall identify the county/campus/site on which a course will be taught.

*APPROVED: April 2016*

## Procedure

The chief academic officer's designee will coordinate the assignment of section prefixes with the curriculum deans and provosts. These will be updated annually by the designee and distributed appropriately to the college community.

**Rules**

1. The curriculum section field is composed of three columns.
2. The first column (left-most) identifies the location of the class (ie: L for Lee Main Campus) or modality (ie: LN for online)
3. The second column (middle) identifies class sections such as video conferencing classes, distance education classes, dual enrollment classes, etc.
4. The third column is used to differentiate between day and evening classes. For traditional courses, numbers (ie: 1 – 9) indicate day classes beginning prior to 5:00 p.m.; the characters A – Z indicate evening or weekend classes beginning at or after 5:00 p.m. Distance education courses contain the

numbers 1 – 9 in the third column.

5. Traditional seated classes taught at the Harnett Correctional Institution, as well as independent study classes (IS) and Passed by Proficiency classes (OP), will not contain a character in the first column of the section field.

*APPROVED: December 2016*

# Course Schedule Change

## Policy

Scheduled courses should not be changed unless there is a major conflict. Under no circumstances will a scheduled course be changed in time, location, meeting dates, or content without recommendation of the department chair/program director and approved by the dean or provost.

*APPROVED: October 2018*

## Procedure

1. Approval is granted by department chair/program director.
2. Approval is granted by dean/associate dean.
3. The respective department assistant makes appropriate changes in the student data system to cancel/modify the curriculum class or notifies the continuing education registrar for the continuing education/literacy course to be canceled/modified, and refunds are issued, if necessary.
4. If applicable, students enrolled in the class are contacted by the respective instructor or administrator to discuss options. The department chair/program director of the respective discipline will delegate this responsibility when class change approvals are granted.
5. A class change notification sign (see faculty handbook on the Intranet) is posted on the door of the classroom. As possible and necessary, for last-minute changes, an employee should be present for at least the first five minutes of the canceled class session to notify and assist students who may show up.

*APPROVED: October 2018*

# Curriculum Development

## Policy

The college will follow the procedures set forth in the North Carolina Community College System's Curriculum Procedures Reference Manual in the development and establishment of a curriculum.

*APPROVED: April 2016*

## Procedure

1. The need for a new curriculum program will be evaluated by senior administration. Examples

may include but are not limited to: advisory board recommendations, requests to administration, and college surveys within the community.

2. Once a need is established, a curriculum dean will work with key faculty to develop a program of study per NCCCS guidelines and submit to the college's Curriculum Review Committee (CRC) for approval using the appropriate form. After approval by CRC, a joint review will take place by the Curriculum and Student Development Services Divisions for administrative clarifications, followed by approval of President's Council.
3. If approved, proposal will be submitted to state for approval to the Board of Trustees, and then to the State Board of Community Colleges for approval.
4. Once approved by NCCCS and subsequently by SACSCOC, financial aid submits to Department of Education for approval of Title IV funding and Department of Veteran's Affairs for approval.
5. Submit to third-party accrediting or regulatory bodies in a necessary timeline, if applicable.
6. Communicate approval to appropriate areas on campus to facilitate workflows.

**Curriculum Review Process**

For a graphical representation of this process, please refer to Appendix A: Curriculum Review Procedure.

1. Faculty create proposals in consultation with chair/director/dean
2. Submit proposal to Curriculum Review Committee for approval
3. Reviewed jointly by Academic/SDS deans, IER for compliance, or policy implications
4. Chief academic officer presents to President's Council for approval
5. Presented to Board of Trustees for approval
    a. If new curriculum program is being created
        i. Meet with Marketing and Public Affairs to establish plan
            1. Student Outreach and Recruitment
        ii. Communicate with partnering departments
            1. Library
            2. Success Coaches
            3. Admissions/ Career Services
            4. Financial Aid
            5. Academic Policy Committee
            6. Distance Education
            7. Registrar

8. Continuing Education

6. Submit application to NCCCS for State Board approval
    a. Dean and IER work on SACSCOC substantive change submissions/add program to college application
    b. SACSCOC approval and DoE notified by Financial Aid
7. Submit program of study in Datatel for NCCCS approval, SL coordinator
8. Update curriculum guide, administrative assistant to chief academic officer

Following this process helps the college ensure compliance with SACSCOC standards 3.4.1 and 3.4.10, NCCCS curriculum standards, the State Board of Community Colleges Code, SACSCOC, and U.S. DoE.

For all curriculum changes to existing programs or to create new curriculum programs, use guidelines above the dotted line. Newly-initiated programs will follow all guidelines, including initiating actions below the dotted line after Board of Trustees approval is granted (refer to Appendix A: Curriculum Review Procedure).

Note that the Curriculum Review Committee (CRC) serves as a clearinghouse and review mechanism for all curriculum programs. Faculty-led proposals will be reviewed by the CRC, including revision of programs; adding and deleting courses to programs; adding and deleting local prerequisites/corequisites; and petitioning the state-level Curriculum Review committee for actions that require System Office approval. After faculty-led proposals are approved by CRC, the administration will facilitate the process for program changes and approval.

**New Curriculum Checklist**

Appendix B: New Curriculum Programs Checklist outlines the appropriate steps for departments to take when beginning new curriculum programs. Steps may vary dependent on specific program accreditation guidelines. Faculty, department chairs, and program directors should work closely with their academic deans to initiate new academic programs at the college.

*APPROVED: December 2016*

# Distance and Correspondence Education

## Policy

The college abides by the Southern Association of Colleges and Schools Commission on Colleges' Federal Requirement on Distance and Correspondence Education. The college's compliance with this standard is reflected in our college's mission to empower individuals through accessible, lifelong learning.

*APPROVED: July 2016*

# Faculty Academic and Professional Preparation

## Policy

Central Carolina Community College employs full-time and part-time faculty qualified to accomplish the mission and goals of the institution. When hiring faculty, the institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

In alignment with the faculty qualification guidelines in SACSCOC Comprehensive Standard 3.7.1, deans, provosts, and department chairs, in collaboration with the chief academic officer and faculty, regularly update a Faculty Credentials Manual to serve as a guideline for hiring competent and qualified faculty members. All degrees must have been earned at regionally accredited institutions, and proper justification must be on file for foreign institutions to document competence according to the curriculum.

It is the responsibility of the institution to keep on file for all full-time and part-time faculty, documentation of academic preparation such as official transcripts, and if appropriate, for demonstrating competency, official documentation of professional and work experience/technical and performance competency/records of publications/certifications/other qualifications.

*APPROVED: February 2016*

# Faculty Loads and Assignments

## Policy

Central Carolina Community College makes every effort possible, consistent with state policy and funding, to maintain a faculty work load that is fair and reasonable and that provides opportunity to maximize quality of its academic programs. Faculty workloads shall typically range from 12 to 28 teaching contact hours per week for full-time faculty dependent upon a combination of factors including, but not limited to: administrative responsibilities assigned, nature of the discipline, number of unduplicated students, and number of preparations. In times of financial exigencies, faculty may be assigned a load greater than what is considered normal for their discipline.

Adjunct faculty may teach up to 20 contact hours per week, dependent upon the nature of the discipline. Adjunct faculty are primarily for course preparation, instruction, maintenance of office hours, and required record-keeping, and are not required to participate in

other duties normally assigned to full-time faculty.

*APPROVED: April 2019*

## Procedure

Full-time faculty members are expected to teach between 12 and 28 contact hours per week within the main categories of instructors listed in the chart on this page. The exact number of contact hours assigned will be decided by deans/provosts and department heads in consultation with the faculty members taking into consideration all of the factors of their responsibilities. Non-teaching short-term additional assignments of one or two semesters in length should be considered as part of one's overall load. Loads outside of the stated contact hour ranges – either less than 12 or more than 28 - must be approved each term by the dean and chief academic officer.

As it is the practice of the college to provide substitutes when instructors are absent, full-time faculty may be assigned to fill in for other instructors on a short-term basis. Substitute arrangements that last beyond a few weeks may result in additional compensation, paid at the adjunct hourly rate. Whether additional compensation is due for a short-term teaching assignment will be determined by the appropriate dean or provost, who will forward a recommendation to the chief academic officer.

| Categories | Contact Hours |
|---|---|
| Department chairs/program directors | 12 - 15 |
| Discipline lead instructors | 15 – 20 |
| Specially designated coordinators | Varies according to teaching discipline |
| All other instructors | 18 – 28 |

**Definitions of Positions**

Permanent Full-time Faculty: A faculty position established in the budget as a regular, recurring position. Employment must be on an annual contract for nine or more months per year and considered full-time weekly employment.

Part-time and Hourly Faculty: A faculty position not established in the budget as a position. Employment contract is for a semester or less and less than full-time weekly employment.

Department Chairs: A faculty member who teaches, supervises lead instructor(s), full-time instructors and/or part-time instructors, and has the responsibility for one or more programs.

Program Director: A faculty member who teaches and also serves as the leading resource person for a program, takes initiative in the recruiting of students, is chair of the advisory committee, is a leader in the annual program review and accreditation of the program, and supervises full-time instructor and/or adjunct recruitment, hiring, and supervision.

Lead Instructor: A faculty member who teaches and also serves as the leading resource person for a curriculum, takes initiative in the recruiting of students, is

chair of the advisory committee, is a leader in the annual program review of the program, and assists with general responsibilities related to adjunct recruitment, hiring, and supervision.

Discipline Lead Instructor: A faculty member who teaches and also serves as the leading resource person for a discipline.

Coordinator: A faculty member who teaches and also coordinates an instructional-related activity such as cooperative education, clinical/externship sites, or the dual-enrollment program.

**Working Hours of Positions**

Permanent Full-time Faculty: Working hours for permanent full-time faculty may vary depending on hours and locations of classes. Faculty are required to be on campus or at another work site at least 35 hours per week, which includes at least five office hours at times convenient to students in the respective discipline. An office hour might be scheduled at a remote site or in the evenings. At the beginning of each semester, faculty establish hours and locations of office hours and post them on their office doors and in Blackboard, with a copy to their department chair and dean.

Faculty who teach online and other electronic distance modes may reduce their on-campus time by the corresponding number of distance contact hours.

Part-time and Hourly: Working hours for all part-time and hourly faculty will be the number of teaching hours and office hours per week as shown in the contract.

Department Chairs/Program Directors: Department chairs/program directors are considered quasi-administrators and are expected to be on-campus a minimum of 35 hours per week, which includes at least five office hours per week at times convenient for students in the respective discipline.

An Instructional Non-teaching Workday: An instructional non-teaching workday is 8:00 a.m. to 3:30 p.m.

**Definition of Terms**

Class: A unit of instruction consisting of the dissemination of knowledge through lecture or other recognized and accepted methods. A class is construed to mean an individual course or different sections of an individual course. A lab is classified as separate preparation when it follows a separate schedule.

Clinic: A facility appropriately equipped and used by students for the study, application, and practice of practical arts and scientific principles.

Work-based Learning: A facility which accepts and supervises students in a work experience. A faculty member is not present at the work site but coordinates the co-op. The student may or may not be paid.

Evening Classes: Scheduled at 6:00 p.m. and after, or classes that begin before and extend beyond 6:00 p.m.

Externship: A facility which accepts and supervises students in a work experience. A faculty member is not present at the work site but coordinates the externship. The student may or may not be paid.

Laboratory: A room or rooms appropriately equipped and used by students for the study of the application of scientific principles.

Overload Contract: Compensation beyond one's regular compensation when assigned to teach beyond the number of

contact hours considered normal for a discipline or program. Since a workload is a combination of contact hours, numbers of students, and so on, students added to a class or contact hours added to a teaching schedule does not automatically result in an overload contract.

**Preparations:** The number of preparations for an individual course. Teaching two or more sections of the same course would be one preparation.

**Shop:** A facility appropriately equipped and used by students for the study, application, and practice of the practical arts and scientific principles.

**Weekend Classes:** Meet 6:00 p.m. on Fridays or on Saturdays and/or Sundays.

**Work Laboratory:** Any study in applied science or mechanical testing and analysis that involves demonstrations, experimentation, and the evaluation of the data gathered.

**Workload:** The total number of contact hours assigned to an instructor along with other normal duties such as advising and committee assignments. Teaching load is one aspect of workload and is a combination of factors including contact hours and total number of students.

Work-based learning experiences, externships, internships, or any on-site work experience without direct on-site faculty supervision shall be computed toward the instructor's teaching load depending on the nature of the cooperative experience.

Evening, weekend, and distance education courses are normal parts of a faculty member's regular workload without extra pay. However, once a faculty member's workload has been determined with consideration given to the various factors, any course assigned beyond the normal workload and work day is eligible for extra pay. Instructors who receive an overload contract will be paid according to the college's adjunct salary administration plan.

The chief academic officer is ultimately responsible for determining teaching load, is expected to be knowledgeable about all variables in all program areas, and may delegate such authority to the deans and provosts upon his or her discretion.

## Adjunct Faculty Loads and Assignments

### Selection

Adjunct faculty teaching courses shall be selected according to the same minimum criteria required of full-time faculty members. Department chairs or lead instructors are responsible for initial screening of adjunct faculty members as well as providing justification for employment when traditional credentialing methods have not been met or are not readily apparent. Deans or provosts are responsible for approval of credentials and sufficient justification of alternate credentials with final approval by the chief academic officer. Questions arising about appropriateness of credentials will be referred to the chief academic officer.

### Definition of Adjunct Workload

An adjunct workload includes college orientation, course preparation, instruction, evaluation of student performance, required record keeping, office hours, and periodic meetings with supervisors when necessary. Adjuncts are not expected to perform non-instructional activities normally assigned to full-time instructors such as advising,

registration, and committee work. However, adjuncts are not prohibited from engaging in such activity if they so choose and if approved in advance by the dean or provost.

### Workload

Adjunct faculty members are limited to 12 to 20 contact hours of instruction per fall and spring semester, and 6 to 12 contact hours during the summer term, depending upon the normal teaching contact hours for the particular discipline and not to exceed 30 creditable hours per week.

In such cases where an instructor may teach both curriculum and continuing education courses, under no circumstances shall an adjunct faculty member have a combination of instructional hours at Central Carolina Community College that requires the adjunct to be engaged in more than 30 hours of instruction per week unless approved by the chief academic officer. An adjunct instructor is expected to provide a minimum of one office hour per week for every three contact hours taught for students outside of regularly scheduled instruction. For seated classes, access for students must be on a CCCC approved site. For distance classes, access may be in the form of virtual hours or by telephone.

### Contact Hours Exceeding Normal Limits

An adjunct with contact hours exceeding normal limits must be approved in advance by the appropriate dean; the approval is limited to one semester or summer term.

An adjunct with contact hours exceeding normal limits for a second consecutive term must be approved in advance by the chief academic officer in consultation with the vice president of administrative services and the director of human resources.

Under no circumstances shall hours beyond normal limits exceed two consecutive terms

For adjuncts with a combination of curriculum and continuing education hours, hours beyond 30 must be approved in advance by the chief academic officer.

*APPROVED: April 2019*

# Field Trip/Extended Class Activity

## Policy

All field trips and extended class activities must be approved by the appropriate dean and scheduled at least 10 working days in advance and approved on a travel authorization by the vice president of student services or designee.

*APPROVED: April 2016*

# Grade Posting

## Policy

The Family Educational Rights and Privacy Act of 1974 prohibits the posting of grades by any means unless the

student has given written permission to the instructor.

*APPROVED: April 2016*

# Program Status: Probation, Inactive, Termination

## Policy

The college reserves the right to place on probation, to place on inactive status, or to terminate any program in accordance with state requirements.

*APPROVED: April 2016*

## Procedure

1. The appropriate curriculum dean will annually review all FTE-generating programs as a standard administrative procedure. Those programs identified as seriously low FTE generation will be reviewed by the chief academic officer. If a program is identified as seriously low in FTE for two consecutive years, the appropriate curriculum dean or provost in consultation with the appropriate faculty members shall consider the future of the program and make a recommendation to the chief academic officer.

   When deemed appropriate by the chief academic officer, a formal committee may be appointed to study the matter and bring forth a recommendation. Length of committee term shall be as directed by the chief academic officer.

2. The committee of faculty/staff shall conduct a thorough study of the program(s) experiencing difficulty and submit findings with recommendations to the chief academic officer within a period of 90 days. This report should include the following, as applicable:
   a. Student enrollment history
   b. Number of graduates
   c. Projected enrollments
   d. Current and projected job market
   e. Practicality of applying the FTE ratio
   f. Existing lab space
   g. Equipment
   h. Licensing and accrediting restrictions
   i. Advisory committee recommendations
   j. Program expenses including salaries and supplies
   k. Effect on other institutional course offerings
   l. Enrollment trends at other institutions within NCCCS.
   m. Other criteria that might be relevant to the particular program/course
3. The dean or the committee, when one is convened, may recommend the following: not to

place a program on probation, place the program on probation, move to inactive status, or terminate the program. Recommendation to terminate a program will be forwarded to the Curriculum Committee for review with a final recommendation forwarded to the chief academic officer who shall forward a recommendation to the president. An acceptance by the president to terminate a program must receive approval by the Board of Trustees.

4. Probation status includes, but is not limited to, the following conditions being specified:
    a. Length of probation
    b. Enrollment requirements
    c. Student graduation requirements
5. Inactive status includes, but is not limited to, the following conditions being specified:
    a. Length of inactive status
    b. Goals to be accomplished during inactive period
    c. Consequences of goals being accomplished or not accomplished
6. Termination status includes, but is not limited to, the following conditions being specified:
    a. Timeline for termination to take place and become final
    b. Preparation for submission to the Board of Trustees for final approval.
    c. Notification in the proper format to the NCCCS.
    d. Provide NCCCS with the teach-out plan.
7. The chief academic officer will submit final written recommendations to the president for his or her approval to place a program on probation, inactive, or termination status.
8. In the event that program is terminated, the college identifies affected students with a teach-out plan.

*APPROVED: December 2016*

# Purchase/Resale of Textbooks and Instructional Materials

## Policy

All required textbooks and instructional materials for a specific course should be available for student purchase in the college bookstore. This does not preclude students from purchasing the identical books or materials from outside sources. College employees shall not personally purchase and resell textbooks and instructional materials to students.

*APPROVED: April 2016*

# SACSCOC Notification of Changes

## Policy

As required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Central Carolina Community College shall report to the Commission written notification of all changes in curriculum offerings and facilities. Changes in college operations and services that substantially alter the way in which such operations are carried out or services are delivered shall also be reported. Failure to comply with this institutional policy and with the SACSCOC Substantive Change policy may result in the institution being placed on sanction (warning, probation, loss of accreditation) at the time of its SACSCOC Compliance and Reports review.

All employees are expected to follow this policy. Some employees have specific responsibilities for monitoring and reporting substantive change, as listed below.

A. The accreditation liaison shall ensure the following duties are performed, either personally or as delegated to appropriate staff:

- providing the president, vice presidents, provosts, deans, and directors with information about the SACSCOC Substantive Change policy
- informing the CCCC Board of Trustees of any substantive changes made at the Board's quarterly meetings
- providing a list of examples of substantive change on the college's Institutional Effectiveness and Research (IE) website
- working with vice presidents, provosts, deans, and directors to determine whether a proposed change is substantive
- attending on a routine basis the Curriculum Committee meetings, the Division of Student Learning team meetings, and the President's Council meetings to monitor changes that may be substantive
- determining what action with respect to SACSCOC is needed when a change is substantive
- submitting the appropriate notification and documentation under the president's signature to SACSCOC

B. The president, vice presidents, provosts, deans, and directors have a fundamental responsibility to:

- have a general knowledge of the substantive change policy
- inform the college's accreditation liaison and Institutional Effectiveness and Research as soon as possible of proposals that may be considered a substantive change
- provide when requested by the accreditation liaison the information, data, or text describing a substantive change as necessary to comply with SACSCOC policy
- ensure that plans or initiatives support college compliance with

the SACSCOC Substantive Change policy

*APPROVED: April 2016*

# Self-Supporting Courses

## Policy

CCCC shall set self-supporting fees for continuing education course sections on a course-by-course basis at a level at or below the local market rate for the type of continuing education instruction provided. Furthermore, any surplus revenues generated from self-supporting fees shall be used to support instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, program improvement, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.

*APPROVED: July 2015*

# State Authorization

## Policy

Central Carolina Community College has been approved by North Carolina to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). SARA is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of postsecondary distance education. CCCC is approved to serve students in 49 states (all but California), the District of Columbia, Puerto Rico, and the U.S. Virgin Islands (St. Thomas, St. Croix, and St. John).

Students who live in a state or pursue programs of study other than those for which we are approved will be admitted to CCCC, but will not be allowed to register until authorization has been obtained. Students are encouraged to consult with their state prior to enrolling in programs that require licensure or certification.

Central Carolina Community College determines a student's location for the purposes of state authorization at the time of a student's initial enrollment. If a student's location changes, a Change of Student Data Form is completed by the student and is processed by the Registrar's Office.

*APPROVED: April 2022*

# General Section

## Allocation and Use of Information Technology Resources

### Policy

The college has developed the following system of priorities that govern the purchase of new computer resources, the use of computer resources already purchased, and the reallocation of computer resources of obsolete for one field but usable in another.

The first priority is the purchase of new computer equipment for the college's instructional programs. Because some instructional areas are more dependent on up-to-date computer equipment than others, the college has established three levels of subordinate priorities regarding instructional computer equipment:

1. Areas that are totally dependent on computer equipment
2. Areas with remediation programs and tutorial computer laboratories
3. Areas requesting computer equipment that, while offering student enhanced experiences, is not equipment on which the programs are totally dependent.

The second priority is the purchase of new computer equipment for the college's administrative functions.

The third priority is the purchase of new computer equipment for those instructional support areas that directly affect the instructional program.

*APPROVED: April 2016*

## Bulletin Boards and Flyers

### Policy

Bulletin boards and flyers are to be used for the display and dissemination of information to students and employees.

*APPROVED: April 2016*

# ~~CCCC Information Security Standards~~

## ~~Policy~~

~~Central Carolina Community College will adhere to the most current addition of the NCIIPS Information Security Standards which can be found at: www.nciips.org.~~

~~*APPROVED: October 2016*~~

# College Committees

## Policy

**Purpose**

College committees are recommending bodies composed of college employees. Specifically, committees develop and propose formal recommendations for policies, initiatives, and actions to the President's Council (PC) for consideration and potential adoption by PC and/or the Board of Trustees. Committees are established by the President's Council and should carry out the purposes established by PC within the structure and rules of policies approved by the Board of Trustees.

**Structure**

Committees may be standing or ad hoc.

A standing committee is long-term, continuous, and focused on strategic issues and key processes vital to daily operations of the college and its mission. The work of standing committees may also help ensure the college's compliance with institutional accreditation standards.

An ad hoc committee is a temporary group created to address a specific issue or short-term need and is designed to dissolve when its work is complete. These groups may vary in size and are generally composed of individuals who have subject matter expertise or problem-solving potential.

A list of standing committees and their current members can be found on the college intranet in the "Helpful Files" content area. As new committees are formed or existing standing committees are revised, the committee name, mission/charge, structure (standing or ad hoc), and membership roster should be emailed to Human Resources by the committee chairperson or PC liaison.

**Membership**

Committee membership is established via recommendation by supervising deans, directors, and as appropriate, vice-presidents and provosts. Recommendations are reviewed and approved by vice presidents and provosts. Cross-divisional, multi-county, and demographically diverse representation is both expected and encouraged. Employees may request their appointment to a specific committee and such appointments, while not guaranteed, will be considered by the supervising dean or director.

For certain standing committees, permanent membership may be granted based on an employee's position or job duties (e.g. the Registrar has a permanent role on the Curriculum Review Committee). On all standing committees and some ad hoc committees, a

representative of the President's Council will serve in the role of executive liaison. In this role, the PC representative will neither serve as an officer nor vote on committee actions, but rather, clarify expectations and facilitate the flow of information to-and-from the President's Council.

**Operations**

All committees begin their annual operation during the August and elect a committee chairperson and a recording secretary at the initial meeting, unless the chairperson is designated otherwise in the committee description. Committees are expected to adhere to their published meeting schedules and are encouraged to use a formal process to achieve consensus-based decisions (similar to elements of Robert's Rules of Order) during committee meetings. Members are expected to attend all scheduled meetings; otherwise, they should notify their supervisor and the committee chairperson if they are unable to attend.

Committee chairpersons are responsible for ensuring that meeting minutes, including the names of members present and absent, are recorded and that the minutes are properly archived and made available to appropriate college personnel. Committee chairpersons are also responsible for working with the appropriate PC representative/liaison to forward proposals for consideration. At the end of June, committee chairpersons will provide a summary of that year's committee activities to the President's Council.

*APPROVED: July 2021*

# Communicable Diseases

## Policy

Neither infected students nor employees will be excluded from enrollment or restricted in their access to college facilities or services unless medically-based judgments establish that exclusion or restriction is necessary to the welfare of the individual or community.

Employees, employees of contractors or contracted services, and students who are infected with a communicable disease or who have a reasonable basis for believing they might be infected have the responsibility of reporting the infection to Human Resources (in the case of employees and employees of contractors) or to the vice president of student services (in the case of students). All such information reported shall remain confidential. Only persons with a need to know will be informed. The college will support a program of educating and informing employees and students about communicable diseases, warning signs, and protective measures through publications, seminars, and other appropriate means.

*APPROVED: July 2016*

# Contracts

## Procedure

**Definition**

A contract is any document that legally binds Central Carolina Community College ("College") to another party. A contract may be called an affiliation agreement, memorandum of understanding, terms and conditions, quote, proposal, letter of agreement, or any number of other labels. A contract does not have to involve the payment of money. Online terms and conditions that must be accepted prior to using a product or service are also considered contracts.

**Execution of a Contract**

To sign a contract means to affix any personal identifier to a hardcopy, electronic version, or other form of contract with the intent to agree to the obligations therein. Signing includes, but is not limited to, affixing a handwritten signature, causing a digital signature to be affixed, typing a name or initials, and clicking an "I Agree" box online.

**Responsibilities of the End-User**

In all cases, the end-user (the individual initiating the contract), is responsible for reading the contract in its entirety and determining that:

- The contract accurately reflects the goods, services and costs agreed upon by the parties;
- The contract accurately reflects the term (start date and end date) agreed upon by the parties;
- The contract is a good business decision for his or her particular area/department;
- The contract is in the best interest of the college;
- The area/department and the college can fulfill the contractual obligation;
- There is sufficient funding to pay for the goods and/or services; and
- The appropriate Dean and/or other supervisor, along with the respective Vice President, have all approved and authorized the purchasing of the goods and/or services.

After the end-user is satisfied with the content of the contract, the contract should be sent to the college's Contract Administrator.

**Responsibilities of the Contract Administrator**

The Contract Administrator will review the contract as to form. Approval as to form means that:

- It does not contain any prohibited clauses;
- It is consistent with all laws, rules and regulations; and
- It is consistent with college policies.

Approval as to form is not required if the contract is on a current college created template in a format approved by the college's attorney and contains no substantive charges or additions other than those pertaining to the description of the project, the payment involved, and the term length of the contract. The

college's Independent Contractor Agreement falls into this category.

**Signature Authority**

The President has the authority to enter into all contracts on behalf of the college. However, the President has delegated signature authority to the Vice President of Administrative Services.

**Compliance**

Anyone who enters into a contract in violation of this policy is acting without authority and could be held personally liable for the contract. Additionally, violations of this policy may result in disciplinary action up to and including dismissal.

*APPROVED: August 2018*

# Controlled Substances

## Policy

The unlawful manufacture, distribution, dispensation, possession, or use of alcoholic beverages or a controlled substance is prohibited in the workplace, on college time, or on college property. The workplace is defined as an official college location and/or any location at which any employee is engaged in work on behalf of the college. This prohibition covers any individual's actions that are part of college activities occurring on college property or in the conduct of college business away from campus. At any time when an employee of the college, on college business, accompanies students away from campus, or is in a position to supervise students away from campus, the possession, use or dispensation of a controlled substance by such employee is strictly prohibited. Any employees violating this policy will be subject to disciplinary action up to and including termination.

Central Carolina Community College does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on college premises will be subject to disciplinary action up to and including termination.

The term "controlled substance" means any drug listed in 21 U.S.C. 812 - Schedules of controlled substances and other federal regulations. Generally, these are drugs which have a high potential for abuse, such drugs include, but are not limited to: heroin, marijuana, cocaine, PCP, methamphetamine, and crack. They also include "legal drugs" which are not prescribed by a licensed physician. The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

Any employee convicted for violation of any federal or state criminal drug statute is required by law to inform the college within five working days after such conviction. A conviction means 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. If the convicted employee is paid through a federally-funded grant, the president must notify the U.S. government agency with which the grant was made within 10 days after receiving

notice from the employee or otherwise receive actual notice of such a conviction.

If an employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to disciplinary action up to and including termination. Alternatively, the college may require the employee to successfully complete a drug abuse program sponsored by an approved private or government institution as a condition for continued employment.

It is a condition of employment with the college that employees abide by this policy. The college may require any employee or prospective employee to submit to appropriate testing for the presence of drugs or alcohol under circumstances which may include, but not be limited to: post-accident, return to duty, follow-up, and reasonable suspicion.

*APPROVED: April 2016*

# Copying of Materials

## Policy

The most qualitative, efficient, and cost effective method shall be used when copying materials.

On the Lee Main Campus in Sanford quantities of less than 75 total copies may be made on departmental copiers. Quantities above this limit should be sent to Business Services.

For all other college campuses, centers, and instructional sites, quantities of 200 copies or less may be made on departmental copiers. Quantities above this limit should be sent to Business Services.

Utilizing standard accounting codes, a system of charges back for copying costs is used and information on charges is shared with administrators including the college vice presidents, provosts, and deans.

Digital color printing or copying services are available at the college copy center on the Lee Main Campus in Sanford. Color copies should be requested when the use of color is essential to the instruction process or purpose of the item being reproduced. Cost of color reproductions are charged to the originating department.

Access to the high volume digital printer and copying equipment located in the college copy center is limited to personnel of Business Services.

Request for special printing services should be presented to the program department chair, director, or coordinator.

Generally, copies will be made two-sided on 20lb. recycled bond paper.

Only college-related materials will be reproduced. The use of college copying equipment or materials including paper for personal, civic, or any non-college purpose is forbidden.

Only request the number of copies needed to prevent waste.

Regulations and/or restrictions imposed by copyright law will be followed at all times.

*APPROVED: April 2016*

# Copyright - Computer Software

## Policy

The college will rigidly comply with all copyright laws (www.copyright.gov), including those which apply to computer software. It is against college policy to utilize copyrighted software in a college-owned or leased computer unless an individual or site license, receipt, or letter of permission from the copyright owner is on file in the Information Technology Department of Central Carolina Community College.

College employees and students shall not reproduce copyrighted software without the written permission of the copyright owner nor shall the computer be linked or otherwise configured to circumvent copyright law.

College employees and students shall not install any program(s) on a college computer without the permission from CCCC's director of information technology. (If permission is granted, proof of purchase or other evidence of compliance with copyright law will be required before allowing the program to be installed on a college-owned or leased computer).

Failure to comply with this policy could result in disciplinary action by the college and/or punitive action by the copyright owner.

*APPROVED: April 2016*

# Copyright – Printed Material and Video

## Policy

The college will comply with the copyright limitations set forth in federal legislation for protection of original works of authorship (www.copyright.gov).

*APPROVED: April 2016*

# Data Access

## Policy

College employees and external parties may request access to college data (both quantitative and qualitative) for the purpose of improving the quality of college operations in support of the college mission and goals. In order to be considered, data requests must support new initiatives, data-informed decision making, and/or improvement, in the pursuit of excellence in any aspect of college operations. College employees must adhere to all relevant state and federal laws (i.e.: FERPA, HIPAA) in their use and dissemination of data. For all external data requests and internal requests requiring confidentiality, only anonymized/de-identified data will be utilized and disseminated.

*APPROVED: April 2017*

## Procedure

The Office of Institutional Effectiveness and Research (IER) aggregates/disaggregates, compiles, analyzes, and reports college data for requests regarding, but not limited to: student enrollment, credentials earned, program parameters, graduation rates, success rates, and survey results. Employees may use data that is shared publicly and on the college intranet or may request additional data by following the guidelines below.

### Access and Data Guidelines

Requests for quantitative and/or qualitative data are evaluated on a case-by-case basis, and fulfilled according to the following criteria:

- Data requests must inform initiatives aimed at improving or directly supporting college operations, students, faculty, and/or staff, in alignment with the college's strategic plan.
- When appropriate, external IRB approval should be obtained prior to the request.
- Data requests may be deferred or denied if IER workload has reached or exceeded staffing resource capacity.

### Internal Requests

Any employee may request data from the Office of Institutional Effectiveness and Research or access institutional data directly from facts and stats on the shared drive or other sources. Staff and faculty with access to institutional data must use discretion and respect confidentiality restrictions when working with and disseminating data. Requests for information may be made via phone, email, or through the IER website. Questions about appropriate use and interpretation of data should be directed to IER staff and/or other appropriate college administrators.

### External Requests

External requestors of college data are first directed to publicly available data presented on the IER area of the college's website and/or other public data sources such as the Integrated Postsecondary Education Data System (IPEDS) and the North Carolina Community College System. All requests for additional data from sources external to the college are referred to IER staff for assistance. The IER Office may complete the request or coordinate with another department, depending upon expertise in the topic area and access to relevant CCCC data. The college reserves the right to deny any data request that does not support the mission and goals of the college.

Requests from media or public agencies must be routed through the college's Marketing and Public Affairs Department.

*APPROVED: April 2017*

# Drone/Unmanned Aircraft Use on Campus

## Policy

Individual students, groups, or outside entities are not allowed to operate unmanned aircraft/drones on any campus or site of Central Carolina Community College for reasons of safety, security,

and privacy. All law enforcement agencies are; however, exempt from this prohibition. Exceptions to this policy can be made for official institutional use or teaching purposes, and those instances will be approved through the college president or the vice president of student services and the Campus Security Office.

*APPROVED: April 2016*

# Electronic Signature

## Policy

Central Carolina Community College recognizes an electronic signature as a valid alternative to a handwritten signature so long as it is in an electronic record capable of being retained by the college. Electronic signatures may replace written signatures and electronic records may replace paper documents when used to conduct the official business of the college unless written signatures or paper documents are specifically required by law.

An electronic signature is defined as an electronic sound, symbol or process attached to, or logically associated with, a record that is executed or adopted by a person with the intent to sign the record. An electronic record is any record that is created, generated, sent, communicated, received or stored by electronic means.

Official business of the college shall include, but not be limited to: electronic communications, transactions, procurements, contracts, grant applications, and other official purposes.

Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff may use electronic signatures to submit grades, view personal payroll data, log into campus computers, complete, approve and/or process administrative forms, execute contracts, approve purchasing and accounts payable transactions, access protected data through the administrative computing system, and custom web applications provided by the college, etc.

An electronic signature is considered valid under any of the following circumstances:

- The college provides student or employee with a unique username. The student or employee sets his or her own password. The student or employee logs into the campus network and secure site using both the username and the password.
- The college provides student or employee with a unique PIN. The student or employee sets his or her own PIN. The student or employee logs into a secure site using both the login ID and PIN.
- The entire document containing a handwritten signature is scanned or faxed to the college or is scanned or faxed between faculty and staff within the college.
- The document contains a graphic image of a signature place on a document using secure software that verifies the identity of the user on the other end (e.g. DocuSign).

~~Responsibilities of Users:~~

- ~~It is the responsibility and obligation of each user to keep their passwords and PIN private so others cannot use their credentials.~~
- ~~Once logged in, users are responsible for any information they provide, update, or remove.~~
- ~~Users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.~~

~~CCCC will take steps to ensure both the passwords and PIN are protected and kept confidential.~~

~~This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.~~

~~For non-credit programs, an electronic signature using a non-college issued email is acceptable when using a college-approved network to complete the following transactions: submission of instructor contracts, online registration, submission of classwork, and completing forms.~~

~~*APPROVED: May 2020*~~

# Fiscal and Management Practices

## Policy

Central Carolina Community College will adhere to 1A SBCCC 200.4–Sound Fiscal and Management Practices.

*APPROVED: October 2019*

## Procedure

**Guidelines for Fiscal and Management Practice**

- Employees will ensure funds are expended prudently and consistently with the approved budget.
- Employees will demonstrate stewardship of the institution's state financial resources by effectively executing the institution's budget to ensure that the percentage of state current operating funds remaining unexpended does not exceed five percent or five times the system wide percentage, whichever is higher.
- Employees will ensure that institutional fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as an anticipated reimbursement. If any institutional fund account has a negative balance at year-end, the negative fund balance after the posting of all accrual entries, will be reviewed. In the event the negative balance is not due to a planned reason, college staff will develop a plan to rectify the negative balance and will provide information to the Board of Trustees at is first scheduled meeting following year-end.
- Administrative Services will track expenditures consistent with the North Carolina Community College System's chart of accounts, as outlined in the NC Community College System Accounting Procedures Manual.

- Financial reports will be provided to the CCCC Board of Trustees during their quarterly business meetings.
- CCCC will maintain a system of internal controls as prescribed by G.S. 143D-7.
- Business Office employees will ensure the college does not overdraw accounts by ensuring bank accounts are reconciled and any discrepancies and a plan for resolution are identified within 30 business days from the end of the prior month. If accounts are not reconciled as stated, more than once during a fiscal year, we will share this information to the Board of Trustees at its first scheduled meeting following the month of non-compliance.
- Administrative Services will complete and submit accurate financial statements to the NC Office of the State Controller by the prescribed deadline.
- CCCC will ensure that audits are conducted consistent with G.S. 115D-20(9) and G.S. 115D-58.16.
- CCCC will address any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews.
- CCCC will ensure the college is actively seeking to fill leadership and other supervisory positions in a timely manner with individuals of high competence.
- Human Resources will provide an employee vacancy report for information to the CCCC Board of Trustees during their quarterly business meetings.

*APPROVED: October 2019*

# For-Good-of-School (Vending Funds)

## Policy

Central Carolina Community College generates funds from various vending machines located on our campuses and sites. College staff will prepare an annual budget for these funds to be approved by the college's Board of Trustees as part of the annual budgeting process. These funds will be accounted for as college funds and will be kept in a special funds account. The Board of Trustees approves using these funds for support of student activities; social activities involving Central Carolina Community College personnel and/or Board members and/or student body and/or their guests; assistance to students in connection with expenses which are not covered normally by student aid funds; support of visiting dignitaries, lecturers, speakers, or consultants for which funds are not normally available; for any use by which state or county funds could be used; and the purchase of automobiles, with prior board approval. The funds can also be used to purchase flowers whenever an employee or an employee's immediate family member, as defined in the opening section of this Manual, is hospitalized or when there is a death in an employee's immediate family. These funds may not be used to supplement the salary of the college president or to purchase alcohol.

Expenditures of these funds will be presented to the Board of Trustees during their quarterly meetings.

*APPROVED: April 2016*

# Free Speech and Public Assembly

## Policy

Central Carolina Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Central Carolina Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the college.

### Student's Free Speech Rights

The college will protect the rights of freedom of speech, petition, and peaceful assembly and students may exercise those rights within the bounds of this policy. Students are authorized to exercise this right freely as long as the exercise of this right does not violate applicable rules of the college, substantially disrupt normal operations of the college, or substantially interfere with the rights of others. Students engaging in such disruptive activity may be subject to disciplinary action and criminal prosecution. Those who exercise free speech as a part of this policy must not:

- Threaten passers-by
- Substantially and materially interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- Substantially or materially interfere with or disrupt any other lawful activity.
- Create an imminent safety or health hazard
- Incite violence or imminent lawlessness.
- Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc. or any other college equipment except in areas designated by the director of student activities.
- Carry signs or placards that exceed three feet by three feet. Signs or placards must not contain obscene language or words that tend to incite violence.
- Violate the CCCC Code of Conduct.
- Utilize any electronic means of amplifying sound.

*APPROVED: October 2016*

## Procedure

### Registration and Use of Designated Free Speech Area

The college hereby creates on its property a limited public forum for use by individuals or groups not invited by or associated with the college. The following areas, and only the following areas, are designated for this purpose.

- Lee Main Campus/Sanford

- Harnett Main Campus/Lillington
- Chatham Main Campus/Pittsboro

These areas shall be available for use by both members of the college community and members of the general public. However, events sponsored by members of the college community shall have first priority in using the Free Speech/Expression areas. The college reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the college or interfere with the rights of others.

**Requests for Free Speech**

Individuals or groups wishing to utilize college property to exercise their free speech should submit a written and signed request to the director of student activities at least three working days prior to the desired date. The following information must be included in this written request.

- Name of the person or organization submitting the request
- Address, email, and phone number
- Date and times requested
- List of planned activities (i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance
- Signature of requestor

Activities are limited to a maximum of three consecutive hours, during the college's normal operating hours. The director of student activities will notify the director of campus security and safety of any free speech event.

**Guidelines for Speech and Public Assembly**

1. Amplification Systems: Because amplification systems pose a significant potential for disruption of college operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.
2. The Right to Dissent: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time.

   A dissenter must not substantially interfere with the speaker's ability to communicate or the audiences' ability to hear and see the speaker. Likewise this audience must respect the right to dissent.
3. Picketing and Distribution of Literature: Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the director of student services.
4. Symbolic Protest: During the presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free

speech/expression to express themselves.

5. Marches: Campus marches are permitted on campus only with the approval of the director of student activities per coordination with the director of campus security and safety.

   In order to ensure the safety of participants and bystanders and to minimize the disruption upon college classes and daily operations, this request must specify the desired march route and total/maximum number of participants.

   Pickets/marchers must march in a single file, not abreast. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

   Pickets shall not at any time nor in any way obstruct, interfere with, or block persons entering or exiting vehicles, persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

**Conduct and Manner**

1. Those who exercise the free speech as a part of this policy must not:
   - Threaten passers-by
   - Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
   - Interfere with or disrupt any other lawful activity in the same general location at the same time.
   - Commit any act likely to create an imminent safety or health hazard.
   - Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc. or any other college equipment except in areas designated by the director of student activities.
   - Carry signs or placards that exceed three feet by three feet promoting the objective of the activity. They must not contain obscene language or words that would tend to incite violence.
2. Public speech or activities likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene are prohibited. Violations of the CCCC Student Code of Conduct are prohibited.
3. Individuals who damage or destroy college property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.
4. A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the college.
5. All applicable college regulations, state, and federal laws and municipal ordinances

apply when engaging in activities on college property. Failure to do so may result in immediate removal from college property and other appropriate action by college officials and/or police.

**Interference with Free Speech or Public Assembly**

Persons shall not physically interfere in the use of the sidewalk or address obscene, indecent, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse when directed by college officials, security, or police. Failure to do so may result in disciplinary action and/or criminal prosecution.

*APPROVED: December 2016*

# Grants and Contracts

## Policy

The college will enter into only those grants and contracts which are consistent with achievement of its stated role and mission, and which will not jeopardize its prerogative to control its own activities. All such agreements shall be approved by the president or his/her designee.

*APPROVED: April 2016*

# Health, Safety, and Security Committee

## Policy

The Health, Safety, and Security Committee is responsible for monitoring and ensuring that pertinent federal and state safety and security rules and procedures are followed. This committee has the responsibility to ensure that facilities are safe, there are an adequate number of security personnel, adequate lab and shop safety, tracking and investigation of workplace accidents, and communicating safety and security items to faculty, staff, and students.

*APPROVED: April 2016*

# Health Services

## Policy

The college does not provide medical, hospital, or surgical services, and no formal health education program is offered for college personnel. Any student who has a special health problem not noted at the time of application should make student services

aware of this condition. All students are covered by a student accident policy.

*APPROVED: April 2016*

# Inclement Weather

## Policy

College or campus closings during periods of extremely adverse weather shall be authorized by the president or designee.

*APPROVED: April 2016*

## Procedure

When it is determined that weather conditions are severe enough to warrant closing the college, the information will be made available as soon as possible. Students, staff, and faculty should visit the college website for the most up-to-date inclement weather postings. The chief academic officer or designee maintains a contact list for local news stations and is responsible for facilitating the process to notify the media.

All inclement weather days not made up by an administrative change in the college's calendar will be made up by the instructor utilizing one of the following options: a) alternate assignment relevant to course objectives, b) schedule extra class sessions, c) holding conferences with individual students, or d) extend scheduled class time (requires dean approval). The appropriate form should be submitted to the department chair/program director.

**Types of Announcements**

CCCC will be closed. Optional staff workday. (No classes will be held, but administrators, faculty, and clerical staff are expected to report for work).

CCCC will be closed. (This applies to extreme conditions and no one is expected to report for work).

College will open at announced time (Classes that meet at that time or after will meet).

In the absence of announcements A, B, or C listed above, classes will be held as usual.

*APPROVED: December 2016*

# Internet Acceptable Use Policy

## Policy

Faculty, staff, students, and community patrons are responsible for good behavior on college computer networks. Communications on the network are often public in nature. General college rules for behavior and communications apply. Network storage areas may be treated as public space. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the institution's servers will always be private.

Use of Central Carolina Community College (CCCC) wired and wireless network or the Internet in general is at the user's sole risk. CCCC is not liable for

any loss, damage, security infringement, or injury which the user may sustain as a result of being allowed access to CCCC's networks.

The CCCC wireless network is not secure (i.e., it is not encrypted using WEP, WPA, etc.). CCCC offers its wireless hotspots as a free, public service for users. Unlimited access will be granted to this wireless network in the designated hotspot areas as technology and network capacities allow. CCCC does not provide personal technical support for users attempting to access its free public wireless network and does not guarantee specific rates of speed or uninterrupted service. Users are responsible for ensuring they have the appropriate compliant wireless card (802.11b, g, or n) and are running up-to-date antivirus and antispyware software on their device. The user is responsible for any actions taken from their device, whether intentional or unintentional, that causes damages or otherwise affects other devices or users of the network.

The CCCC network, wired or wireless, is not to be used for:

- Unauthorized commercial use
- Malicious actions, such as denial of service attacks
- Distribution of pornographic materials
- Copyright violations
- Offering of DHCP or Domain Name Services (DNS)
- File-sharing or other bandwidth intensive applications that may degrade quality of service
- Sending or displaying obscene messages, pictures, or language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Using others' passwords
- Trespassing in others' folders, work, or files
- Employing the network for commercial purposes

Sanctions:

- Violations may result in a loss of access
- When applicable, law enforcement agencies may be involved

The level of security of your transactions, files on your hard drive, and general web surfing will depend on the level of security precautions you have taken with your computer. Users must be aware that as they connect their devices to any wired or wireless network they may be exposing their devices to worms, viruses, Trojan horses, denial-of-service attacks, intrusions, packet-sniffing, and other abuses by third-parties. CCCC highly discourages the conducting of confidential transactions (such as online banking, credit card usage) over any wireless network, including our own. CCCC also strongly recommends that you turn off file sharing on your operating system.

If the college receives complaints of improper activity, an immediate cessation of that activity is expected upon notification to the user. Ports may be disabled on an emergency basis to stop violations of acceptable use restrictions. Failure to abide by these policies may result in loss of access to network and

~~computing resources, disciplinary action, and/or other legal action.~~

~~*APPROVED: April 2016*~~

# Intellectual Property

## Policy

Central Carolina Community College supports and values an educational climate that promotes the development of innovative, creative approaches to teaching, learning, and scholarship. The college recognizes that through the pursuit of teaching and learning, employees and students may create work which is potentially copyrightable or patentable. This policy is intended to encourage innovation and to clarify and protect the intellectual property rights of employees, students, and the college.

Intellectual property is defined as any creative work which qualifies for protection under the copyright or patent laws of the United States of America. Intellectual property includes, but is not limited to: all inventions, improvements, software, instructional aides, strategies, methods, techniques, devices, artifacts, videos, programs, distance education sites and content, musical work, and tangible research materials produced by employees and students of Central Carolina Community College.

Intellectual property that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with the college and that is produced or brought about in any fashion with the aid of the college's facilities, staff, resources, or through funds administered by the college shall be considered to be the property of the college. The college will not collect revenue derived from the creation and production of intellectual property.

Central Carolina Community College may release or share its rights of ownership of intellectual property. However, Central Carolina Community College will retain a royalty-free license to use this intellectual property for educational purposes. Central Carolina Community College will be granted a nonexclusive perpetual license to use any part of any category mentioned above without charge to the college. Such developed property includes materials and objects developed for or as the result of an instructional exercise. Employees or students who engage in such development activities will retain their rights to continue to use the intellectual property even if when they are no longer associated with Central Carolina Community College.

Prior to the development of intellectual property, an employee or student who plans to develop the product may enter into a written agreement with the college. The president or designee, with approval from the Board of Trustees, may enter into a written agreement with an employee or student for an equitable arrangement for joint ownership or reimbursement to the college for its costs and support. In all such cases, the agreement shall provide that the college will have a perpetual license.

Intellectual property created by an employee or student of the college when the employee or student created the intellectual property outside of the course or scope of his/her employment and without the support or resources of

the college is considered independent work. This work is the result of an individual initiative, not a product of the employee's job duties, produced on time outside of the employee's job responsibilities, and without the funds, resources, or facilities of the college.

In the case of students, intellectual property produced through individual initiative without the use of significant resources as a part of a student's coursework in a Central Carolina Community College class for which the student has paid tuition and fees ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. In situations when student works are made during the course of employment at Central Carolina Community College, or significant use of college resources were used, the ownership of such work is assigned to the college.

Any work which could result in a challenge to intellectual property rights must be reviewed by the college president or designee, and if necessary, a written agreement must be filed. Disputes about the ownership of intellectual property requires the parties to first endeavor to negotiate in good faith. Disputes that cannot be resolved are to be addressed by the due process policies of the Central Carolina Community College Board of Trustees.

*APPROVED: July 2016*

# ~~Keys~~

## ~~Policy~~

~~Keys are only issued to college employees and should not be loaned to students. Keys are not to be duplicated unless by Physical Plant staff members. Report all lost keys to the equipment coordinator in the Purchasing Office and return any keys that are no longer needed to the appropriate person on each campus. Upon termination of employment, the terminated employee must return all keys prior to receiving final paycheck.~~

*~~APPROVED: April 2016~~*

# Media Inquiries, Media Relations, and Public Information

## Policy

Official CCCC media spokespersons are the college president and the chair of the Board of Trustees, who may choose to fulfill or delegate that function as appropriate. Designated individuals in the Marketing and Public Affairs Department may also assist in speaking on behalf of the college or identifying delegate spokespersons.

Typically, media reporters and editors contact the Marketing and Public Affairs Department directly to request information or interviews on specific

topics. The Department will contact individual administrators, faculty, and/or staff to arrange an interview and to provide a briefing on the topic, reporter, and publication.

CCCC administrators, faculty, and staff who are contacted by media reporters or other media officials should immediately contact the college's Marketing and Public Affairs Department prior to speaking with the press or disseminating college-related information.

In the event of a crisis situation, the college's crisis communications plan will be enacted.

*APPROVED: April 2016*

# Personal Use of College-Owned Equipment

## Policy

College-owned equipment and supplies shall not be used for personal gain. Employees found in violation of this policy will be subject to disciplinary action up to and including dismissal.

*APPROVED: April 2016*

# Public Records & Request Policy

## Policy

**Definitions**

A "Record" is defined as any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data-processing record, artifact, or other documentary material.

A "Public Record" is any record, regardless of physical form or characteristic, made or received pursuant to law or ordinance in connection with the transaction of public business by Central Carolina Community College, its employees, and its Board of Trustees (collectively referred to as the "college"). A Public Record is deemed such as a result of its content and not of its location; personal records generated using or stored on public resources are not Public Records, while public records generated using or stored on personal resources are Public Records.

A "Public Record Request" is a request, written or otherwise, to examine or obtain copies of public records. A Public Record Request may be made by any person, whether citizen or non-citizen, individual or corporate.

The "Custodian" of a public record shall be the public official in charge of an office having said public record.

The "Public Information Officer" shall be the Associate Vice-President of Marketing & External Relations, who shall be responsible for managing all Public Record Requests and related matters.

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 nonselection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment wherever located or in whatever form.

**Public Record Requests**

Any person making a Public Record Request must do so by contacting the Public Information Officer through mail, phone, or email. If a request is sent to an employee other than the Public Information Officer, that employee shall immediately contact their department manager, who shall then immediately contact the Public Information Officer. The Public Information Officer will be responsible for determining the Custodian of the requested records and for coordinating between the requestor and the Custodian of the requested records. The requestor is not required to disclose the purpose or motive for the request.

All Public Record Requests shall specify, if applicable, the record requested, the medium or media in which the record is to be presented to the requestor, whether the record should be certified or uncertified, and where to send the media containing the record. Procedures for Public Record Requests shall be established by the Public Information Officer, who shall also establish a fee schedule for Public Record Request services.

All Public Record Requests for inspection or examination of a public record will be scheduled at a reasonable time and under reasonable supervision by the record's Custodian or any other individual deemed appropriate by the Public Information Officer.

All Public Record Requests for copies of a public record will be managed by the Public Information Officer, who shall respond to all requests promptly after consultation with the Custodian, senior college administration officials, the Board of Trustees, and the college's attorney, as determined by the Public Information Officer, with either an acknowledgment or a denial. An acknowledgment will include the estimated cost for the resolution of the request in collaboration with the relevant Custodian(s). The acknowledgment will be communicated to the requestor within two weeks of the Public Information Officer receiving the request. If the requestor accepts the estimated cost, the request will be processed within a reasonable timeframe. Once processed, a final invoice will be issued to the requestor, and the results of the Public Records Request will be provided to the requestor upon receipt of payment. A denial will be accompanied with a detailed justification of the basis for the denial.

Public Record Requests for documents containing commingled confidential and non-confidential information shall be separated or redacted if necessary, at no charge to the requestor. Drafts of a document shall also be eligible for request if a finalized version has not yet been produced.

Public Record Requests for a record that is available online in a format that allows a person to view the public record and print or save the public record to obtain a

copy shall be denied. This provision includes public records in a computer database made individually available online. The college shall not be compelled to create or compile a record or a database that does not exist. The college shall not be compelled to put any record into an electronic medium that is not kept in electronic medium. The college shall not be compelled to produce a record in a medium that it is not capable of providing. The College shall not be compelled to produce copies or allow inspections or examinations outside of the college's normal business hours.

**Public Record Exceptions**

The following records are excluded from being designated a Public Record:

- Written communications, and copies thereof, made within the scope of the attorney-client relationship by any attorney-at-law serving the college. Any such communication may be made public by the Board of Trustees, and any such communication shall become public three years after the date that the college has received said communication.
- Tax information
- The actual address and telephone number of a program participant in the Address Confidentiality Program
- Controlled Substances Reporting System information
- Records which contain personally identifiable information from or about an applicant for admission. Letters of recommendation or any record of a communication from an elected official concerning an applicant for admissions who has not enrolled as a student shall not be subject to this exception.
- Proprietary computer code written by and for use by the college
- Trade secrets
- Emergency response plans and the records related to the planning and development of these emergency response plans
- Records containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities
- Trial preparation materials
- Social security numbers
- Names or other information about persons applying for or receiving public assistance or other social services
- Records that identifies a person as having requested or obtained specific materials, information, or services from the library
- Informal construction bids until the contract for which the bids have been solicited has been awarded
- Minutes or general accounts of any closed session if public inspection would frustrate the purpose of a closed session
- Personal identifying information, including:
    - Social security or employer taxpayer identification numbers

    - Driver's license, State identification card, or passport numbers
    - Checking account numbers
    - Savings account numbers
    - Credit card numbers
    - Debit card numbers
    - Personal Identification (PIN) Code
    - Electronic identification numbers, electronic mail names or addresses, Internet account numbers, or Internet identification names
    - Digital signatures
    - Any other numbers or information that can be used to access a person's financial resources
    - Biometric data
    - Fingerprints
    - Passwords
    - Parent's legal surname prior to marriage
- Any other exceptions as defined under NCGS §132-1 et seq., as amended

Where applicable and feasible, any Public Record request that includes a record or records that are excepted from the public record categorization for any of the above reasons shall have the excepted information redacted in order to fulfill the Public Record Request.

**Special Rules Regarding Personnel Files**

Personnel Files are explicitly exempted from the inspection and examination authorization under NCGS §132. Instead, a Public Record will be maintained of each employee showing the following information with respect to each employee:

1. Name
2. Age
3. Date of original employment or appointment
4. The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the board has the written contract or a record of the oral contract in its possession
5. Current position
6. Title
7. Current salary, which includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid
8. Date and amount of each increase or decrease in salary
9. Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification
10. Date and general description of the reasons for each promotion
11. Date and type of each dismissal, suspension, or demotion for disciplinary reasons
    a. If the disciplinary action was a dismissal, a copy of the written notice of the final decisions of the board of

trustees setting forth the specific acts or omissions that are the basis of the dismissal must be included

12. The office or station to which the employee is currently assigned

All other information contained in a Personnel File is considered confidential information and is not considered a Public Record. Notwithstanding this, Personnel Files may be inspected and examined by:

1. The employee, applicant for employment, former employee, or his or her properly authorized agent, who may examine his or her own Personnel File at all reasonable times in its entirety except for letters of reference solicited prior to employment
2. The president and other supervisory personnel
3. Members of the Board of Trustees and the Board's attorney
4. A party by authority of a subpoena or proper court order, limited to the extent specified in the subpoena or proper court order
5. An official of an agency of the federal government, State government or any political subdivision thereof when the inspection of the Personnel File is deemed necessary and essential to the pursuance of a proper function of said agency, so long as said proper function does not include assisting in a criminal prosecutor or for assisting in a tax investigation

**Destruction & Disposition of Public Records**

No employee or official of the college shall destroy, sell, loan, or otherwise dispose of any public record, without the consent of the Department of Natural and Cultural Resources. Employees or officials of the college may destroy public records in conformity with the most recent Records Retention & Disposition Schedule issued by the North Carolina Department of Natural and Cultural Resources and the North Carolina Community College System.

At the end of employment or the expiration of the term of office for any Custodian, said Custodian shall deliver all records to the Custodian's successor or, if there be none, to the Department of Natural and Cultural Resources.

**Fees**

Fees for Public Record Requests will be computed annually as a fee schedule on a cost basis by the Public Information Officer in conformance with NCGS §132-6.2. The fee schedule will be posted online.

References: NCGS §132, NCGS §115D-17 through §115D-30 (Personnel Records), NCGS §105-259 (Tax Information), NCGS §15C (Address Confidentiality Program), NCGS §90-113.70 through §90-113.79 (Controlled Substances Reporting System), NCGS §66-152(2) through §66-152(3) (Trade Secrets), NCGS §108A-80 (Public Assistance or Social Services), NCGS §125-19 (Library Information), NCGS §143-131 (Informal Construction Bids), NCGS 143-318.10(c) (Closed Sessions), NCGS §14-113.8(6) (PIN Codes), as amended.

## Procedure

### Preferred Submission of a Public Record Request

It is the college's policy to request that all requests be in writing and submitted to the Public Information Officer in order for the college to provide clarity as to the scope of the request and to create appropriate documentation for monitoring, time, and cost. If a request is broadly worded, the college may confer with the requestor to try to better understand the particular records the requestor is seeking. Narrowing a request will limit the expenditure of college resources, may help to avoid any unnecessary costs, and may permit the college to respond in a shorter time period.

Requestors may submit requests via electronic form, by mail or special carrier (UPS, FedEx, etc.), or by email. Requests should include the requestor's full name, phone number, email address, organization's name (if applicable), and a description of the public records sought, being as specific as possible.

### Framework for Determining Records to Release

1. Does a record exist that corresponds to the request? If not, no disclosure is required. If so, continue to question 2.
2. Is the record "made or received in the transaction of public business"? If not, no disclosure is required. If so, continue to question 3.
3. Is there an exception that applies? If not, the requested access must be provided. If so, continue to question 4.
4. Does the exception apply to the entire record or only to certain information, and does it prohibit disclosure or deny right of access? If a prohibition applies to the entire record, do not disclose; if it applies only to certain information, redact and disclose. If there is no right of access to some or all of the information, but release is not prohibited, determine whether or not to release the entire or a redacted record.

### Fee Schedule

| Service | Fee |
|---|---|
| Inspection & Examination | Free |
| Redaction & Separation of Commingled Information | Free |
| Paper Copy | $0.25 per page |
| Digital Copy | Exact cost of devices or media containing the information; free if sending files via email or hosting them in the cloud for download |
| IT Surcharge | Hourly wage of lowest level employee capable of performing required IT work |
| Clerical & Supervisory Assistance Surcharge | Hourly wage of lowest level employee capable of performing required clerical or supervisory work |

| Service | Fee |
|---|---|
| Mailing | Actual cost of mailing materials |

*APPROVED: April 2021*

# Purchasing and Inventory

## Policy

Central Carolina Community College will follow laws, rules, and regulations provided for in the N.C. General Statutes, North Carolina Community College System Purchasing Manual, State Board of Community Colleges Code, and by the N.C. Division of Purchase and Contract related to purchasing and inventory. The Administrative Services Division is responsible for ensuring compliance with these laws, rules, and regulations. Information about the college's purchasing delegation is listed below.

### General Commodities

Purchase of equipment, goods and supplies are subject to the following requirements:

- Under $5,000: A quote is not generally required. Securing of competitive pricing is recommended and encouraged.
- $5,000 – $10,000: Purchasing Office will issue an e-quote.
- $10,000 – $24,999.99: Post on IPS, evaluate, and award to a vendor
- $25,000 and over: Purchasing Office will submit to Purchase and Contract via IPS for processing and completion.

Contracts for services (general commodities) are not required to be approved by Purchase and Contract, unless over our delegation of $25,000. We do follow our internal guidelines for requesting bids, quotes, etc. and evaluation of bids. Once we have selected a vendor to award, if over the delegation, Purchase and Contract must approve our decision.

### Technology

Less than $25,000: Purchasing Office will issue an e-quote following internal guidelines. IT Procurement has no requirements at this level.

More than $25,000: Purchasing Office develops all documents for bidding, forwards to DIT procurement for oversight. Documents returned for posting on ITS or listing corrections needed to be made before posting. DIT procurement requires oversight on all phases of the bidding process before the college is allowed to post and award.

### Term Contracts

There are numerous term contracts that have been competitively bid by Purchase and Contract and the Department of Information Technology. These contracts are immediately available for the college's use and do not require the college to use internal guidelines or solicit additional competition.

### Unauthorized Purchases

The college assumes no financial responsibility for the purchase of any item unless a requisition form has been

processed through proper channels and purchase order has been issued.

*APPROVED: April 2016*

# Recruitment Materials and Publications

## Procedure

In compliance with North Carolina State Board of Community Colleges Code 2A SBCCC 400.3 and established CCCC procedures, faculty, staff, and administrators carefully review publications to ensure that publicly disseminated information complies with state and local policies, has been appropriately approved, and is accurate.

The Central Carolina Community College Marketing and Public Affairs (MPA) Department is the central clearinghouse for development of and final review/approval of all print and electronic recruitment materials and publications. The MPA Department works closely with staff and faculty, who serve as content specialists to develop and design both print and electronic materials.

All printed and electronic materials and publications must undergo a review process that is led by the MPA staff and includes input from the content expert(s), including administration, faculty, staff, and others, to facilitate the production and accuracy of information. Prior to materials being printed, distributed, and/or posted online, they must undergo an additional process of proofing and updating.

For printed materials, stakeholders will review a proof that is updated based on their feedback. A second proof is reviewed prior to printing.

For electronic materials, the process of proofing and updating continues throughout the duration of the posted materials. Electronic materials also include the college website and official social media accounts. Divisions, departments, programs, etc. of the college are expected to regularly review the content of their pages on the website to help ensure accuracy. On a frequent basis, the MPA Department monitors the accuracy of content across all official social media accounts.

The Student Outreach and Recruitment Department also plays an active role in reviewing materials. The Department conducts annual and biannual reviews and updates of recruitment and marketing materials.

*APPROVED: December 2016*

# Sexual Harassment

## Policy

Central Carolina Community College is committed to providing and promoting an atmosphere in which individuals may realize their maximum potential in the workplace and/or the classroom. Sexual harassment is a violation of both state and federal law and will not be tolerated. Sexual harassment is defined as requests for sexual favors, deliberate, unsolicited, unwelcome verbal and/or physical sexual attention by anyone associated with the college, whether male or female. Sexual

harassment includes, but is not limited to: obscene jokes, lewd comments, sexual depictions, repeated requests for dates, touching, staring, or other sexual conduct committed either on or off the college premises. This definition does not include personal compliments welcomed by the recipient or relationships which are freely entered into by both parties.

Victims of sexual harassment have the right to sue both the school and the perpetrator by contacting the Equal Employment Opportunity Commission or a state agency. For this reason and for the protection of all our employees and students, Central Carolina Community College seeks to prevent sexual harassment

All Central Carolina Community College employees and students are responsible for helping ensure that our workplace is kept free of sexual harassment.

As an employee, if you feel you have been a victim of sexual harassment, immediately report the behavior to Human Resources (Science Building, Lee Main Campus, (919) 718-7493) or to any supervisor, department head, or vice president.

As a student, if you feel you have been a victim of sexual harassment, immediately report the behavior to a counselor or you may initiate a formal complaint to the vice president of student services.

If you have witnessed sexual harassment or if you have received a report of sexual harassment, you are also urged to report the incident to the appropriate authority so that prompt action may be taken.

All complaints will be treated seriously, kept as confidential as possible, and investigated fully. Central Carolina Community College expressly forbids any retaliation against employees or students for reporting sexual harassment. If, however, the college finds that false charges have been filed, disciplinary action may be taken against anyone who provides false information.

If an investigation confirms that sexual harassment has occurred, immediate action will be taken to put an end to the harassment. Central Carolina Community College will take appropriate corrective actions against anyone found to be in violation of this policy, including possible termination of employment.

*APPROVED: April 2016*

# ~~Smoking - 100% Tobacco Free Campus Policy~~

## ~~Policy~~

~~Central Carolina Community College is committed to providing its employees and students with a safe and healthful environment. CCCC also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. CCCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.~~

~~CCCC has set the following 100% tobacco free campus policy as of January 1, 2009.~~

~~The use of tobacco and tobacco products is prohibited by students, staff, faculty, or visitors:~~

- ~~in all campus buildings, facilities, and outside areas of the campus~~

- on campus grounds, or in vehicles that are the property of the college
- at lectures, conferences, meetings, social and cultural events held on campus
- for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff
- eCigarettes or any other active, nontraditional nicotine delivery systems are also prohibited. This prohibition does not apply to passive nicotine delivery systems intended for smoking cessation, such as nicotine patches.

*APPROVED: April 2016*

## Procedure

**Enforcement**

Student enforcement of all college policies and procedures is the responsibility of all faculty and staff members.

**First Offense**

Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the college policy and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student's identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official picture identification (e.g., driver's license) and shall be instructed to take the necessary steps to acquire an official identification card. The faculty or staff member will explain the college's tobacco-free policy and the possible consequences for violating the policy, and will file a report with the director of campus security and safety giving the student's name and the date and time of this policy violation. The report shall be made as an email or memorandum. The director of campus security and safety will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.

**Second Offense**

Faculty and staff members will follow the procedures identified in "First Offense." When the director of campus security and safety determines that this is the second reported offense for a student, the director will give the student's name to the vice president of student services. The vice president of student services will send the student a first-class letter and/or email, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.

**Third Offense**

Faculty and staff members will follow the procedures identified in "First Offense." When the director of campus security and safety determines that this is the third reported offense for a student, the director will give the student's name to the vice president of student services. The vice president of student services will suspend the student for the remainder of the current term. The student may re-enroll, subject to any

specific program limitations, following the suspension period.

*APPROVED: December 2016*

# Social Media

## Policy

Central Carolina Community College encourages participation in social media by college offices to strengthen our reputation and our connection with current and future students, parents, alumni, donors, faculty, staff, and other key audiences. Used responsibly, social media sites provide an effective way to keep abreast of new trends and topics, to promote the college, and to share information and perspectives.

CCCC welcomes interaction (comments, wall posts, sharing fan photos, etc.) from users of social networking sites such as Facebook, LinkedIn, Twitter, Instagram, and YouTube pages. The college reminds its social media guests; however, that these sites are not private and, as with any Internet site, their security cannot be guaranteed.

Any information guests choose to post on these sites is available to anyone else who visits them. Guests should take this into consideration and use discretion when deciding whether to post personal information about themselves or others on these sites. Use of these sites is voluntary, and any guest using them assumes the risk associated with the use of social networking sites and agrees to release and hold harmless the college for any claims, causes of action, or damages that may arise relating to the guest's use of these sites.

The college reserves the right to remove any and all content and comments at its discretion. Acceptable content may be positive or negative in context to the conversation, regardless of whether it is favorable or unfavorable to CCCC. However, language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed. Content and comments intended to promote commercial products or services are not permitted under college policy and will be removed. Content that violates any college policy will be removed. Social media should not be used to defame CCCC's reputation or create a hostile atmosphere toward the college. Constructive comments for improving the college for students or employees are welcome.

### Approval

Departments that have a social media page or would like to start one should contact the Marketing and Public Affairs Department.

College approval of a social media site for a program or department is contingent on whether it can be carried out in such a manner that positively supports the institution's mission and vision and whether it adds value to both the college and the audience. At least one faculty or staff person shall be designated to monitor the social media site(s), identify problems that emerge, and take action when necessary.

On personal sites, identify your views as your own. Never represent yourself as a spokesperson for Central Carolina Community College. If Central Carolina Community College is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Central Carolina Community College, fellow employees, students, customers, suppliers, or people working on behalf of Central Carolina Community College. If you identify yourself as a Central Carolina Community College faculty or staff member online, or publish a blog or post online related to the work you do or subjects associated with Central Carolina Community College, make it clear that you are not speaking on behalf of Central Carolina Community College. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Central Carolina Community College." Never post any information or rumors that you know to be false about Central Carolina Community College, fellow associates, members, customers, supplier people working on behalf of Central Carolina Community College, or competitors. Do not create a link from your blog, website, or other social networking site to a Central Carolina Community College website without identifying yourself as a Central Carolina Community College employee.

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager. Do not use Central Carolina Community College email addresses to register on social networks, blogs, or other online tools utilized for personal use. Central Carolina Community College prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

**Updating and Monitoring**

Pages shall be updated on an ongoing basis by the departments or units that create them to enable rapid response to any problems that may arise and to ensure an engaging, interesting environment for visitors. To be effective, pages must be dynamic and will require updating more frequently than a website. A stale page may cause more damage to the image of the college than having no page at all. Posts on social media sites should protect the college's institutional voice by remaining professional in tone and in good taste. In addition, the public nature and longevity of comments should be considered before posting.

Marketing and Public Affairs is charged with the responsibility to monitor the college's social media initiatives.

If disciplinary action seems necessary, Marketing and Public Affairs shall contact Human Resources who will determine an appropriate course of action for college employees.

**Protect Confidential and Proprietary Information**

Do not post confidential or proprietary information about Central Carolina Community College, students, employees, or alumni.

~~When posting, be mindful of the copyright and intellectual property rights of others and of the college.~~

**~~Terms of Service~~**

~~Obey the terms of service of any social media platform employed.~~

*~~APPROVED: February 2014~~*

# Solicitation/Fundraising

## Policy

For purposes of this policy, solicitation or fundraising is any activity that represents an effort to achieve a contribution, a donation, or a sale/purchase of goods or services on any property owned, leased, or under the jurisdiction of CCCC.

Individuals representing college groups, clubs, or associations, may solicit funds, in-kind donations, or engage in campus fund raising activities with prior approval of the campus provost where applicable, and the vice president of student services or dean of student support services. Solicitation and/or fundraising by any "for profit" individual or group are strictly prohibited.

College employees and/or students may not use their employee and/or student status to endorse commercial products or services.

The sale of items for charitable organizations by CCCC employees must be approved by the appropriate vice president and must not conflict with normal working duties. Employees must not use the college's email network for sales or solicitation for outside individuals or groups.

Exceptions to this policy must be approved in writing by the vice president of student services or his/her designee.

*APPROVED: July 2016*

# Title IX: Sexual Violence, Sexual or Gender-based Harassment, and Other Sexual Misconduct

## Policy

Central Carolina Community College (CCCC) is committed to providing an environment that is supportive of its primary educational mission and free from sex/gender-based misconduct, as set forth in Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106:

"No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Members of the college community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination, and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCCC will not tolerate acts of Title IX or sex/gender-based harassment in any of

its forms, including, but not limited to: sexual or gender-based harassment, rape, sexual assault, other forcible and non-forcible sex offenses, domestic or dating violence, or stalking, and supports this policy for all students, faculty, and staff. All actions taken to investigate and resolve complaints through this process will be conducted in a matter that preserves confidentiality to the greatest extent possible under the circumstances, without compromising the thoroughness of the investigation.

Inquiries concerning Title IX compliance should be referred to the Title IX coordinator, who is charged with the oversight of all Title IX claims and investigations. The president has the authority to designate the Title IX coordinator and/or deputy Title IX coordinator(s), and to change them as needed. Their specific identities and contact information are posted prominently on the CCCC website.

Education for students, faculty, and staff will be provided through appropriate training programs, which may include:

- New-employee orientation programs
- Professional development training
- Student and employee handbooks
- Brochures, posters, and/or pamphlets
- Campus media
- Webinars

**Sexual Misconduct Offenses**

Sexual harassment is a form of sex discrimination and refers to unwelcome, sexual, sex-based and/or gender-based verbal, written, online, and/or physical conduct. Sexual harassment includes quid pro quo harassment. Gender-based harassment may involve acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature and includes any other conduct that has the purpose or effect of unreasonably interfering with one's freedom by creating an intimidating, hostile, humiliating, or sexually offensive academic environment. Anyone experiencing sexual or gender-based harassment in any college program is encouraged to report it immediately to the Title IX coordinator.

While in some cases individuals may make sexual comments or jokes or personal advances without intending harm, such actions can be unwanted, threatening, and perceived as harassment. Stopping sexual or gender-based harassment in its many forms requires an increased awareness by everyone at the college of the impact that such actions may have on others. The following is a partial list of unwelcome, unwanted behavior, which may be considered sexual or gender-based harassment:

- Unwelcome sexual advances or propositions – whether they involve physical touching or not;
- Written or verbal sexual epithets, jokes, or references to sexual conduct, gossip regarding one's sex life;
- Written or verbal abuse of a sexual nature, use of sexually degrading, or vulgar words to describe an individual;
- Leering, whistling, brushing against another's body, sexual gestures;

- The display of sexually suggestive objects, pictures, posters, cartoons, websites, and any form of electronic communication;
- Comments about an individual's body or appearance, or regarding one's sex life, experience, sexual prowess, or sexual deficiencies;
- Asking questions about sexual conduct or probing into one's sex life or relationships; and
- Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not of a sexual nature.

**Definitions and Descriptions of Sexual Violence, Sexual Misconduct, and Other Applicable Definitions**

Intimate Partner Violence (IPV): The overarching term used to address any form of domestic or dating violence.

Sexual Assault: An offense that meets the definition of rape, fondling, incent, or statutory rape as used in the FBI's UCR program.

Sex Offenses: Any sexual act direct against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part of object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the

frequency of interaction between the persons involved in the relationship.

- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purposes of this definition:
    - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
    - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
    - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Sexual Violence:** Any non-consensual sexual contact including penetration.

**Victim/Survivor:** The person who has experienced IPV, stalking, and/or sexual violence.

**Alleged Perpetrator:** An individual who the victim/survivor identifies as having perpetrated IPV, stalking, or sexual violence.

**Reporting Party:** A victim/survivor who has notified CCCC that sexual misconduct/violence has occurred.

**Responding Party:** The individual who the reporting party identifies as having perpetrated sexual misconduct/violence.

**Consent:** Explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity, or lack of active resistance does not imply consent.

**Hostile Environment:** An environment created wherein sexual harassment is sufficiently severe or persistent or pervasive, and objectively offensive.

**Non-consensual Sexual Contact:** Any intentional sexual touching, with any object, by a person upon another person that is without consent and/or by force.

**Non-consensual Sexual Intercourse:** Any sexual intercourse, however slight, with any object, by a person upon

another person that is without consent and/or by force.

**Quid Pro Quo Harassment:** Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another.

**Sexual Exploitation:** When one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy, prostituting another person, non-consensual digital, video, or audio recording of nudity or sexual activity; engaging in voyeurism; knowingly exposing someone to or transmitting an STI, STD, or HIV to another person.

**Interim Measures:** Temporary supports put in place to stabilize the situation, stop the sexual misconduct, support the people involved in the report and the community, and protect the integrity of the investigation. Examples of interim measures are:

- Issue a No Contact Order for the people involved in the report
- Security assistance (security escorts, increased patrols, etc.)
- Transportation assistance
- Academic accommodations, such as alternative course completion options, changes in class schedules, rescheduled exams, etc.
- Changes in work-study schedule or job assignment
- Limiting an individual or organization's access to certain college facilities or activities pending resolution of the matter

**No Contact Order:** A directive from the college that prohibits people named in a report from contacting each other, either in person, through a third party, or through written or electronic communication. A No Contact Order can be amended or removed as more information is gathered about the incident, and either involved party can request a No Contract Order. The college may also impose an order based on information that was gathered during the initial report.

**Awareness Programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Bystander Intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm of intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

**Ongoing Prevention and Awareness Campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of

topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary Prevention Programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Risk Reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Prompt, Fair, and Impartial Proceeding: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the reporting party and the responding party of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the reporting party or responding party, or both, may be present; and
- Provides timely and equal access to the reporting party, the responding party, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the reporting party or the responding party.

Proceedings: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

**Reporting and Confidentiality**

All college employees have a duty to report Title IX violations immediately to the Title IX coordinator, unless their position requires them to maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Examples of those who may be required to maintain confidentiality include licensed professional counselors, clergy working within the scope of their licensure or ordination, or licensed medical professionals. The reporting party will be notified when information cannot be kept confidential.

If the reporting party requests confidentiality and decides not to file charges in a Title IX violations case, an anonymous report of the incident must be made in order to comply with the Clery Act (campus crime reporting).

**Investigation and Resolution of Claims**

All claims shall receive a prompt, fair, and impartial investigation and resolution. Investigations shall be conducted by officials who receive training on issues related to the aforementioned crimes and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The reporting party and the responding party are entitled to a fair and equitable process, and both shall be simultaneously informed, in writing, of:

- Specific finding for each violation and each responding party involved in the proceeding;
- Sanctions resulting from the outcome of the proceeding;
- CCCC's procedures for appeal of the results

**Sanctions**

Sanctions may be imposed upon any member of the college community found to have violated the Title IX: Sexual Violence, Sexual or Gender-based Harassment, and Other Sexual Misconduct policy. Sanctions for sexual misconduct can range from probation to expulsion/termination, or other appropriate sanction based on the severity of the incident. This policy applies to both students and employees.

**Protection against Retaliation**

Retaliation is defined as any materially adverse action that might well have dissuaded a reasonable person from making or supporting a complaint of Title IX violations. A complaint's actual or perceived lack of merit does not excuse retaliatory conduct. Retaliation against any individual for reporting Title IX violations or against one who participates in an investigation will not be tolerated. In responding to reports of retaliation, the college will conduct a prompt, thorough and impartial investigation and will take appropriate remedial measures.

**False Accusation**

CCCC recognizes that the question of whether a particular course of conduct constitutes Title IX violations requires a factual determination. The college also recognizes that false accusations can have serious effects on innocent persons. If, after investigation, it is clear that the reporting party who has accused another of Title IX violations maliciously or recklessly made a false accusation, the reporting party will be subject to appropriate disciplinary action, up to and including expulsion.

*APPROVED: May 2019*

## Procedure

This section applies to Title IX violations allegations. All other forms of harassment and/or discrimination are handled through the Student Code of Conduct.

All employees are considered responsible employees, which means that all employees have a duty to report Title IX violations, including, but not limited to, sexual or gender-based harassment, rape, sexual assault, other forcible and non-forcible sex offenses,

domestic or dating violence, or stalking, or any offense of this nature.

Students, faculty, and staff are strongly encouraged to report Title IX violations in any of its forms to the Title IX coordinator or Campus Security Office.

### Sexual Assault

Anyone who believes they have been victims of Title IX violations that involve any type of sexual assault should do the following as soon as possible in order to ensure the preservation of evidence:

- Go to a safe place.
- Do not shower or bathe.
- Do not urinate, if possible.
- Do not eat, drink, smoke, or brush your teeth if oral contact took place.
- Do not destroy or wash the clothes you were wearing. If you change, place your clothes in a paper bag.
- Contact the Campus Security Office, law enforcement, and/or the Title IX coordinator. The filing of a report does not obligate the reporting party to pursue charges, but does make filing of charges easier at a later date.
- Seek medical treatment immediately (preferably within 72 hours).

### Pregnancy and Parenting

Title IX regulations include pregnancy and parenting protections. CCCC will follow recommended procedures to uphold these protections for students, faculty, and staff. These protections include allowable excused absences, make-up work, ability to participate in classes and extracurricular activities, and reasonable comfort adjustments.

### Guidelines for Faculty/Staff

College employees will observe the following guidelines when responding to a report of Title IX violations from students or other faculty/staff members:

- Be sure to tell the reporting party that you are considered a responsible employee before talking with them about the incident so that they understand your role in regards to confidentiality. If the reporting party wishes to maintain confidentiality, refer them to outside area resources.
- Encourage the person to seek medical assistance as soon as possible, if needed.
- Actively listen, provide nonjudgmental support, and do not ask questions that suggest blame or doubt.
- Do not question the reporting party about the details of the incident; other trained personnel will do this.
- Encourage the person to speak to the Title IX coordinator or Campus Security Office, and to make a report to law enforcement.

### Reporting Title IX Violations

Report any possible Title IX violations to the Title IX coordinator or deputy Title IX coordinator for faculty and staff. The Title IX coordinator and deputy Title IX coordinator (faculty and staff) are

designated by the CCCC president as follows:

- Title IX coordinator: dean of student support services
- Deputy Title IX coordinator (faculty and staff): director of human resources.

If the reporting party does not wish to pursue action with the college, the reporting party may make an anonymous report on the details of the incident without revealing the reporting party's identity.

**Filing a Complaint**

1. Complaint: When making a complaint of Title IX violations, the reporting party should be prepared to provide the following information:
    - Name of the student, faculty, or staff who is (was) being victimized;
    - The name of the person(s) committing the Title IX violations;
    - The specific nature of the Title IX violations;
    - Whether the reporting party has previously reported such Title IX violations, and if so, when and to whom.
2. Charges/Notification: The Title IX coordinator will notify the responding party of the charge(s) via email, certified mail, or in person. The reporting party will be provided with copies of all notices sent to the responding party and the responding party will be provided with copies of all notices sent to the reporting party. Notification will include the following:
    - Name of the student(s) being charged (responding party);
    - The alleged specific Title IX violations occurrence;
    - The time, place, and date of the occurrence;
    - The nature of the investigation to be performed.
3. Investigation/Decision
    - If the Title IX coordinator believes that the reported violation(s) occurred, the case will be assigned to a trained CCCC investigator and a full investigation of the allegations will take place.
    - The Title IX coordinator will put actions in place that will:
        - end the Title IX violations
        - prevent recurrence
        - provide remedies to the victim.

**Interim Remedies/Actions**

The Title IX coordinator may provide interim remedies intended to address the violation in the short term in order to prevent further violations. Remedies will be based on the individual case, but may include altering work or class schedules or locations, providing campus escorts, referral to outside resources as appropriate, and adjustments to work or academic deadlines or delivery modes.

**Standards for Investigation**

The following "standards for investigation" shall be followed in regards to allegations of Title IX violations.

- The complaint will be decided using a preponderance of evidence standard, i.e., it is more likely than not that Title IX violations occurred.
- The reporting party and the responding party will be entitled to the same opportunities throughout the process, and will be notified in writing of the outcome of the complaint simultaneously.
- Every effort will be made to resolve the complaint in no more than 60 days. This timeline may be adjusted due to factors beyond the control of the college or at the mutual consent of the reporting party and the responding party.

**Investigation Procedures**

The college's complaint procedure provides for an immediate, thorough and objective investigation of the sexual misconduct/violence. The assigned investigator(s) may use the following procedures during the course of the investigation process:

- Interviewing the reporting party: The reporting party might be interviewed once or more than once depending on the need to ask follow-up questions after collecting additional evidence.
- Interviewing the responding party (parties) who is (are) perceived to have committed the alleged Title IX violations once or more than once depending on the need to ask follow-up questions after collecting additional evidence.
- Interviewing witnesses identified by either the reporting or responding party.
- Collecting and reviewing evidence which might corroborate either the reporting or responding party's recollection of the incident. This might include, but is not limited to, written statements, test messages, emails, social media posts, phone records, letters, voicemails, pictures, medical records, court records, 911 calls, and off-campus law enforcement records.
- Consulting other college officials.
- Other appropriate methods to facilitate making an informed decision about the complaint.

All actions taken to investigate and resolve complaints through this process will be conducted in a matter that preserves confidentiality to the greatest extent possible under the circumstances, without compromising the thoroughness of the investigation.

The investigation will be completed and the finding will be presented to the Title IX coordinator. The Title IX coordinator will review the investigation findings and determine if there is reasonable cause to continue the case. If there is reasonable cause to continue the case, the investigation findings will be turned over to the Judicial Board for hearing.

If at any point during the investigation it is determined that there is no reasonable cause to believe that the CCCC Title IX policy has been violated, the Title IX coordinator has the authority to terminate the investigation and end the resolution proceedings.

If the responding party is found not responsible for the alleged violations(s), the investigation will be closed. If the responding party is found responsible for the alleged violation(s), the Judicial Board will impose appropriate sanctions for the violation in consultation with the Title IX coordinator and the deputy Title IX coordinator.

The faculty and staff members of the CCCC Judicial Board will act as the hearing committee for Title IX cases. Any members of the board who have any previous involvement with the investigation or the parties involved will be excused. The vice president of student services, Title IX coordinator, the deputy Title IX coordinator as appropriate, and case investigators shall be in attendance to provide information about the evidence from the investigation.

The CCCC Judicial Board Chair shall schedule a hearing following the written notification to the reporting party and the responding party. The hearing shall be confidential and shall be closed to all persons except the following:

- The reporting party and the responding party, who shall be interviewed separately;
- Counsel (if any); and/or
- Witnesses who shall:
    - Give testimony singularly and in the absence of other witnesses.
    - Leave the hearing immediately upon the completion of the testimony.

The hearing will be recorded by the college in an audio format. Recordings will become the property of the college, and access to them will be determined by the committee chair. All recordings will be monitored by the CCCC Judicial Board Chair housed in the CCCC Business Office vault.

Upon completion of a Title IX hearing, the Judicial Board shall meet in executive session to make a finding based on the preponderance of the evidence. Committee decisions shall be determined by a majority vote of the committee members. The outcome of the hearing will be sent to the reporting party and the responding party simultaneously within two business days after the hearing.

**Appeals**

Either party has the right to appeal the final decision if there is new/additional evidence not presented in the first hearing or if a substantive or procedural right was not followed. All appeals must be filed in writing to the vice president of student services within five business days of receiving the written notification.

The vice president of student services will either uphold or put aside the decision of the Judicial Board. The appeal decision of the vice president of student services is final.

**Resources for Victims of Title IX Violations**

| Organization | Phone Number |
|---|---|
| Emergency | 911 |
| Campus Security-Lee | (919) 718-7512 |
| Campus Security-Harnett | (910) 814-8813 |
| Campus Security-Chatham | (919) 545-8066 |
| Chatham County Sheriff | (919) 542-2811 |
| Dunn Police Dept. | (910) 892-2399 |

| Organization | Phone Number |
|---|---|
| Family Violence & Rape Crisis Center, Pittsboro/ Siler City (www.fvrc.org) | (919) 545-0224 |
| Harnett County Sheriff | (910) 893-9111 |
| Haven of Lee Co. Crisis Line (haveninleecounty.org) | (919) 774-8923 |
| Lee County Sheriff | (919) 718-4577 |
| Lillington Police Dept. | (910) 893-3015 |
| N.C. SAVAN (Statewide Automated Victim Assistance & Notification) (www.ncsavan.org) | 1-877-627-2826 |
| Office of Civil Rights (OCR) National hotline (www.ed.gov/ocr) | 800-421-3481 |
| Pittsboro Police Dept. | (919) 542-3200 |
| RAINN (Rape, Abuse & Incest National Network) (www.rainn.org) | 1-800-656-HOPE |
| SAFE of Harnett County Crisis Line (www.safeofhc.org) | (910) 893-7233 |
| Sanford Police Dept. | (919) 775-8268 |
| Siler City Police Dept. | (919) 742-5626 |
| U.S. Dept. of Justice–Civil Rights Division | 877-292-3804 |

*APPROVED: August 2018*

# ~~Travel~~

## ~~Policy~~

~~Employees may be granted permission to travel for college-related purposes and be reimbursed for incurred expense, subject to State of North Carolina regulations and limitations. State regulations require that all travel be reimbursed within 30 days of completion. Failure to submit a timely request will result in non-reimbursement.~~

*~~APPROVED: April 2016~~*

# ~~Use of Alcohol at Special Events (Dennis A. Wicker Civic & Conference Center)~~

## ~~Policy~~

**~~Use of Alcoholic Beverages Approval Required~~**

~~Alcoholic beverages may be permitted in and on the premises of the Dennis A. Wicker Civic & Conference Center, Sanford, North Carolina, only under special written approval by the President, or the President's designee.~~

~~Permission will not be approved for activities that do any of the following:~~

- ~~Violate federal, state, or local laws~~
- ~~Violate Central Carolina Community College policies or regulations~~
- ~~Advocate imminent violence~~
- ~~Damage or have the potential to damage college buildings, grounds, or equipment~~
- ~~Are in conflict with scheduled college activities~~

**ABC Permits**

A Special Occasion Permit, a Limited Special Occasion Permit, or other requisite permits issued by the North Carolina Alcoholic Control Commission for the sale or service of alcoholic beverages must be secured and presented by the applicant for any event where alcoholic beverages are served. The required ABC Commission permits must be presented to the college no less than ten (10) days prior to the event and shall be displayed at all times during the event.

**Security**

For any event where an alcoholic beverage is sold, served or consumed in and on the premises of the Dennis A. Wicker Civic & Conference Center, a minimum of two (2) uniformed law enforcement officers who are certified by the State of North Carolina must be present on the premises during the event. The college may require additional uniformed and certified officers to be present during the event depending on the event details.

The applicant shall be responsible for securing and paying the full costs and expenses of such security officers, and any other applicable administrative expenses. The college shall be notified of the uniformed law enforcement officers engaged by the applicant no less than ten (10) day prior to the event.

**Liability Insurance**

When selling, serving, or consuming alcoholic beverages as defined in North Carolina General Statutes in or on said premises, the applicant shall provide proof of at least at $1,000,00.00 liability insurance policy naming Central Carolina Community College and its Board of Trustees as additional insureds in which the insurance carrier agrees to defend, save harmless, and indemnify them from all financial loss, damage, or harm arising out the sale, serving or consumption/ alcoholic beverages in or on the premises of the Dennis A. Wicker Civic & Conference Center. A copy of the certificate of insurance must be received by the college no less than ten (10) days prior to the event.

**Damages**

The event applicant and/or sponsor are responsible for all damage to the civic and conference center facilities, property, or equipment that occurs while the facility is being used by them, regardless of who caused the damage. Event organizers are also responsible for the conduct of all persons involved in their activities while on college property.

**Service of Alcoholic Beverages**

The following regulations shall apply:

- Alcoholic beverages can be served only by and to adults, age 21 and older. The applicant is required to ensure that all servers take precautions to ensure guests are not served inappropriate amounts of an alcoholic beverage and further ensure that no person under age of 21 is served alcoholic beverages.

  The inappropriate or excessive serving of alcoholic beverage to an individual or event attendees may result in the immediate suspension of the entire event by either the college, security officers, police, sheriff, or State ABC officers.

- All alcoholic beverages must be served and consumed in the area

or areas in which the requisite ABC permit is posted.

- Common source containers such as kegs without an individual server are prohibited.
- Also prohibited are the use of glass containers, glass bottles, and brown bagging.
- The applicant or its caterer (lessee or event sponsor) shall obtain the alcoholic beverage as required by the laws of North Carolina and transport in to and from the college facility.
- The purpose of this policy is to enhance economic development efforts in the service area of Central Carolina Community College and to provide specific cultural or promotional events.

*APPROVED: December 2021*

# Use of Institutional Facilities

## Policy

Central Carolina Community College provides a service to the community by allowing the occasional use of college buildings and allied facilities to responsible grounds when such use is determined to be beneficial to the citizens of the county and/or the college and when it will not interfere with or be detrimental to the ongoing education programs of the college. In renting or making available for use any college property, neither the college president, the Board of Trustees, nor any college personnel assumes 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.

**General Regulations**

Any college staff member sponsoring an activity that includes non-staff or non-faculty members, whether or not it is a college sponsored activity, shall make all arrangements with the vice president of administrative services.

Future use of the facilities of the college by any group is contingent upon the group taking proper steps to protect college property, to ensure complete safety of the participants, and the observance of fire and other safety ordinances. If the facility is misused, it is the responsibility of the vice president of administrative services to advise the group in writing of such misuse and to direct appropriate remedial action. Misuse shall result in prohibition from any future use of college facilities.

The right to alter regulations and/or rental charges at any time is reserved by the institution with approval of the Board of Trustees.

The facilities will be used only for the purposes stated in the application.

CCCC will not make space available to the following groups, agencies, or organizations:

- Those teaching classes that are in competition with CCCC course offerings
- Organizations, groups, or individuals when the intended use is for profit

- Private organizations, groups, or individuals on a restricted basis (e.g. dances, birthdays, parties, weddings, etc.)
- Organizations, groups, or individuals who intend on having a reoccurring event, in which they intend on meeting more than once a month

No illegal use will be made of the premises. Controlled substances will not be permitted.

Order and decorum must be maintained by the user.

Users are expected to return facilities to the same shape and set-up as they were at the beginning of rental.

The user will comply with the rules and regulations of the institution's authorities in connection with this use.

All college facilities are tobacco free.

The user will provide adequate and competent help to protect the public, supervise the premises, and protect the property during this use.

The user will protect the institution and its officials against any liability out of this use, will present proof of public liability insurance policy at the time the application is signed, and in addition to the foregoing, the user will agree to hold the college completely blameless in every regard and to indemnify the college fully for any property or personal loss.

The user will promptly make good any loss sustained by the institution by reason of theft, breakage, or other damage to the occupied area and the immediate premises used in connection with this use. The college reserves the right to require a deposit to protect against damage.

Any use of electricity for other than general illumination provided by existing facilities or any change in existing electrical circuits or facilities is prohibited.

Nothing shall be nailed.

Any form of open flames (including candles) are prohibited within the buildings and on the college campuses.

All concession rights are reserved by the college.

CCCC does not provide special parking areas or parking rights to outside groups using college facilities.

No kitchen facilities or equipment including coffee making equipment, shall be used by any user group.

No food may be brought to the college by outside groups without approval from the vice president of administrative services.

Non-Discrimination Clause – Attendance at any event may not be restricted on the basis of race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

**Types of Groups Authorized to Use Facilities**

Group A: The following may use institutional buildings at no cost to the group when the college is in session. Charges will be levied to cover the expenses for security, if the use takes place when the college is not in session.

- College-sponsored student groups
- College advisory committees
- College Foundation

- Professional CCCC staff or faculty organizations
- Professional community college organizations
- Public service activities (i.e., voting polls, bloodmobile, mass inoculation, etc.)
- City, county, state, and federal agencies
- Public school system
- Area economic development organizations
- Non-profit, educational, civic, or cultural groups, if no admission is charged

Group B: The following may use college facilities for a fee per the usage fee schedule chart. Additional charges for security may be levied if additional security is determined to be needed by college staff members.

- Profit making or commercial organization meetings, seminars, etc. of affiliated groups.
- Meetings or events where registration or admission is charged or collections taken which are not college sponsored.
- Non-profit, educational, civic or cultural groups when admission is charged

The vice president of administrative services shall determine the proper classification and fees for any organizations that do not clearly fit either of the above classifications.

**Usage Fee Schedule**

**Chatham County**

| Building Name | Facility/Space | Rate (per hour) |
|---|---|---|
| Building 41 | Conference Room | $22 |
| Building 42 | Multi-purpose Room | $40 |
| Siler City | Conference Room | $22 |

**Harnett County**

| Building Name | Facility/Space | Rate (per hour) |
|---|---|---|
| Miriello Building | Conference Room | $22 |
| Miriello Building | Multi-purpose Room | $40 |
| Health Sciences | Conference Room | $22 |
| Health Sciences | Multi-purpose Room | $40 |

**Lee County**

| Building Name | Facility/Space | Rate (per hour) |
|---|---|---|
| Science Building | Conference Room | $22 |

**All Locations**

| Service Name | Rate (per hour) |
|---|---|
| Security ( If Applicable) | $40 |

**Weekend Meetings and Events**

Special charges may be levied for services needed and not normally

available on Saturdays and at other times when the college is not in session. Such charges may be waived by the vice president of administrative services if it is in the best interest of the college.

A college security staff member is required to be on duty while the activity is in progress. A security fee has been established above and will be charged for any events taking place while the college is not in session or if it is determined additional security is needed.

*APPROVED: April 2016*

## Vehicles and Parking

### Policy

All employees and students on all campuses must register their vehicles and display a college-issued parking decal. Designated parking for handicapped, visitors, faculty, and cosmetology patrons are restricted. All other parking is on a 'first-come' basis.

*APPROVED: April 2016*

## Visitors/Children on Campus

### Policy

CCCC welcomes visitors to our various campus locations. Visitors must comply with all CCCC policies, including polices regarding free speech, public assembly, and solicitation.

Visitors may be required to provide personal identification to college officials or campus security. Visitors who do not comply with requests for identification or who interfere with the normal college operations/environment will be asked to leave. Individuals who refuse to leave will be considered trespassing and will be subject to arrest. CCCC shall not be held responsible for accidents or injuries to visitors who are in violation of these policies.

In order to protect health, safety, and security of our educational environment, children under eighteen years of age are not permitted on campus unless accompanied by a parent/legal guardian or enrolled in a college-sponsored program. Children accompanying employees, students, or visitors of CCCC must be under the constant supervision of a responsible adult while on CCCC property. Children of employees, students, or visitors are not permitted in classes, labs, shops, or other learning environments, unless sanctioned and authorized by college administration. CCCC assumes no responsibility or liability for children, or for any accidents or injuries to children.

*APPROVED: July 2016*

## Weapon Policy

### Policy

The possession or use of a firearm, incendiary device, explosive, or any dangerous weapon or substance, except

in connection with a college-approved activity, is prohibited on campus. This also includes unauthorized use of any instrument capable of inflicting serious bodily injury to any person. Any faculty or staff in violation of this policy may be subject to disciplinary actions, up to and including dismissal from her or his position at the college.

N.C.G.S. § 14-269.2 generally prohibits carrying a "weapon" either openly or concealed on community college property. A "weapon" includes firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of knives or other sharp instruments. However, the General Assembly has enacted a limited exception to that general prohibition (S.L. 2013-369, sec. 2; N.C.G.S. § 14-269.2(k)), which makes a firearm permissible on a community college campus only under the following limited circumstances:

- The firearm is a handgun; and
- The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; and
- The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; and
- The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; and
- The firearm remains in the closed compartment at all times.

Please note that to be in compliance with this limited exception, all five of the above-cited criteria must be met.

*APPROVED: July 2016*

# Work Order Request

## Procedure

Employees who notice repairs are needed in their area are to contact the administrative assistant for the Physical Plant Department. The administrative assistant will create a work order ticket in the college's maintenance work order system. The ticket will be assigned to a maintenance staff member and the status of the project will be tracked through the work order system.

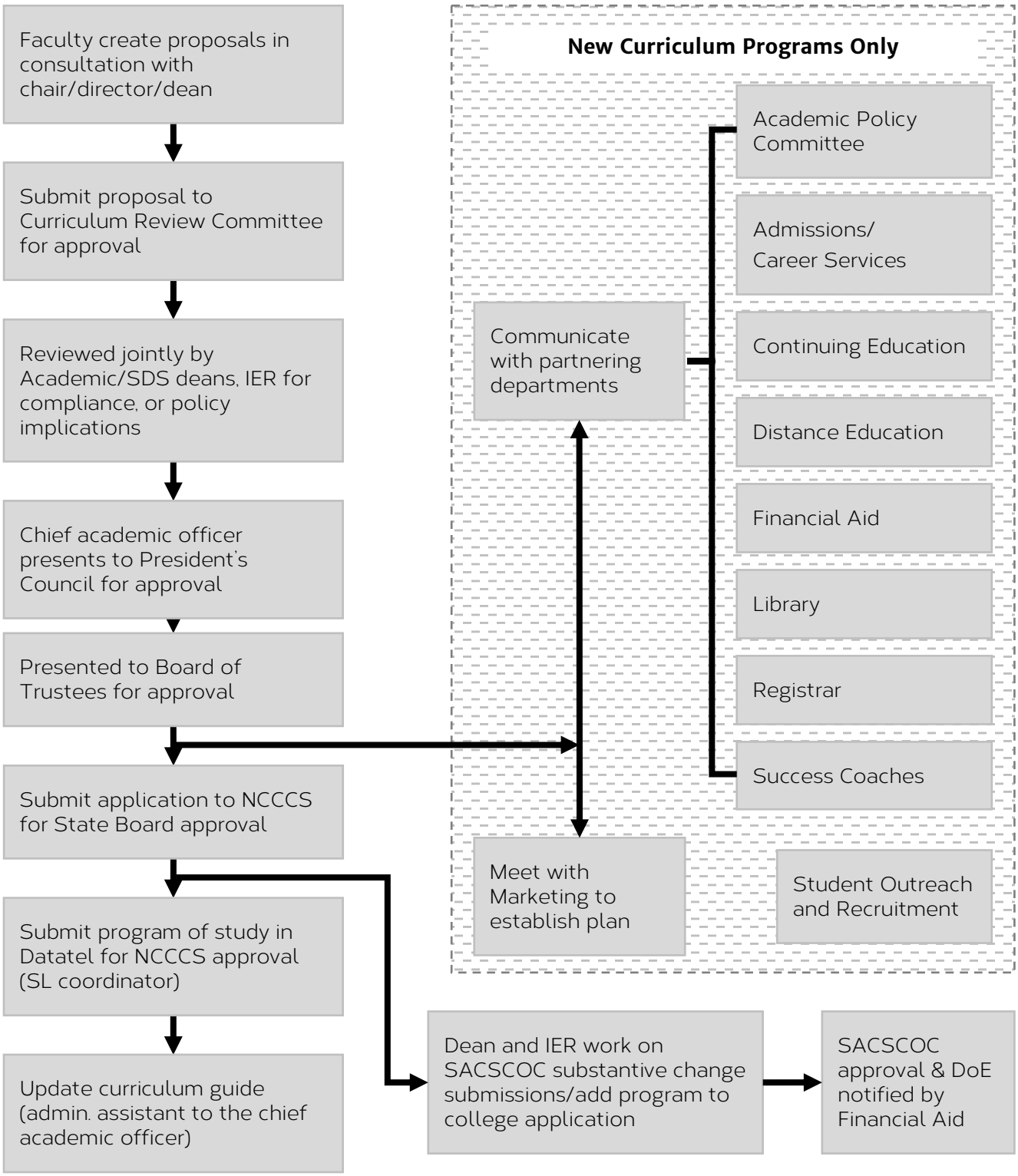
Employees requesting that modifications be made to assigned spaces such as electrical, plumbing, or painting must complete a Project Approval form found on the college's Intranet site. This form should be completed in entirety and have the necessary approvals prior to submitting to the Physical Plant Department. A layout of the desired changes should also be requested.

Employees requesting that furniture or equipment be moved must complete a Move form found on the college's Intranet site. This form should be completed in entirety and have the necessary approvals prior to submitting to the Physical Plant Department.

*APPROVED: December 2016*

# Appendices

# A: Curriculum Review Procedure



# B: New Curriculum Programs Checklist

**Consultation with Chair/Director/Dean**

☐ Written Proposal

**Curriculum Review Committee**

☐ Submit Curriculum Committee Program Submission form (paper form)

☐ Submit Curriculum Committee Program Submission form (electronic form)

☐ Submit Program Standard form

☐ Proposal approval

☐ Investigate potential non-credit to credit agreement options to be presented to CRC

**Certify Compliance**

☐ Academic/SDS review for compliance

☐ President's Council approve

☐ Board of Trustees approve

☐ Submit application to NCCCS for State Board approval

☐ Submit program of study in Datatel for NCCCS approval (SL coordinator)

☐ Dean and IER work on substantive change submissions

**Submit for NCCCS Approval (Student learning support coordinator)**

☐ State approval received

☐ Will use documentation received in curriculum meeting to electronically submit program of study to NCCCS for final approval. Once downloaded, Sue will add the program to CCCC's local program of study file. This allows class sections to be created.

**Update Curriculum Guides**

☐ Meet with administrative assistant to chief academic officer

**Institutional Effectiveness**

☐ Consult Institutional Effectiveness and Research for SACSCOC prospectus/compliance

☐ SACSCOC approval

**Marketing**

☐ Program overview/highlights (location, program of study, contacts, etc.)

☐ Website

☐ Flyers and brochures

☐ Catalog

☐ Marketing and Public Affairs/SOAR joint meeting

**Academic Policy Committee**

Answer the questions below:

1. Does the new program involve unique admissions requirements not previously considered at the college?
2. Does the new program involve outside licensure, certification, or a test from an established accrediting body?
3. Does the new program have special grading requirements that differ from the ten point grading scale published in the college catalog?
4. Does the new program require special permissions from students or their parents not previously required at CCCC?
5. Does the program require the purchase or use of special equipment not used by other programs at CCCC?
6. Does the program entail any joint venture with other community colleges, universities, or outside entities?

☐ If you answered yes to one or more of these questions, please consult with the appropriate dean, provost, or vice president to determine if you are required to seek approval of the unique aspects of your program from the Academic Policy Committee.

**Admissions**

☐ Academic Policy Committee approval for programs that require a specialized admissions process or requirements (i.e. a health science program)

☐ If admissions procedure is approved through Academic Policy Committee, admissions policy, catalog, and student handbook need updating.

☐ Admissions materials for a program that requires a specialized admissions process (i.e. rating sheet, GOT plan, information session, consideration material, mentioned on admissions/enrollment checklist)

☐ Assign counselor(s)

☐ Counselor assignment document needs updated

☐ Communicate with all admissions staff regarding new program

☐ Input program into Accuplacer system

☐ Any technical standards provided to Special Populations Office

**Distance Education**

☐ Ensure that all faculty that will be used to teach distance education courses in new program are setup with Blackboard Levels 1 and 2 training.

☐ Discuss course development for any courses that will have an online component.

☐ Verify with Institutional Effectiveness and Research that new course developments that are hybrid, blended, or synchronous with video conferencing will not trigger a substantive change on a college site.

**Financial Aid**

☐ Submit a copy of the SACSCOC approval letter for the new program(s).

☐ Submit a copy of the state approval letter from NCCCS for the new program(s).

☐ Submit catalog/curriculum information on the new program(s).

**Registrar**

☐ Confirm when approval is back from the System Office

☐ Confirm when approved by SACSCOC

**Success Coaches**

☐ Determine the number of students and Aviso/success coach pairings for success coach assignments.

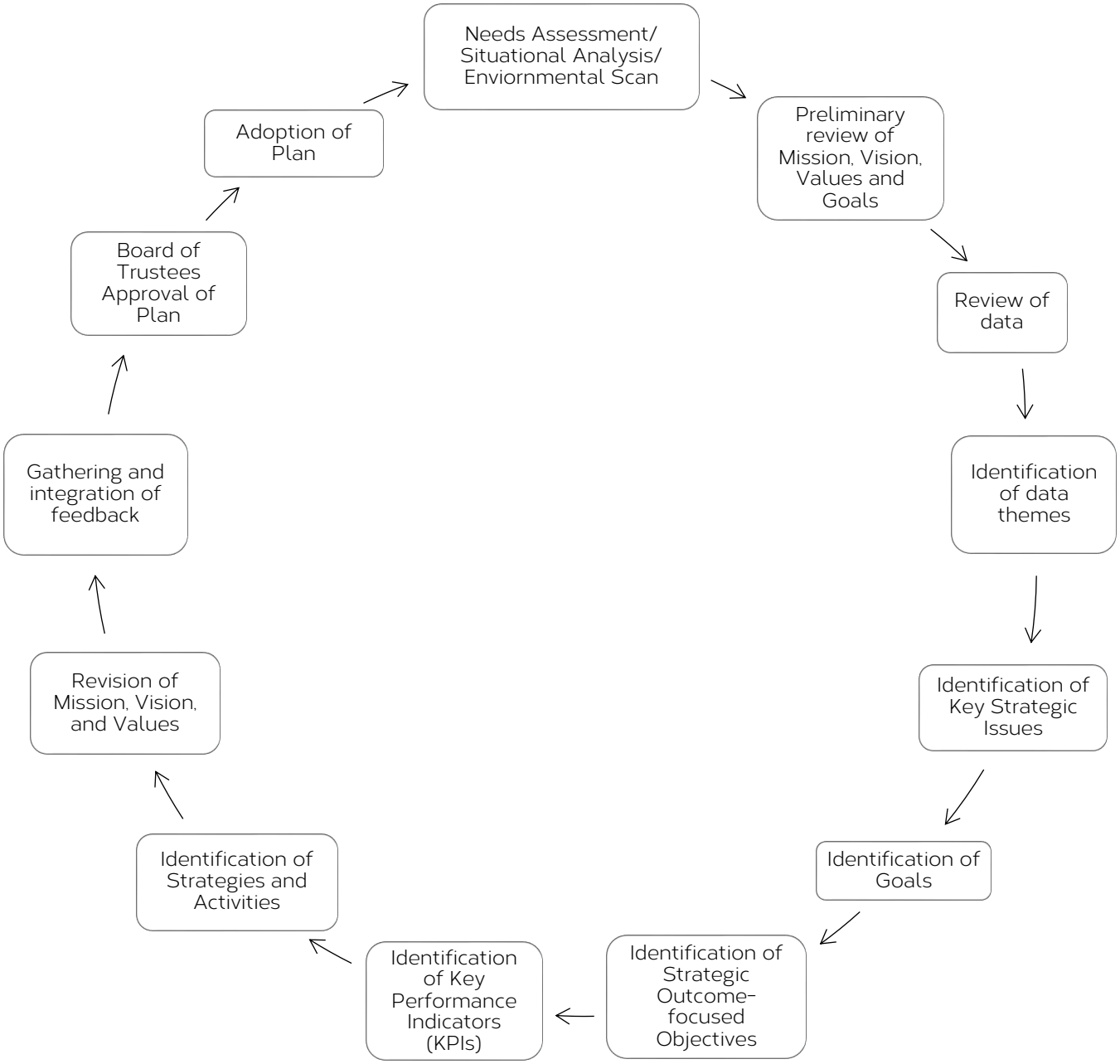
☐ Reach out to faculty and communicate Success Center services and events.

☐ Reach out to new program chair/department chair in preparation for new student orientation.

**Student Outreach and Recruitment**

- ☐ Marketing and Public Affairs/SOAR joint meeting

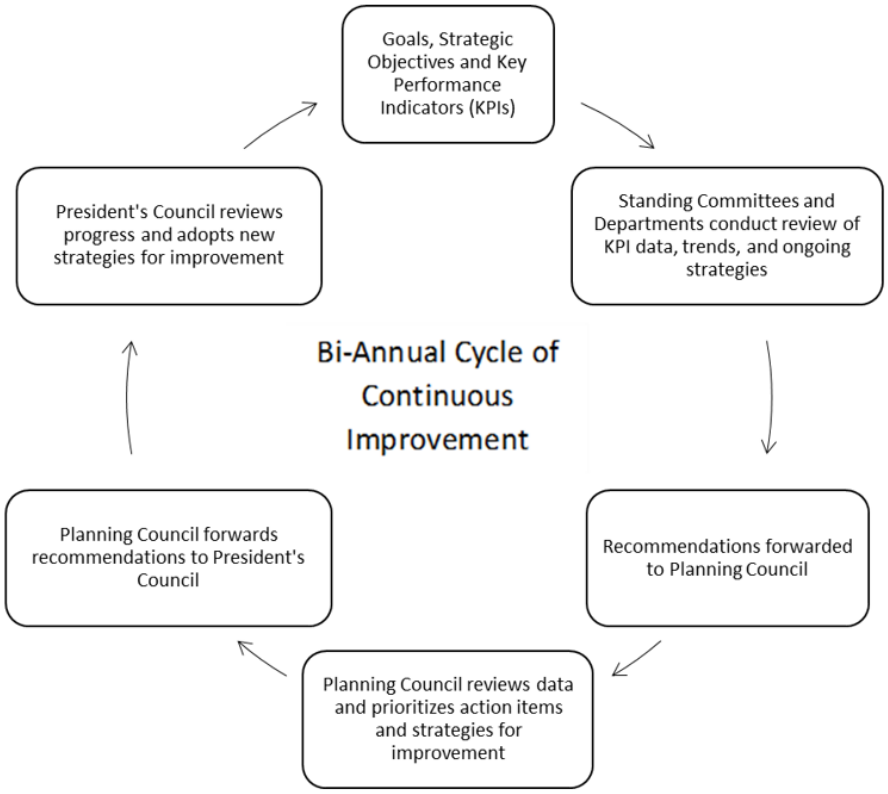
# C: Quinquennial Strategic Planning Process



**Outline of Quinquennial Strategic Planning Process, College Planning Council Process**

1. Needs assessment/situational analysis/environmental scan
2. Preliminary review of mission, vision, values, and goals
3. Review of data
4. Identification of data themes
5. Identification of key strategic issues
6. Identification of goals
7. Identification of strategic outcome-focused objectives
8. Identification of key performance indicators (KPIs)
9. Identification of strategies and activities
10. Revision of mission, vision, and values
11. Gathering and integration of feedback
12. Board of Trustees approval of plan
13. Adoption of plan

# D: Bi-Annual Cycle of Continuous Improvement



**Outline of Bi-Annual Cycle of Continuous Improvement Process**

1. Bi-Annual cycle of continuous improvement
2. Goals, strategic objectives, and key performance indicators (KPIs)
3. Standing committees and departments conduct review of KPI data, trends, and ongoing strategies
4. Recommendations forwarded to Planning Council
5. Planning Council reviews data and prioritizes action items and strategies for improvement
6. Planning Council forwards recommendations to President's Council
7. President's Council reviews progress adopts new strategies for improvement

# E: CCCC Interlibrary Loan Policy Details

| Type of Material | Loan | Renewals | Scan/Photocopy | Charges |
|---|---|---|---|---|
| Books | 4 weeks | Yes | Specific pages | None |
| Reference books | No | | Specific pages | None |
| Periodicals | No | | Specific pages | None |
| Audiovisuals | 4 weeks | Yes | Not applicable | None |
| Microforms | No | | Specific pages | None |
| Computer software | No | | | None |